

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC HONESTY POLICY

Holy Cross College is committed to intellectual development and the pursuit of truth and knowledge. In that pursuit, all members of the community - students, faculty, staff and administrators - remain committed to honesty in all personal and professional activity related to the mission of the institution. As a Catholic community, faculty, staff, and students have a moral and ethical responsibility to uphold the principle of unquestioned honesty, and refrain from any activity or behavior that would suggest academic dishonesty and lack of personal integrity.

Students shall be honest in their academic work and shall support the honesty of others. They shall, moreover, guard against any appearance of dishonesty.

Each faculty member has the responsibility to refer to the college policy on academic honesty at the beginning of each course. Faculty shall foster the honesty of their students by conducting each course in such a way as to discourage cheating or plagiarism. Moreover, instructors are to investigate thoroughly any evidence of cheating in their classes.

Faculty members alleging or suspecting a violation of academic honesty are to conduct a conference with the student. Following the conference, if the student is found responsible for a violation of the academic honesty policy, the faculty member issues a commensurate sanction. The faculty member is to inform both the student and the Vice President for Academic Affairs in writing of the nature of the specific offense (including evidence) and the sanction within three (3) business days of the conference. The Vice President for Academic Affairs may refer the case to a Conduct Hearing Board. See *Student Services and Policies, Student Conduct, Procedure for Dealing with Disciplinary Infractions, Section 2.*

Appeals. See *Student Services and Policies, Student Conduct, Appeals.*

ACADEMIC STANDING

ACADEMIC HONORS LIST: A student receiving a GPA of at least 3.50 on a minimum of twelve semester hours (100 level and above) will be placed on the Academic Honors List. Students enrolled in summer sessions must complete at least twelve semester hours between both summer sessions to be eligible for the Academic Honors List.

GOOD STANDING: A student who has earned a cumulative GPA of 2.00 (C) or better is considered to be in academic good standing.

PROBATION: A student is placed on academic probation on admission to the college or if either the semester or cumulative GPA is below 2.00. Students are required to meet with their Academic Advisor regularly throughout the semester. The records of students on probation are evaluated at the end of the semester to consider the advisability of continuing at Holy Cross College.

ACADEMIC DISMISSAL: In order to maintain the college's academic standards, Holy Cross College will dismiss students who do not demonstrate the capacity to complete the college's course of study. Normally, one of two standards is used to determine whether a student will be dismissed for academic reasons:

1. The student has a semester grade-point average below 2.0 for two consecutive terms and a cumulative grade-point average below 2.0, or
2. The student's semester grade-point average is below 1.0.

In addition, students conditionally admitted to Holy Cross College may be subject to other stipulations that must be met in order to remain enrolled at the college. Failure to meet these conditions may also result in academic dismissal.

If a student is dismissed for academic reasons, the student may submit a written appeal to the Vice President for Academic Affairs stating the reasons for the appeal. The vice president decides to grant or deny the appeal. If the appeal is denied, the student may request that his/her appeal be submitted to the Academic Council. The council decides to uphold or overturn the decision of the vice president.

ASSOCIATE OF ARTS DEGREE

Holy Cross College offers the associate of arts degree to students who achieve the degree requirements set forth in the college catalog. Students pursuing the associate of arts degree must be admitted as degree-seeking students and should maintain good academic standing during their studies. Admission to the associate of arts program does not extend to pursuit of a baccalaureate degree at the college. Students in the associate of arts program are classified as freshmen (first-year) or sophomore students.

AUDITING CLASSES

Students in good academic standing may elect to audit courses. Audited courses do not count toward fulfilling degree requirements and are not included in the computation of grade-point averages. Typically, audited courses do not transfer to other institutions. The cost for auditing a course is the same as the cost for taking a course for credit. Students may change course registration from credit to audit or audit to credit only through the add/drop period indicated in the academic calendar.

AVERAGE COMPUTATION

Two grade point averages are computed for each student each semester: a semester grade point average and a cumulative grade point average.

The grade points (see GRADING SYSTEM) of the letter grades earned in each course are multiplied by the semester hours of credit per course to determine the quality points earned in the course. The sum of the quality points earned divided by the sum of the credit hours attempted during the semester determines the semester grade point average. The cumulative grade point average utilizes the total quality points earned divided by the total number of credit hours attempted.

All credit hours attempted to which grade points are assigned are included in the computation of averages. In addition to the credits and quality points earned at Holy Cross, credits and quality points earned in courses pursued at N.I.C.E. institutions are included in average computations. Credits earned at other institutions are considered as transferred credits and are not included in average computations.

BACHELOR OF ARTS DEGREE

Holy Cross College offers the bachelor of arts degree to students who complete the baccalaureate degree requirements set forth in the catalog. Admission to baccalaureate programs is separate from admission to the associate of arts program. Students interested in applying for the baccalaureate studies should acquaint themselves with the admission requirements of the programs so as to plan their associate of arts studies accordingly. Students in the bachelor of arts programs are classified as junior or senior students.

CENTER FOR STUDENT SUPPORT SERVICES

The Center for Student Support Services provides a variety of support services to strengthen the academic and co-curricular achievement of all students. These

services include academic advising, course placement, accommodations for people with disabilities, academic remediation, and counseling and referrals. The center is located in the Vincent faculty area.

CLASS ATTENDANCE

The faculty and administration of Holy Cross College believe that attendance in courses is essential to academic success. As a result, faculty may consider attendance in determining course grades. It is the responsibility of each student to know and comply with the attendance policy for each course in which he/she is enrolled.

CLASSIFICATION OF STUDENTS

A student with fewer than 25 total credits is a first-year or freshman student. A student admitted to the associate of arts program who has earned more than 25 credit hours is classified as a sophomore. A student admitted to the baccalaureate studies who has fewer than 93 credits is classified as a junior. A student admitted to baccalaureate programs who has earned more than 93 credits is classified as a senior. A full-time student is one who is registered for 12 or more credits in a semester, and a part-time student is registered for fewer than 12 credits. A normal course load for full-time students is typically between 15 and 18 credit hours.

CLASSROOM CONDUCT

Student conduct is to reflect the values and traditions of Holy Cross College and the Brothers of Holy Cross. Though specific standards for conduct in the classroom are established and enforced by individual faculty members, all students should contribute to the positive learning environment in all classes and refrain from distractive behavior. Expected behaviors include, but are not limited to:

1. Prompt and regular attendance
2. Appropriate and respectful language
3. Refraining from side conversations
4. Disabling of all cell phones, personal alarms, pagers, etc.
5. Modest attire

CLEP (COLLEGE-LEVEL EXAMINATION PROGRAM)

CLEP credits granted by Holy Cross College may be used to satisfy requirements for the associate of arts degree. A maximum of thirty semester hours may be earned through the subject examinations of the CLEP program. Credits will not be granted when a student has previously received credit in a comparable course. Double credit may not be earned for duplicating subject matter in the subject examinations. The tests may be taken prior to entry to Holy Cross or during the period of enrollment. A minimum score of 53 must be earned for credit to be awarded.

As many colleges and universities also recognize CLEP credit, it is possible to transfer credits to other institutions. However, as each college is free to establish its own policies relative to granting credit, the interested student should determine the policy followed by the transfer institution.

COURSE ADJUSTMENTS

The adding, dropping, or changing of class sections must be completed by the date indicated in the academic calendar. No courses may be added to a class schedule after the first week of class.

COURSE NUMBERING SYSTEM

Courses numbered from 100 to 199 are designed as first-year courses. Courses numbered from 200-299 are considered sophomore courses, but first-year students may be admitted if prerequisite requirements have been satisfied. Courses numbered above 300 are upper-division courses. Some upper-division courses are

open only to students admitted to bachelor of arts programs. Upper-division level electives are open to all students who have satisfied the appropriate prerequisites. Courses numbered below 100 are remedial courses and are not given academic credit. Such courses are usually not transferable to other institutions.

COURSE SELECTION

Class selections for the fall semester are made during the previous spring semester. Spring semester class selections are made during the fall semester. Each student is to meet with his/her academic advisor in order to complete the registration process. The college reserves the authority to cancel a course if there is insufficient registration or for other valid reasons. Students will not be given permission to register for or enter classes after the drop/add period following the beginning of the semester.

CREDIT HOURS

The semester hour is the unit of credit. A semester hour of credit is given for satisfactory work for each fifty minutes of lecture per week for one semester. A minimum of one double-class period in a science is recorded as one semester hour of credit.

FINANCIAL AID

The financial aid program offers assistance to students demonstrating financial need. Financial aid may be in the form of scholarships, grants, loans, employment opportunity, or a combination of sources. Aid is available from the following sources:

- State of Indiana: scholarships and grants administered by the State Student Assistance Commission of Indiana, including the Higher Education Grant, Freedom of Choice Grant, 21st Century Scholars Program, Hoosier Scholarship Award, and benefits provided through Indiana Rehabilitation Services.
- Federal Aid Programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Perkins Loan and the Federal Family Education
- Loan Programs.
- Holy Cross College and private educational grants.
- Holy Cross College is approved by the State of Indiana for the payment of Veteran's Benefits under Chapters 30, 31, 32, 35, and 106.

FINANCIAL AID ELIGIBILITY

Federal, State and Holy Cross financial aid, with the exception of the Unsubsidized Federal Stafford Loan Program, the PLUS Loan Program, Hoosier Scholarship Award and Holy Cross College merit aid are need-based programs. Financial need is determined through approved need analysis as provided by Congress. The college utilizes the Free Application for Federal Student Aid (FAFSA). Federal Regulations require all students applying for aid, including student loans, to have the results of the FAFSA application on file to be eligible for any aid.

HOW TO APPLY FOR FINANCIAL AID

- *State of Indiana Grants and Awards.* Indiana Grants and Awards are limited to Indiana residents. Application is by the FAFSA, which must be submitted by March 1 preceding the academic year of enrollment. The Title IV Code for Holy Cross College is 007263.
- *Federal Grants, Loans, Work-Study and Institutional Aid* - Students applying for financial aid should file the FAFSA form, and must indicate Holy Cross College, Notre Dame, IN, under the college Release section using the Title IV Code 007263.

The student will receive an acknowledgement form from the processor.

As Holy Cross College performs 100% verification prior to the disbursement of any financial aid, all students are required to supply the Student Financial Services Office with tax forms and other required documents before any funds will be approved.

The Student Financial Services Office, after completing verification, will notify a student of the type and amount of aid only after the student has been accepted for admission to Holy Cross College. Information on applying for other sources of aid, such as Veteran's Benefits or through Indiana Rehabilitation Services, is available from the Director of Student Financial Services .

FINANCIAL AID TIMETABLE

January 1 - March 10	The FAFSA must be filed to be considered for State Aid, and priority processing.
February 1 - May 1	Verification documents (tax forms, etc.,) should be submitted to the Financial Aid Office.
April 1 - July 31	Financial Aid Award Notifications are sent to students.
July 1	All applications for student loans should be submitted to insure processing for fall semester.

Student Financial Aid Responsibilities. Student Financial Services strives to provide the most responsive and efficient service possible to students. To help achieve this end, students must be aware of their responsibilities regarding financial aid.

- Submit an aid application by March 1st for the following academic year.
- Submit all completed, requested, and necessary verification documents in a timely manner.
- Return all aid-related paperwork, such as loan request forms and master promissory notes, in a timely manner.
- Monitor your student account on a regular basis for any account activity, or lack of account activity.
- Notify Student Financial Services as soon as you have any questions or concerns about aid.

Keep in mind that aid will not begin to be disbursed to students' accounts until after the add/drop period for a semester.

Satisfactory Academic Progress Criteria. The Higher Education Act of 1998 states that Federal Financial Aid recipients must maintain satisfactory progress (cumulative grade-point average [CGPA] of 2.00 or better) in their course of study during their complete academic history at Holy Cross College.

Minimum Enrollment Requirements for Undergraduate Students. The associate of arts degree requires 61 semester hours. Full-time = at least twelve credit hours per semester. Three-quarter time = nine to eleven credit hours per semester. Half time = between six and eight credit hours per semester.

Minimum Satisfactory Academic Progress. Recipients of financial aid must satisfy both a *qualitative* and a *quantitative* component of academic progress.

To meet the *qualitative component* for standards of progress, the student must maintain a minimum CGPA of 2.00.

To meet the *quantitative component*, the student must complete sufficient credits at the end of each semester to maintain the enrollment status they had at the end of that semester's drop/add period. If registered full-time at the end of the drop/add period, the student must complete a minimum of 12 credits. If registered three-quarter or half time, the student must complete 6-11 credits.

Normally, students enrolling for a minimum full-time academic load are expected to complete their degree objective in not more than five (5) semesters or the equivalent. Federal financial assistance will be tendered by Holy Cross for a maximum of six (6) full-time semesters, or their equivalent.

The half-time recipient's eligibility for both gift aid and self-help aid is used as a proportionate rate to that to be used if he or she were enrolled as a full-time student.

Financial Aid Probation. A student who has earned a cumulative grade-point average (CGPA) of 2.00 (C) or better is considered to be in good standing and progress. Students who fail to meet the satisfactory academic progress requirements will be placed on Financial Aid Probation. These students WILL be eligible for financial assistance during the probation period.

Financial Aid Termination. Students who fail to meet the financial aid standards of progress by the end the probationary period will have their financial aid terminated. Termination means that a student cannot receive any form of Federal/State financial aid, including loans. Holy Cross College aid will not be offered to students who have been terminated.

Removal of Financial Aid Probation/Termination. Financial aid probation is removed by meeting the qualitative and quantitative standards of progress. Quantitative: raise the CGPA to a minimum of 2.00. Qualitative: must complete, during the probationary semester, sufficient credits to meet the enrollment status held at the end of the refund period.

A student who has been terminated from financial aid may be reinstated after at least one semester has passed. The student will be on Financial Aid Probation, but failure to achieve satisfactory standards of progress will result in permanent termination of financial aid at Holy Cross College.

Appeal Procedure for Mitigating Circumstances. The Director of Student Financial Services may make exceptions to the above policy for students experiencing mitigating personal circumstances. Such circumstances could include illness, full-time employment, change in objectives in course work, returning students who have not been enrolled for a substantial period of time, or cases of special circumstances that are supported by recommendations of academic advisors or other persons acting in a similar capacity. Appeals must be made in writing to the Director of Student Financial Services.

GRADING SYSTEM

The following grade and grade-point values are used for all courses:

GRADE	DESCRIPTION	POINTS
A	Excellent	4.0
A-		3.67
B+		3.33
B	Good	3.0
B-		2.67
C+		2.33
C	Satisfactory	2.0
C-	Usually not transferable	1.67
D	Pass; not transferable	1.0
F	Failure; No credit	0.0
I	Incomplete	0.0
AD	Audit	
S	Satisfactory	
U	Unsatisfactory	

W / WP	Withdraw with approval	
WF	Withdraw failing	0.0

Courses in which a grade of "F" or "WF" has been assigned are counted among the attempted semester hours and are computed into the grade-point average for the semester. Incomplete grades are granted only with the approval of the Vice President for Academic Affairs and are computed as "F." The "I" grade must be removed within 30 days of the beginning of the following term or the final grade is recorded as "F". Courses in which the grades of "AD", "S", "W", and "WP" have been assigned are listed on the semester report but are not computed into the semester hours of grade-point average.

GRADUATION HONORS

The bachelor of arts and associate of arts degrees conferred by Holy Cross College are granted with certain distinctions:

- With Honors CGPA of 3.30
- With High Honors CGPA of 3.50
- With Highest Honors..... CGPA of 3.70

GRADUATION REQUIREMENTS

Associate of Arts Degree: In order to qualify for the associate of arts degree, a student must satisfy the following requirements:

1. A minimum cumulative grade point average of 2.00
2. At least 61 semester hours of credit
3. Specific academic requirements:
 - **Division I: Philosophy and Religious Studies**
Six Semester Hours
One religion course required
One philosophy course required
 - **Division II: Humanities**
Six Semester Hours
One composition course required
 - **Division III: Social and Behavioral Sciences**
Six Semester Hours
 - **Division IV: Life and Physical Science**
Seven Semester Hours
One first-year seminar course required
One science course required
One mathematics course above 101 required
 - **Sufficient electives to total 61 semester hours**

A maximum of 30 semester hours of transfer credit may be counted for the associate of arts degree.

Bachelor of Arts Degree: In order to qualify for the bachelor of arts degree, a student must satisfy the following requirements:

1. A minimum cumulative grade point average of 2.00
2. At least 125 semester hours of credit.
3. For the liberal studies major, completion of the baccalaureate core courses, an approved international experience, an internship in an appropriate career field, a service learning practicum, and the senior learning project.

INDEPENDENT STUDY

If a student has demonstrated superior ability, an instructor may suggest a plan of independent study. Independent study plans in each case must have the approval of the Vice President for Academic Affairs.

MID-SEMESTER GRADES

Approximately half way through each semester, a mid-semester grade is issued for each credit course carried. The student should view the mid-semester grade as a suggestion of the quality of work performed up to that point. Mid-semester grades do not become a part of the permanent record.

N.I.C.E.

The Northern Indiana Consortium for Education (N.I.C.E.) consists of area institutions that have joined to share their educational strengths and facilities. In addition to Holy Cross College, consortium members include Bethel College, Goshen College, Indiana University at South Bend, Ivy Tech State College, and Saint Mary's College. With approval and on a space-available basis, Holy Cross students may enroll in courses offered by other N.I.C.E. institutions that are not offered at Holy Cross College. No additional tuition is charged to students in N.I.C.E. courses (some course fees may be assessed). Students at Holy Cross College must be enrolled full-time to participate and may take one class per semester from a N.I.C.E. institution.

NON-DISCRIMINATION POLICY

Holy Cross College complies with applicable federal and state statutes related to institutions of higher education, including all federal and state nondiscrimination laws. It is the policy of Holy Cross College to provide equal opportunity to employees, candidates for employment, students, and applicants for admission. Holy Cross College is committed to creating and maintaining a positive learning and working environment. It does not discriminate on the basis of race, color, national or ethnic origin, disability, veteran status, age, or sex in its education programs or activities.

Inquiries or complaints concerning the application of the college's nondiscrimination policy may be directed to the Office of the Vice President for Finance, Attention: Mr. Mark Mullaney, Holy Cross College, Notre Dame, IN 46556, 574-239-8405. Formal grievances must be submitted in writing within 180 days of the alleged occurrence. Grievances will be immediately and fully investigated once reported. Any person found to have violated this policy shall be subject to prompt and appropriate disciplinary action.

REGISTRATION

Students are required to register for classes for each semester or session by the time indicated in the academic calendar. A student who has any "hold" issued by the college is not permitted to register for the subsequent term.

REPEATING COURSES

Any course in which a student has received a grade of C- or below may be repeated. The student's permanent record will include the grades of both attempts in the course. The grade earned in the most recent attempt in the course is used in computing the grade-point average.

RESERVE OFFICER TRAINING CORPS (ROTC)

An agreement existing between Holy Cross College and the United States Air Force and Army Reserve Officer Training Corps (ROTC) detachments at the University of Notre Dame that permits students attending Holy Cross to affiliate with the ROTC program and to take courses in military science and aerospace studies. Credits earned in these courses are valid for ROTC programs in any college offering the program.

TRANSCRIPTS

A student may request copies of academic transcripts while enrolled at Holy Cross College and after any degree has been awarded. A fee may be charged. The student must sign a written release before the transcript will be forwarded. Official transcripts will ordinarily be sent by mail and can be requested from the registrar's office. *Transcripts will not be released if the student has a financial indebtedness to the college or has not fulfilled all specified policies and regulations of the college.*

TRANSFER OF CREDIT

Students who anticipate transferring to another college should contact the transfer admissions office of that institution as soon as is practical. Transferability and acceptance of college credit is determined by the institution to which transfer is being sought. Each student must take responsibility for course selections that lead to a Holy Cross College degree and/or transfer to another institution.

TUITION AND FEES / TERMS OF PAYMENT

All tuition and fees are payable at the beginning of each semester. The college accepts cash, checks, Visa, MasterCard, Discover, and American Express as appropriate means of payment. Additionally, electronic payments directly from a checking account, savings account, or credit card are available at <http://www.hcc-nd.edu/admissions/tuition.htm>. One time or periodic payments may be set up.

Failure to meet financial obligations, which also includes library, parking, and disciplinary fines, will result in the college withholding official transcripts, prohibiting further registration, canceling registration if already granted, withholding further forms of financial aid and, when necessary, legal action.

WITHDRAWAL

Withdrawal from a class. After the add/drop period, a student may withdraw from a course using the course withdrawal form. Two important dates for withdrawing from a course are announced on the academic calendar. The first date is for withdrawing from a course with a W (*withdraw*) recorded on the transcript. This date is approximately one week after the distribution of mid-semester grades. Up to this date, a student may withdraw from a course for any reason, and the W is not included in computing grade-point averages. The second date is for withdrawing from a course with a WP (*withdraw passing*) or WF (*withdraw failing*) recorded on the transcript. This date is the last class day of the semester. If a student is passing a course and decides to withdraw on the last day of classes, the withdrawal is recorded as a WP on the transcript and is not calculated in grade-point averages. If a student is failing a course and decides to withdraw on the last day of classes, the withdrawal is recorded as a WF on the transcript and is computed as an "F" in grade-point averages. The determination of the WP/WF designation is at the discretion of the faculty member teaching the course.

Withdrawal from the college. If, after registration for a given semester, a student determines that it is necessary to withdraw from the college, the student must notify her/his academic advisor. Notification may be in writing, by personal contact, or by telephone. This procedure ensures that the student is properly advised pertinent to the withdrawal process, the effect on the tuition and other fees, readmission process, etc. *Students who receive financial aid are strongly urged to discuss the implications of their withdrawal with the Director of Financial Aid.*

Tuition Refunds. If a student voluntarily withdraws from the college during a given semester, refunds will be made according to the following table:

Withdrawal is completed

Before the start of classes through the

Refund will be

last day to drop a class	100% Tuition and Fees *
Days 1-7 following the last day to drop a class	75% Tuition Only
Days 8-14 following the last day to drop a class.....	50% Tuition Only
Days 15-21 following the last day to drop a class	25% Tuition Only
Thereafter.....	0% No Refunds

* Excludes Application Fee

Financial Aid Recipients. Student Financial Aid eligibility is recalculated for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester or term. Recalculation is based on the percent of aid earned using the following formula established by law:

Percent Earned = the number of days completed up to the withdrawal date* divided by the total days in the semester. Federal aid is returned to the government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent earned) times the amount of aid disbursed toward institutional charges. When aid is returned, the student will owe a debit balance to the college, and may also be responsible for a return of unearned aid to the government. The student will not be eligible for financial aid at another institution until funds are returned. The student is responsible for making arrangements with the Business Office for resolving any owed balance.

* The withdrawal date is defined as the actual date the student began the college's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the college.

STUDENT SERVICES & POLICIES

The following services and policies apply to all Holy Cross College students, unless otherwise noted.

ALCOHOL AND OTHER DRUGS

Alcoholic Beverages. The possession, distribution, or consumption of alcoholic beverages by students is prohibited on the campus of Holy Cross College. Empty alcoholic beverage containers imply consumption of the contents, and collections of the containers are not permitted on campus. Intoxication will not be tolerated; inability to exercise care for one's own safety or the safety of others due in whole, or in part to being under the influence of alcohol and/or drugs is an infraction of college policy. Violators are subject to a \$250 fine and mandatory alcohol education/treatment programs, in addition to any other recommended sanctions. Repeat violations of this policy may be grounds for removal from the residence halls. Underage drinking on or off campus is a violation of the law and of the code of student conduct.

Drugs. Possessing or providing medications for which students have no prescription, illegal drugs (for example marijuana, cocaine, or ecstasy), or paraphernalia is strictly prohibited. Violators are subject to a \$250 minimum fine, removal from residence halls, and suspension or expulsion from the college. Students suspected of being under the influence of drugs and alcohol may be subject to urine analysis. Professional counseling is available to all students through the Director of Student Counseling Services. Students convicted of possession or sale of a controlled substance may not be eligible to receive Federal or State Financial Aid.

ATHLETICS AND FITNESS

Students may utilize campus athletic facilities and participate in the intramural and/or club sports programs at the college under the following conditions:

1. The student must be covered by medical insurance
2. The student must complete and sign a Medical Consent and Release form showing proof of insurance.
3. The student must complete all the required forms before participating in an activity.

The purpose of the intramural and club sports programs is to encourage participation in recreational sports and to facilitate social interaction among students through sporting activities.

Sports are restricted to appropriate facilities. No ball-sports should be played in parking lots. No sports should be played indoors.

ATTIRE

Modesty and good taste are expected in student attire at Holy Cross College. Revealing/distracting attire is prohibited. Footwear must be worn in all buildings, excluding residence hall rooms. T-shirts or other garments with wording considered to be in poor taste or advertising drugs/illegal behavior are not permitted to be worn at any time. Gentlemen are to remove their hats in the dining hall, the Chapel, and in classrooms.

BOOKSTORE

The Holy Cross College Hammes Bookstore is located in Driscoll 104 and is open 8:30 a.m. to 4:00 p.m. Monday through Friday. New and used textbooks may be purchased, as well as clothing and supplies. The Bookstore extends no credit; cash, checks, American Express, Discover, Visa or MasterCard are required for the exact amount of the purchase. Individual accounts may be set up in the bookstore.

The Hammes Bookstore will accept returns in accordance with the following policies:

- a. Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt.
- b. Textbooks in resalable condition may be refunded with receipt with seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term.
- c. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
- d. Computer software may be returned if it is unopened and shrink-wrapped.
- e. In addition, upon proof of drop/add, the Bookstore will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, **whichever comes first**.

BUILDING HOURS

Monday - Thursday	8:00 a.m. - 12:00 Midnight
Friday	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m. (September-December)
Sunday	1:00 p.m. - 12:00 Midnight

BULLETIN BOARDS

Official announcements, notices, and schedules are posted on the bulletin boards located throughout the college. A "job opportunity" bulletin board is located in the Driscoll lounge. Posting of all announcements and signs must be approved by the Office of Student Affairs.

CAMPUS MINISTRY

Holy Cross College recognizes the importance of the human soul and a person's relationship with God. Campus Ministry provides opportunities for prayer and personal growth. The Campus Ministry office (C-108) is located next to the dining room, between Basil and James Halls. The college offers a weekday mass at 12:25 p.m. Monday through Friday. Sunday Mass is at 9:00 p.m. Students provide music for the Sunday liturgies as well as serve, lector, and volunteer as Extraordinary Ministers of Holy Communion. All liturgies are held in St. Joseph Chapel. The Campus Minister is available for prayer, support, and spiritual counseling and may be contacted by e-mail at rkloska@hcc-nd.edu or phone at (574) 239-8365. Sacramental preparation such as Confirmation, First Communion, and Baptism are also available. (See also Chapel)

CHANGE OF ADDRESS

It is the responsibility of the student to ensure that the college has the correct home (permanent) and local address and telephone information. Any changes to an address/telephone number must be promptly reported to the Registrar's Office.

CHAPEL

St. Joseph Chapel, located between Basil and James Halls, is available to students for prayer and personal reflection. Students have their own Mass on Sunday evenings. Weekday Mass is also celebrated at 12:25 p.m. The Brothers of Holy Cross offer Mass in the early evening (check for schedule) and all are invited. Students are encouraged to dress modestly and appropriately for public services in the chapel. Men are to remove their hats upon entering the chapel.

CHECKING ACCOUNTS

Each student is advised to establish a checking account at a local financial institution, as there are no check cashing facilities at the college. Branch banks are located on the nearby campuses of Saint Mary's College and the University of Notre Dame. Holy Cross College students are eligible for membership in the Notre Dame

Federal Credit Union. Cash is also available from the ATM machine located at the entrance to the dining room.

CHEWING TOBACCO. Chewing of tobacco products is not permitted in any building on the campus of Holy Cross College.

CLASS CANCELLATIONS

Announcements on cancellations can be obtained by calling campus telephone extension 325 (239-8325). If the college is closed due to inclement weather or some other reason, announcements will also be made on local radio and television stations. In the case of poor weather, students should use good judgment when considering safety of traveling to campus.

CLASSROOM CONDUCT

Student conduct is to reflect the values and traditions of Holy Cross College and the Brothers of Holy Cross. Though specific standards for conduct in the classroom are established and enforced by individual faculty members, it is understood that students refrain from distractive behavior and contribute to the positive learning environment in all classes. Expected behaviors include, but are not limited to:

1. Prompt and regular attendance
2. Appropriate and respectful language
3. Refraining from side conversations
4. Disabling of all cell phones, personal alarms, pagers, etc.
5. Modest attire

DINING HALL

The dining hall is located directly west of St. Joseph Chapel and is available to all members of the Holy Cross College community. Non-resident students may purchase meal plans from Sodexo. Modest attire and appropriate manners are expected in the dining hall. Men are to remove their hats upon entering the dining hall.

As part of the contract for residence, all students living in residence halls are required to purchase a board plan. Commuter students are invited to purchase a partial meal plan or pay at the cafeteria door.

Mealtime hours are:

	<u>Monday-Friday</u>	<u>Saturday-Sunday</u>
Hot Breakfast	8:00 - 9:00 a.m.	11:30 - 12:30 p.m. (Brunch)
Continental Breakfast	9:00 - 9:30 a.m.	
Lunch	11:30 - 1:30 p.m.	
Dinner	4:45 - 6:30 p.m.	5:00 - 6:00 p.m. (5:30-6:30 football Saturdays)

DRUGS AND ALCOHOL

Drugs. The possession or use of any non-prescription drug (except over-the-counter medications), controlled substances, and paraphernalia is prohibited on campus. Violators are subject to a \$250 minimum fine, removal from residence halls, and suspension or expulsion from the college. Students suspected of being under the influence of drugs and alcohol may be subject to urine analysis. Professional counseling is available to all students through the Director of Student Counseling Services. Students convicted of possession or sale of a controlled substance may not be eligible to receive Federal or State Financial Aid.

E-MAIL

Important information is communicated via the college's computer network. Students are to use their Holy Cross College email address for all college business. All students are required to check their Holy Cross College email daily and are responsible for all information distributed via the HCC e-mail system.

EMERGENCIES AND CAMPUS SAFETY

In case of an emergency, the use of **911 service is required**. You **MUST identify exactly where you are on campus** (i.e., Holy Cross College, James Hall, 2nd floor, room #), or the emergency crew may not be able to find you. Caller ID at the dispatcher's office will only identify your general location as Holy Cross College.

The Campus Safety Office is located on the first floor of Basil Hall. To reach Campus Safety you may call 239-8312 (312 from a campus phone) or page 284-0011.

EXERCISE ROOM

The exercise room is located in James 001. Hours and regulations will be posted.

HEALTH SERVICES

Holy Cross College and Saint Joseph Regional Medical Center have a cooperative arrangement to offer primary care health services to Holy Cross College students. Students who choose to take advantage of this service should contact the Associates in Family Medicine (AFM) at 574-237-7890 to schedule an appointment. Office hours are Monday through Friday, 8:30 a.m. to noon and 1:00 to 5:00 p.m. An on-call physician is always available for after hours and weekend coverage. Students are asked to present complete insurance information upon receiving medical care through AFM.

The college health clinic is located at the south end of Anselm Hall and is staffed Tuesdays, 1:00 p.m. to 4:00 p.m., and Thursdays, 8:00 a.m. to 11:00 a.m. by a licensed registered nurse.

ID CARDS

All students receive a photo identification card at the beginning of the academic year at the time of enrollment. This card has a library bar code that is valid for the Holy Cross, Notre Dame, Saint Mary's, and Bethel College libraries. It must also be presented when dining at the Holy Cross and Saint Mary's College cafeterias. The student ID card is proof of a student's status. It must be carried at all times, and must be produced whenever requested by a college official.

It is the responsibility of the student to report lost or stolen ID cards to the Business Office. A new card will be issued upon payment of a \$25 fee. If it is not reported and another individual uses the card, the student in whose name the card was issued is still responsible for any activity on that card. Because it could take up to two weeks before the new bar code is registered into the ALEPH library system, a student will lose the ability to check out books until a new card is issued.

LIBRARY

The McKenna Library, which is available to all members of the college community, is located in the east wing of the Driscoll Building. The library is intended for individual research and study, leisure reading, and browsing. It is incumbent upon everyone to respect the rights of all library users by maintaining an atmosphere conducive to these purposes by avoiding unnecessary or loud conversations. Individuals who do not respect the need for a quiet atmosphere will be asked to leave. No food or drink is to be brought into the library.

When classes are in session, the library will be open on Sunday 1:00 p.m. to 11:00 p.m., Monday - Thursday 8:00 a.m. to 11:00 p.m., on Friday 8:00 a.m. to 4:00 p.m., and Saturday 1:00 p.m. to 5:00 p.m., September through December. The library is closed on college holidays and during most vacation periods. Library staff members are available to assist students in locating information. The Dewey Decimal System is used in the classification of material; a classification table is posted in the library. Back issues of many periodicals are available in hard copy, microfilm, microfiche, and by electronic retrieval.

With your HCC bar-coded ID card, you may use the libraries of the University of Notre Dame, Saint Mary's College, and Bethel College. This privilege is contingent upon your adherence to the policies and regulations of those facilities. It is the responsibility of the student to return library materials to the library from which the materials were checked out.

Library Regulations and Policies:

1. All books must be checked out at and returned to the circulation desk. The bar-coded ID card is required for checking out books. Each borrower is fully responsible for every book borrowed on his or her ID card.
2. Ordinarily, books may be borrowed for 28 days; however, they may be renewed unless another student has submitted a request for the book. The due date for the return of each book is stamped on the "date due" slip in the book. A fine may be assessed on overdue books. Books should be returned to the circulation desk and not to the shelves. No material may be checked out after the last class day in the semester.
3. Failure to return books, or to pay the replacement cost of the books lost, will result in a charge being assessed on the student's financial account. ***If a balance is shown on the student's account at the end of the semester, no grade report or transcript will be released.***
4. Students may request a recall for a book that has been checked out by another person. Notice will be sent to the student when the book has been returned and is available for circulation.
5. Faculty members may place selected books or other items on reserve. These will be available at the circulation desk where students should make the request for their usage. Items reserved by an instructor are subject to the instructor's regulations. ID cards are required.
6. Reference books and periodicals are non-circulating and are for use in the library. However, for special reasons, after consultation with the librarian, some references may be signed-out for overnight.
7. ***FINES:*** It is the responsibility of the student to return materials on time. A fine will be assessed on materials not returned by the date stamped on the date due slip. Notice will be sent when material becomes overdue. When material is 4 weeks overdue, the items are considered "lost" and appropriate billing will take place. Overnight loans are charged at \$1.00 per hour after 10:00 a.m.
8. Full fines and service penalties are applicable for materials not returned by the end of the academic semester.
Fines are payable in the business office. For lost material, the fine accumulates until material is personally reported lost to the librarian. The student will be required to pay the cost of replacing the book. Unpaid library fines will result in the withholding of grades.
9. A copy of the Holy Cross circulation policy is available at the Library Circulation Desk or from the library staff.
10. Food is not permitted in the library.

LITTERING

Littering shows disregard for the college and other members of the community. Please be considerate and place your litter in the appropriate receptacle. Violators are subject to disciplinary action, including fines.

LOST AND FOUND

Lost and found inquiries are to be made at the Vincent reception desk. The college declines any responsibility for the loss of, or damage to, a student's personal property.

LOUNGE

For the convenience of the students, vending machines are located in the Driscoll and Vincent lounges. Snacks and refreshments are to be confined to these areas; food and drink are not to be taken into the classrooms or the library.

MESSAGES

Students needing to leave a message for members of the faculty or staff should utilize the college e-mail system.

Students are required to check their Holy Cross College email daily and are responsible for all information distributed via the Holy Cross e-mail system.

NETWORK USAGE POLICIES

It is the general policy of Holy Cross College that all computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the Mission of Holy Cross College. The person in whose name an account is issued is responsible for its proper use. Acceptable uses of the network are activities which support learning and teaching. Deliberate attempts to degrade or disrupt system performance will be viewed as a serious offense.

Failure to adhere to this policy may result in temporary or permanent revocation or suspension of the offender's privilege of access. The amount of time of the revocation or suspension will be determined by the offense. If a temporary revocation of network privileges is imposed then the revocation could be from a few days up to a month. Serious or repeat violations will be referred to the Vice President for Student Affairs for disciplinary action. The Holy Cross College IT Department will monitor student access to network services to assure compliance with this policy. Any revocation or suspension of network privileges beyond the 1 month limit can be appealed before the Vice President for Student Affairs.

Examples of unacceptable uses of the network include but are not limited to the following:

1. Spreading computer viruses. Students must use virus software and allow it to update itself to provide protection against virus attacks. Removing virus software or not allowing it to update to the latest definition files will result in students losing access to the college's network and Internet connection. Students may be required to use the college's anti virus software and uninstall any anti virus software they may have on their computers.
2. Keeping the computer's operating system software updated with the latest security patches and windows updates is a must. Students not maintaining their computers with the latest security patches and windows updates will lose access to the college's network and Internet connection.
3. The following are strictly prohibited:
 - a) Setting up a separate LAN on the college campus whether this LAN be a wireless or hard wired
 - b) Using hubs, routers, switches or other network hardware within or among dorms or dorm rooms
 - c) Setting up your own server whether that server be on ResNet or within or among dorms or dorm rooms
 - d) Running server services e.g. DHCP, IIS, Apache, WINS, or other such server services which would disrupt the college network
4. Using profanity, obscenity or offensive language in e-mail messages, chat rooms, bulletin boards, etc.
5. Using another person's e-mail address
6. Re-posting personal communications without the author's prior consent

7. Sending messages to a third party under another person's e-mail address
8. Sending anonymous e-mail messages
9. Using the Holy Cross College computer network for the illegal retrieval, storage, or distribution of copyrighted materials. All users of the network must follow established standards regarding the use, printing, and sharing of copyrighted materials. Appropriate permission must be obtained when including copyrighted or trademark material such as text, photographic images, music and sound files, video, or graphic illustrations in any electronic publication or over the network. If further clarification is needed, please check with the librarian on the Copyright Law of the United States.
10. Using the network for financial gain, commercial or illegal activity
11. Using another person's network, email, or portal account
12. Using the network to access material, individual contacts or communications which are inappropriate and not of educational value in the context of the mission of Holy Cross College.
13. Changing lab and classroom computer configuration, saving files on lab computer hard drives, and willfully damaging computer lab and classroom equipment
14. Using the college computer network for harassment purposes – violators will immediately be referred to the Vice President for Student Affairs for prompt disciplinary action

Connection to the HCC Network: Each student that wants network access must have a valid network account, a computer protected by up to date virus software, and all security patches and windows updates applied to the operating system. Failure to comply with these conditions will result in a student losing access to the network and Internet. When a student plugs into a network port or uses a wireless connection they will be presented with a set of web pages that will require an authenticated logon and analysis of their computer to comply with the college's policies. If a student's computer does not comply with these policies they will be instructed what to do in order to comply. Following the instructions should insure that the college's policies are satisfied. If a student is having trouble following these instructions he/she should call the IT Help Desk or check with the person manning the Help Desk located in the computer lab. The IT department also discourages the use of peer to peer (P2P) networking and may require that these programs be uninstalled from your computer or blocked by the Network Administrator. The reason for this is not only protection of the college's network but your protection as well. Many viruses and spyware software are unknowingly downloaded from these sources. The IT Department wants to provide the best secure service to the student. Students may be required to logon to the network daily, each time they connect to the network, or after a certain amount of computer inactivity.

Student E-mail and Portal Accounts: The Holy Cross e-mail account is the primary source of communication between the college and the student. All students are to check their e-mail on a regular basis and maintain their account for e-mail delivery. Regularly purging your e-mail boxes of old or out dated e-mail is a must. Warnings are given when your e-mail account is becoming full. When purging your e-mail boxes be sure to empty the Inbox, Sent Items, and Deleted Items boxes to assure that you have sufficient space for messages. Resident students can retrieve their voice mail both from their phone or e-mail Inbox.

Portal accounts are issued to provide students access to their academic record kept by the college's administrative software package. Class schedules, grade reports, billing information, etc. are obtain via the portal. Students are cautioned to keep their user name and password secure since these records are accessible via the Internet. Hard copies of schedules or grade reports will not be issues by the college. It is up to the student to obtain these via the portal.

Network Printing Account: Printing done on network printers will be monitored and

charges will be made against each student's printing account. At the beginning of the fall and spring semesters each student will be given \$10.00 worth of printing to be used against any printing done on network printers located throughout the college campus. Graphic Design students will be given an additional \$10.00 to cover the cost of color printing for the Graphic Design course. Black and white printing will be charged at a rate of \$0.05 per page and color printing will be charged at a rate of \$0.50 per page. Printing of PowerPoint presentations will not be permitted because of the amount of toner or ink used by this program. Printing jobs over 20 pages will not be permitted at any time to prevent excessive Internet printing. Jobs over 20 pages should be broken into segments of no larger than 20 pages at a time. Each student can determine the amount of money in their account by clicking on the print accounting icon located on the right side of the task bar. Adding funds to the account is accomplished by checking with the business office. A minimum of \$2.00 is required when a student puts money in their account. Money left in the account at the end of the semester will not be refunded or carried on to the next semester. A new account will be established for each student at the beginning of each semester.

Student Web Pages: Students may request web page space on the college's web server for personal use from the IT Department. A signup sheet is available at the Help Desk in the computer lab. With the privilege of web space comes the responsibility to use that space in accordance with the Mission of Holy Cross College.

Standards of intellectual and academic freedom that apply to traditional media also apply to publications in computer media. These publications since they are open to public review must be appropriate and in good taste. The Holy Cross Network Administrator will revoke the student's web page privilege and remove his/her account from the server if:

- The information presented on the student's web page involves illegal activity, commercialism, improper use of copyrighted material in any form, or use of software in violation of license agreements.
- The web page contains information or programs that in some way endangers computing resources of the college.
- The web page contains information or references about other students, faculty, or staff members which is considered inappropriate, involves the use of obscene, bigoted, or abusive material or information, or is not in compliance with the legal and ethical standards.

Telephone Service: Telephone service is provided by the college through the college's network via IP telephony. Students living in the residence halls will be provided their own phone line and voice mail box which is integrated with their e-mail account. Depending upon the accommodations students may share a common phone. This service is provided through the college's IT Department. All problems dealing with the IP phone service are to be directed to the IT Department for resolution. Resident students will be assigned a phone number and voice mail box at the time of registration. When a student changes rooms he/she must check with the IT Department to have their phone number resigned to the new room.

ID Cards: All students receive a photo identification card at the beginning of the academic year at the time of enrollment. This card has a library bar code on the back which is valid for the Holy Cross College, Notre Dame, Saint Mary's and Bethel College libraries. It is also used for the cafeteria at Holy Cross and Saint Mary's Colleges and must be presented when students use the café for meals. The student ID card is to be carried at all times while on campus. It is used as proof of a student's

status at Holy Cross College and must be produced whenever requested by a college official. If a student loses their ID card a new ID card will be issued upon payment of a \$15 fee. This fee must be paid at the Business Office. As a result of a lost ID card a student may lose their ability to check out books from ALEPH library system at Notre Dame, Saint Mary's or Bethel until their new information can be registered with the ALEPH system. This may take several weeks.

PARKING AND DRIVING REGULATIONS

For the safety of all Holy Cross College community members, *the speed limit on campus is 15 mph*. Please drive slowly and with care on the campus roads, as pedestrian traffic has the right of way.

All students are required to register their vehicles and to display a current Holy Cross College parking permit in the front driver's side windshield. Permits must be clearly visible. Vehicles not displaying a Holy Cross College parking permit will be ticketed and/or towed. Permits are available in the business office and are not transferable to other vehicles. Students may not park in faculty-staff or visitor parking spaces, or in restricted areas. In compliance with fire safety regulations, parking is not permitted in the driveway areas. Visitors who will be parking at Holy Cross College during business hours (6:00 a.m. – 4:00 p.m.) must obtain a temporary parking permit from the Admissions Office or the Director of Residence Life (C106). Visitors and commuters are to refrain from parking in the west lot Monday's through Fridays, 6:00 a.m. to 4:00 p.m. Commuter students are to park in the front lot just east of the arch or in the gym lot north of the chapel. Resident students may park in the back lot on the west side of the campus.

All recipients of traffic/parking citations must contact the Director of Campus Safety & Security within 72 hours of the citation. This may be done by one of two methods:

1. *In person* – Bring your ticket to room C106 (next to the dining hall).
2. *E-mail* – Reslife@hcc-nd.edu. Identify yourself and provide the citation number from the top right side of your ticket.

Failure to comply with the above will result in further disciplinary action, which may include loss of parking/driving privileges on the Holy Cross campus.

Vehicle will be ticketed and/or towed for violations of the above regulations. Records are maintained in the Business Office. Excessive parking violations may result in loss of parking privileges. The college declines any responsibility for the loss of, or damage to, student vehicles using the college parking lot.

RECORDS ACCESS/RELEASE OF STUDENT INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, HCC students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right. Student records, both academic and disciplinary, may not be made available to unauthorized persons on-campus, nor may they be given to any institution or individual off-campus without the written authorization of the student. The college is permitted to release to parents information regarding their student's conduct violations involving "acts of violence," and the use of drugs and/or alcohol.

The following student information may be released by the college as directory information: name, address, telephone listing, date and place of birth, curriculum and major field, dates of attendance, degrees received, and the most recent previous educational agency or institution attended by the student. If students wish that the college NOT release any or all of the above information, they must inform the Registrar in writing no later than the close of the drop/add period, first semester.

New students entering the college other than first semester must submit such a statement at the time of registration.

REPORT OF CRIME ON CAMPUS

Any member of the Holy Cross College community who witnesses a crime on campus should report the crime immediately to a college security official. In accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Holy Cross College publishes and disseminates an annual campus security report. The report is submitted to the Department of Education in October of each year and can be accessed at <http://www.ope.ed.gov/security/instDetail.asp?UNITID=150774> or via the Holy Cross College web page by clicking News and Information, then General Information. A hard copy of this report is available upon request in the Office of Student Affairs.

SECURITY AND EMERGENCIES

The Campus Safety Office is located on the first floor of Basil Hall. To reach campus safety you may call 239-8312 (312 from an on-campus phone) or page 284-0011.

In case of an emergency, the use of **911 service is required**. You **MUST identify exactly where you are on campus** (i.e. Holy Cross College, James Hall, 2nd floor, room #), or the emergency crew may not be able to find you. Caller ID at the dispatcher's office will only identify your general location as Holy Cross College.

SEXUALITY CODE

Sexual abstinence for unmarried students is an expectation that is consistent with the college's Catholic educational mission. Sexual activity is not permitted on the campus of Holy Cross College. Students found in violation of this policy are subject to expulsion from the college. Overnight visits by members of the opposite sex may lead to a reasonable conclusion that the sexuality code has been violated.

Pornographic material threatens human dignity and the sanctity of human sexuality. Pornographic materials and NC-17 or X rated videos are not permitted on the Holy Cross Campus.

SEXUAL ASSAULT AND HARASSMENT POLICY. See addendum.

SHARED FACILITIES AND SERVICES

Libraries: In addition to the McKenna Library, Holy Cross College students may use the Hesburgh Library at the University of Notre Dame, the Cushwa-Leighton Library at Saint Mary's College, and the Bowen Library at Bethel College. The privilege of using any of these library facilities may be had by presenting a valid Holy Cross College ID card.

Conveniently located computer terminals in the McKenna Library allow students and faculty to have direct access to the collections at Notre Dame, Saint Mary's, and Bethel as well as libraries across the country. This vast information system is available to all Holy Cross College students and faculty, and is accessible through the college network.

Club Sports Program: Enrolled Holy Cross students are entitled to participate in some of the recognized Athletic Department Club Sports at the University of Notre Dame. The following parameters have been established:

1. Holy Cross students must submit all required non-varsity forms.
2. Holy Cross students must be covered by medical insurance.
3. Holy Cross students will not be eligible to be club officers.
4. All club sports policies shall pertain to Holy Cross participants.

Recreation Facilities: Holy Cross College students have the privilege of using certain athletic and recreation facilities on an individual basis at the University of Notre Dame, such as the Rolfs Aquatic Center and the Rockne Center. These facilities have swimming pools, racquetball and squash courts, weight training and workout rooms, and basketball courts. Holy Cross College women have full use of the Angela Athletic facility at Saint Mary's College. Additional information may be obtained from the Office of Student Affairs.

R.O.T.C. An agreement existing between the U.S. Army and U.S. Air Force R.O.T.C. detachments at the University of Notre Dame and Holy Cross College permits students attending Holy Cross to affiliate with the R.O.T.C. program and to take courses in military science and aerospace studies. Credits earned in these courses are valid for R.O.T.C. programs in any senior college offering the program .

Saint Mary's College Intramural Sports: All Holy Cross College women are eligible to compete in all phases of the Saint Mary's College intramural sports program. Students may compete as a dorm team or as individual participants.

The Flip Side: This social organization is represented by the University of Notre Dame, Saint Mary's College and Holy Cross College students. Its purpose is to provide non-alcoholic alternatives for student recreation and entertainment.

The University Bands: Holy Cross College students are invited to participate in the university bands program at Notre Dame. A variety of ensembles are available: marching band, concert band, varsity band, jazz band, woodwind ensemble, and brass ensemble. Information and an application form may be obtained from the office of admissions at Holy Cross College.

Tickets for Sporting Events: Holy Cross students may purchase Notre Dame season student football and basketball tickets from the University of Notre Dame ticket office. Tickets to all other sporting events may be acquired at the ticket office as they are made available.

SMOKING

Smoking is prohibited in all college buildings, entrance areas, and sidewalks. Smoking is permitted only in designated areas and smokers are required to make appropriate use of receptacles. Violators are subject to disciplinary action, including fines.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is an organization of student leaders elected by, and serving the student body. The purpose of the SGA is to encourage student involvement in campus life, provide leadership development opportunities, and to represent the student body outside the college. The standing committees of the SGA conduct student social events, fundraising opportunities, athletic activities, workshops and forums.

The SGA is composed of the following standing committees:

- | | |
|--------------------------|-------------------------------|
| Student Entertainment | Cross and Anchors |
| Athletics and Fitness | Residence Hall Council |
| Commuter Student Council | Committee for Social Concerns |
| Tri-campus Commission | |

The SGA operates under the guidance of the Director of Student Activities and the Vice President for Student Affairs.

STUDENT COUNSELING SERVICES

College life puts a number of demands on students that can become quite stressful. In addition, personal problems can become overwhelming and begin to affect academic performance. To assist students in addressing such problems, Holy Cross College offers students professional and confidential assistance with a wide range of issues and concerns.

Students may seek counseling services either on or off campus. Students may contact Br. Chris Dreyer, Director of Student Counseling Services and a licensed clinical social worker, on campus in Room V-168. Students may also contact David F. Sonogo, MD, and Associates at 271-8222 for off-campus counseling services. Students may receive up to four counseling sessions with a Master's level therapist free of charge; students seeking the services of a psychiatrist or psychologist in that office are at their own expense. Professional confidentiality will be maintained under the laws of the State of Indiana. Counseling information is considered confidential and will not be shared without the student's written permission.

In addition, workshops will be offered throughout the year on topics such as self-esteem, time management, alcohol and other drugs, conflict resolution, dealing with stress, relationships, etc. You can obtain additional information and assistance by contacting the Director of Student Counseling Services at 574-239-8383.

STUDENT CONDUCT

Holy Cross College presumes a high moral character and an attitude of self-respect in its students regarding such matters as discipline, integrity, and personal behavior. To uphold what is considered an atmosphere conducive to study and acceptable personal standards, the college reserves the right to discipline, suspend or expel any individual whose conduct on or off campus is considered not in keeping with the standards of the college, and the Catholic Christian tradition of Holy Cross. All college officials have the authority to respond directly to violations in this Code of Student conduct.

Behaviors for which students are subject to discipline include, but are not limited to:

1. Dishonesty such as cheating of all kinds, plagiarism in written or oral reports, illegal possession of examinations, knowingly furnishing false information to the college, forgery, alteration or misuse of college documents, records or identification.
2. Obstruction or disruption of teaching, administration, disciplinary procedures, or other college activities.
3. Physical abuse of any person on college-owned or controlled property, physical abuse of any person on or off campus, or conduct which threatens or endangers any such person.
4. Theft of (actual or attempted) or damage to property of the college or a member of the college community or campus visitor.
5. Unauthorized entry to or use of college facilities.
6. Violations of college policies and regulations including, but not limited to, those concerning traffic and parking, alcoholic beverages, and drugs.
7. Violent or abusive, boisterous, unreasonably loud or otherwise disruptive conduct; conduct which is considered lewd or indecent; behavior that breaches the peace.
8. Violations of local, state, or federal laws constitute violations of college rules and regulations.
9. Failure to follow directions of a college official.
10. Continued disruptive behavior.
11. Harassment, threats, intimidation, verbal or written abuse, coercion and/or conduct of any kind that threatens or endangers the health and safety of others.
12. Possession or use of firearms, explosive fireworks, other weapons, or dangerous chemicals on college premises.
13. Arson or the irresponsible use of fire; setting a false fire alarm or issuing a bomb threat; misusing or interfering with the fire equipment, smoke detectors, extinguishers and hoses; failing to follow a fire drill or other emergency procedures.

14. Theft or other abuse of computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and/or password; use of computing facilities to interfere with the work of another student, faculty member or college official; use of computing facilities to send obscene or abuse messages. (See computer Facilities and Equipment Regulations.)

Being under the influence of drugs or alcohol or the existence of any other mental impairment does not diminish or excuse a violation of the rules. All students are expected to abide by the rules and regulations of other institutions when visiting or participating in any activities of these campuses. Violations of published regulations on other campuses or violations of local laws and statutes while on other campuses will be subject to disciplinary proceedings.

The college's manner in handling student discipline is not a substitute for any civil or criminal action. As citizens in a larger society, students are subject to federal, state and local laws, whether living on or off campus. Disciplinary proceedings may be instituted against a student charged with a violation of law that is also a violation of college policies. College disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Disciplinary procedures may be instituted even if civil or criminal charges are dropped or were never filed. Where serious breaches of the law are involved, the college may suspend a student pending disposition of the court case. In college judicial proceedings, a 'reasonable conclusion' standard for findings of responsibility shall be used based on substantial evidence presented during the disciplinary process.

Procedure for Dealing with a Disciplinary Infraction. Alleged violations of the college's standards of conduct are documented in an incident report, which is filed in the Office of Student Affairs. The judicial officer, ordinarily the Director of Residence Life or other designated staff member, will investigate the allegation and either 1) directly apply a sanction; 2) dismiss the allegation because of insufficient evidence; 3) refer the incident for a conference; or 4) refer the incident to a Conduct Hearing Board.

Section 1 - Conference

1. Office of Student Affairs staff member(s) will meet with the student to investigate, discuss, and resolve the allegations. The student has the right to call witnesses and relate his/her side of the incident, question witnesses and appeal the decision of the administrator.
2. If, after the conference with the student, the staff member(s) find the student responsible for a violation, sanctions may be applied.
3. The student has the right to appeal to the Vice President for Student Affairs if there was procedural error or if new information becomes available.

Section 2 – Conduct Hearing Board. The Conduct Hearing Board is composed of the Vice President for Student Affairs (or designee) and three faculty/staff members appointed by the Vice President for Student Affairs. The Vice President for Student Affairs chairs the Conduct Hearing Board. The student may request of the Vice President for Student Affairs an alternative administrator and/or faculty member if the student can demonstrate cause to the Vice President for Student Affairs.

The Conduct Hearing Board is convened by the Vice President for Student Affairs. The hearings are closed to the public. All proceedings of the Conduct Hearing Board are confidential except as provided by law.

The Director of Residence Life shall notify the student in writing and/or verbally of the date, time and place of the proceedings. This hearing will take place within two weeks of the notice, but not sooner than 24 hours after the notice. The notice

requirement may be altered by mutual agreement of the Vice President for Student Affairs, the hearing chairperson, and the student.

The student may elect to be privately counseled by an attorney; however, the attorney shall not be allowed to participate in the hearing process or be present at the hearing. The student may choose a member from the college community as an advisor. The advisor must be a currently enrolled student or a member of the faculty and/or staff currently employed. The student is free to present witnesses, statements or other evidence on his or her behalf, to challenge evidence and question witnesses (directly or via the board chairman) brought against him or her.

If a student's presence constitutes a threat to the safety and well-being of the Holy Cross College community, the Vice President for Student Affairs may bar the student from campus until the hearing.

Section 3 - Hearing Procedures. Since a hearing is an important college process, all reasonable procedures must be followed which will insure justice. Precautions shall be taken to protect a student's rights. The hearing shall insure due process. Since it is a process of inquiry rather than advocacy, it is not bound to follow the guidelines for a civil or criminal legal proceeding. The Conduct Hearing Board may take whatever measures it deems necessary to determine the facts and truth of the case. The hearing shall proceed as follows:

1. The Vice President for Student Affairs calls the hearing to order, appoints the secretary, and chairs the Board.
2. The secretary, ordinarily the Director of Residence Life, briefs the Board on the facts of the case.
3. The chairman shall advise the student of the charge by reading it and then asking the student to respond.
4. A complete admission requires no further procedure other than to offer the student the opportunity to present at that time any evidence of character or scholarship, bearing upon the extent of the sanction to be determined. The sanction will then be determined by the Conduct Hearing Board in executive session (appointed faculty board members only) and relayed to the chairman.
5. A denial or partial denial of the charge by the student requires presentation of evidence refuting the charge.
6. The chairman may admit and give evidence that is helpful so as to arrive at a just decision. The chairman shall exclude irrelevant, immaterial and unduly repetitious evidence.
7. Witnesses are called in to contribute relevant information. The charged student is given the opportunity to ask questions (directly or via the chairman) of all witnesses.
8. The Conduct Hearing Board determines if the student is responsible in an executive session (only the appointed faculty board members). A summary of the hearing is forwarded to the chairman by the secretary.
9. If the Conduct Hearing Board finds a student responsible, a sanction is then determined by the Board. The chairman may discuss the decision with the student; however, the Board's decision must be relayed to the student by the chairman in writing within three days of the Board's decision.

Sanctions may include, but are not limited to:

1. Verbal or written reprimand.
2. Restitution, which may take the form of monetary compensation, or of appropriate community services to repair or otherwise compensate for damage.
3. Sanction Pending - a sanction that has been imposed may be held in abeyance for a period of time pending good conduct. Further violations will result in the immediate enforcement of the pending sanctions in addition to the imposition of additional sanctions
4. Monetary fines
5. Community Service for the betterment of the community.
6. Required Assignment/Educational Seminar
7. Confiscation of items prohibited by the college, items which compromise safety, or items creating an annoyance.

8. Residential Life Probation--Warning that continued misconduct may result in relocation within the hall, suspension, or expulsion from the residence hall.
9. Residential life suspension.
10. Residential life expulsion.
11. Loss of college rights and privileges.
12. Disciplinary Probation. This indicates that further violations may result in a more severe disciplinary sanction being administered, including suspension or expulsion.
13. Suspension from the college
14. Expulsion from the college

In accordance with FERPA regulations, parents may be notified of sanctions against the student. Students are expected to complete their disciplinary sanctions by the established deadlines. Failure to complete the sanctions may result in additional sanctions or a disciplinary hold being placed on a student's registration or transcripts.

Appeals. Students wishing to appeal disciplinary decisions must submit the appeal in writing to the Office of Student Affairs within three (3) working days of the original decision. Appeals in cases of academic honesty policy violations are submitted to the Office of Academic Affairs. Only appeals from the accused student will be considered. If more than one student is involved in an incident, each student must appeal separately. Appeals of decisions by the hall directors are reviewed by the Director of Residence Life. Appeals of decisions by the Director of Residence Life are reviewed by the Vice President for Student Affairs. Appeals of decisions of the Conduct Hearing Board are reviewed by the Vice President for Student Affairs. Decisions involving suspension or expulsion from the college are reviewed by the President.

Appeals of conferences and hearings must be based on the following considerations:

1. The discovery of substantial new evidence, unknown to the accused student at the time of the original conference or hearing, which, if heard, would likely change the outcome of the case.
2. The original conference or hearing had a substantial procedural defect that rendered the proceedings unfair.

Students may appeal sanctions of suspension or expulsion from the college for any reason. The college official who hears the appeal may deny the appeal or remand the decision back to the original adjudicating body. Decisions regarding appeals are final.

STUDENT RIGHTS

Holy Cross College is an academic community in which all persons share responsibility for its growth and continued well-being. As members of the college community, students can reasonably expect the following:

- Students have the right to freedom from discrimination on the basis of race, age, gender, religion, ethnicity, national origin, disability, sexual orientation, or economic status.
- Holy Cross College recognizes the "dignity of the human person" and calls for all members of the Holy Cross College community to act in ways that respect that dignity. The college will not tolerate nor condone any form of sexually abusive behavior on the part of its community members whether physical, mental, or emotional. This includes any actions that are demeaning to others including, but not limited to, acquaintance rape, gang rape, verbal harassment, or displaying pornographic material. Sexual behavior of any kind that occurs without the full, active and informed consent of all participants is considered to be sexual assault.
- Holy Cross College considers freedom of inquiry and discussion essential to a student's holistic (intellectual, social, physical, spiritual, and moral) development. Thus, the college recognizes the right of all students to engage in discussion, to exchange thoughts and opinions, and to speak on any subject. Students may not incite others to violence, disrupt

the educational process, or outwardly oppose the Catholic Christian principles upon which the college is founded.

- Students have the right to participate in the formulation of policy directly affecting students through representation on appropriate committees.
- In all instances of general discipline, the student has the right to due process. Due process, as applied to student-college relationships and the disciplinary process, is equated with fundamental procedural fairness.

STUDENT UNION

The Student Union is located between James and Basil Halls. This facility provides a space for students to meet, relax, and socialize during the course of the day. The Student Union is open to all students between the hours of 8:00 a.m. and midnight.

TELEPHONE SERVICE

Telephone service is provided by the college through the college's network via IP telephony. Resident students will be assigned a phone number and voice mailbox at the time of registration, which is integrated with their email account. Depending upon the accommodations, students may share a common phone. This service is provided through the college's IT Department. All problems dealing with the IP phone service are to be directed to the IT Department for resolution.

WEAPONS

Possession of firearms, weapons of any kind, including those for recreational purposes such as pellet and paint ball guns, or explosives of any kind, including firecrackers, is prohibited.

RESIDENCE LIFE

The following information is *in addition* to the policies and services that apply to all Holy Cross College students.

Holy Cross College provides housing for approximately one half of the student population. The residential program is designed to provide a community environment that fosters the intellectual, social, and spiritual development of resident students while supporting the overall mission of the college.

RESIDENCE LIFE STAFF

The residence life staff is committed to fostering personal development - academically, socially, and spiritually - in a Catholic, living learning faith community. The residence life staff is composed of the Director of Residence Life, hall directors, and resident assistants. The Campus Minister, Chaplain, and Director of Student Counseling Services are also integral to the residence life program.

Resident Assistant (RA). The resident assistant is the closest, most vital link between the office of Student Affairs and residents at HCC. The RA is responsible for the general welfare and behavior of students in the hall and assists with the administration of that hall. RA's are responsible to the hall director for fulfilling their daily assignments and to the Director of Residence Life for overall job performance.

Hall Director (HD). The hall director is involved in all aspects of residential life programming, counseling, crisis intervention, conflict resolution, student discipline, and administrative procedures commonly associated with the operations of a residence hall. The HD is also involved with the selection, training, supervision and evaluations of resident assistants. The hall director reports to the Director of Residence Life.

Director of Residence Life. The Director of Residence Life is responsible for all policies and procedures pertaining to residence life programs and services and the residence life staff. The director has budgetary oversight for residence fees and hall funds, responsibility for room assignments, inventory and damage reports, and housing contracts. The director advises the Vice President for Student Affairs on all matters related to residence life and serves as a valuable resource to students, faculty, and administrative staff. The director reports directly to the Vice President for Student Affairs.

HOUSING POLICIES AND REGULATIONS

Violations of housing policies may also be violations under "Student Conduct" as described in the *Student Services and Policies section of this handbook*.

Absence from Campus. Students are to inform the hall staff if they plan to be away from campus overnight or longer.

Antennae. External antennae in any form are prohibited.

Bathrooms. All residents and guests are permitted to use only those bathrooms designated for his or her sex.

Bicycles. Bicycles are not to be stored in stairwells, hallways or lounges and may not be brought into the residence halls or rooms. All bikes must be stored in the bicycle racks. To store bicycles in hall storage for the winter, see the hall director. Bicycles found inside residence hallways will be confiscated.

Breaks and Vacations. The residence halls are closed during scheduled breaks and vacations. These include fall break, semester break, and spring break. Students are expected to check-out in person with a member of the hall staff by 8:00 p.m. on the last day of classes or final exams prior to semester break and spring/fall breaks. Students unable to travel home for Fall, Christmas, or Spring Breaks must make alternative living arrangements outside of the residence halls. During breaks the Residence Life staff is not available, meals are not served, and students do not have access to their rooms (which are checked for maintenance and safety concerns). Prior to leaving for vacation, residents should thoroughly clean their rooms, lock windows, and secure valuable items. During semester break, refrigerators must be emptied of all perishables and cleaned. The residence halls will be open during Thanksgiving and Easter breaks, but there will be no meal service. In May, non-graduating students must move out no later than 8 p.m. on the last day of exams.

Cleaning and Custodial Services. Residents are responsible for cleaning their assigned rooms and private bathrooms. The cleaning staff will clean public areas, common restrooms, and showers. The residents are asked to be considerate in the way that public areas are left after use. Environmental assessments of the residence halls will be conducted at any time to determine if unsanitary or unsafe conditions or unreported damages exist. If such conditions do exist, residents will be asked to correct the problem immediately. Failure to comply will result in a cancellation of the Contract for Residence.

Cohabitation. Cohabitation shall be defined as unauthorized living in a residence hall and/or prolonged or patterned visits that extend beyond the normal understanding of visitation. Rooms are to be occupied only by the resident who resides there. (See **Guests**)

Contract for Residence. In order to live in a residence hall, a student is obligated to sign a Contract for Residence, which is an agreement between the individual student and the college. This is a binding, legal document that sets forth the conditions and terms of occupancy and may not be assigned to another person in any way. The student submitting the Contract for Residence is fully responsible for meeting the conditions and terms of occupancy set forth in the document. Before submitting the contract, students are advised to read the document carefully.

College housing is available to full-time students. Continued housing for students falling below full-time status (12 hours) will be at the discretion of the Director of Residence Life and the Vice President for Student Affairs. Students who withdraw from the College or from all of their classes will be asked to leave campus housing. Living in the residence halls is a privilege. The Director of Residence Life reserves the right to reassign or deny on-campus housing to any student(s) whose behavior is detrimental to the welfare of the residence hall community.

The contract is for one academic year and may be offered for a second year to students in good standing.

Cooking. Cooking in James, Basil, or Anselm Hall rooms is not permitted. Preparation of coffee, tea and cocoa is permitted given students attend a required safety workshop conducted by hall staff. All coffee makers and other appliances must pass safety inspection.

Damages. Students are expected to hold each other accountable for being good stewards of the property and facilities they use. Damage beyond normal wear and

tear that has not been accounted for may be billed in equal amounts to the group having responsibilities for those public areas.

Each resident is responsible for keeping his or her room and its contents in good order and free from damage beyond normal wear and tear. Room Condition Reports will be completed by the resident and hall staff at move-in. Before moving out, the room is checked again for damage that may have occurred during the occupant's residency. Damages to the room that are clearly beyond reasonable use will be billed to the responsible individual. Extraordinary cleaning required because of abuse of facilities and excess trash left in the room or in the hall will be at the expense of the residents and will be deducted from their damage deposit. Damages to rooms will be charged as discovered. Residents should expect occasional walk-through safety checks conducted by hall staff. Rooms will be inspected during breaks for maintenance, health, and safety purposes.

Dart Boards. Dartboards are prohibited.

Decoration of Rooms. Students are encouraged to personalize their rooms with plants and favorite items from home. Use only 4 penny nails (standard for picture hanging) or thumb tacks for hanging pictures/posters. Large nails, scotch tape, masking tape, cement, sticky putty, contact paper, and other materials that may damage paint or wood are not acceptable. Flammable materials and live greenery (i.e., Christmas trees) are not permitted. Small UL listed Christmas lights are acceptable. Room decorations that explicitly promote behaviors contrary to Holy Cross values and standards of conduct are forbidden. Prohibited items include sexually explicit material, nudity, images of drugs or drug usage, and any reference to drugs. References to alcohol may not be the focal point of room decorations. The Residence Life staff has the authority to determine what is acceptable material.

Doors, Outside. In the interest of safety, main doors leading into the residence halls will be unlocked only at designated times. Propping open outside doors may allow unwelcome strangers into the residence hall. Persons found responsible for propping open outside doors will be fined \$150.

Electrical Appliances. Electrical appliances that have an open heating element may not be used in residence hall rooms. Toasters, toaster ovens, air conditioners, space heaters, microwaves, hot plates, and the like are not allowed. Halogen lamps are also banned. Small refrigerators of less 2.5 cubic feet, hair dryers, curling irons, computers, printers, radios, TVs, stereos, and fans may be used. Students may use only UL listed cords and surge protectors. Appliances are subject to safety inspection by the hall staff. Hall staff will confiscate unauthorized appliances.

Fire Safety. In the interest of fire safety, open flames, the burning of any substance, and the possession of incense, candles, or oil lamps, in the residence hall is prohibited. Students who fail to evacuate during a fire drill or alarm, or who do not promptly obey the direction of a college or civil official during an emergency, will be subject to disciplinary action. Setting false fire alarms, tampering with or misuse of fire safety equipment will result in severe disciplinary action for all persons involved.

Furniture. Room furniture must be left in the room. Under no circumstances is hall furniture to be moved from common areas. Violation of this regulation is considered theft and will lead to disciplinary action. Only designated modular furniture may be stacked, allowing proper clearance for ceiling mounted fire safety equipment. Lofts are not permitted.

Guests. Occasional overnight guests of the same sex may stay free of charge in the host's room. Overnight guests may stay with (same sex) friends of the student host provided all parties agree. Guests are not permitted to sleep in the residence hall lounges. Students must register their guests with the hall director by 10:00 p.m. Guests must carry with them a guest pass signed by the hall director. Guests may park in student parking areas with a guest parking tag clearly displayed in the front windshield. No guest under 16 years old may stay in the residence hall without permission of the Director of Residence Life. Prospective student guests should contact the Office of Admissions for campus tours and meal ticket for the cafeteria.

While guests are on campus, the student host is fully responsible for the guest's actions. Guests are expected to abide by all college rules and regulations. Failure to do so will result in the guest being asked to leave campus immediately. Guests may stay for a maximum of two days unless the Director of Residence Life authorizes an extension of time.

Hallway, Lounge, Common Areas Conduct. Students should conduct themselves in a mature manner in the hallways, lounges, and other common areas. Out of courtesy for all, yelling, running, and wrestling are not permitted in the common areas. Games such as soccer, Frisbee, football, baseball, golf, rollerblading, etc., or shaving cream and water fights, are not permitted.

Keys. Each resident student will be issued a key to his/her room at check-in. These keys must be turned in when a student moves out of the room. Keys remain the property of the college and may not be duplicated, modified in any way, or loaned to other persons. Lost keys or stolen keys compromise the safety and security of all residents and should be immediately reported to the Director of Residence Life. The cost of replacing or repairing a lock ranges from \$50 to \$250 **and** will be paid by the student. The cost of replacing lost building and room keys is \$60.

Laundry. Card operated washers and dryers are located in the basement. Each student is issued a Card Mate laundry card. The Card Mate value adding station is located in the laundry room. To add value to the card, simply insert the card and \$1, \$5, or \$10 bills into the machine. If you lose your card, a new one may be purchased from the Director of Residence Life for \$20.00. These machines are for residents' use only. Report any problems to the Hall Staff.

Mail and Packages. A mailbox is located in the Vincent Lounge. Mail is picked up daily, Monday through Friday and is delivered to the USPS the following morning. Stamps may be purchased at the Hammes Bookstore.

US Mail, including Express Mail and Parcel Post, is delivered to the college every business day.

Your address should be written as:

Your Name
P.O. Box 782
Notre Dame, IN 46556-0782

Packages. Packages for dormitory residents may be picked up at the duty desks after 4:00 p.m. The street address for Holy Cross College is **54515 SR 933 North**. If you have packages delivered by **non-US Mail services** (Fed Ex, Airborne Express, UPS, etc.), you must give the street address and the hall where you live.

Please, **DO NOT** use P.O. Box 782 or address it to Holy Cross College, otherwise delivery will be delayed.

Your Name
Hall Name
Holy Cross College
54515 SR 933 North
Notre Dame, IN 46556

Maintenance Requests. The maintenance staff works closely with residence hall staff in making routine repairs in the residence halls. Students needing maintenance service are to notify their hall director. In addition to identifying the problem, maintenance requests should indicate a preferred time for the requested maintenance to be conducted. Maintenance staff is authorized to enter the room and complete the repairs whether or not the student is in the room. Emergency repairs should be immediately reported to the hall staff or to the Director of Residence Life.

Noise and Quiet Hours. Sound carries easily through our residence hall rooms. Loud voices, stereos, televisions, and other noises can often be heard in the next room or in the room above or below. Residents are expected to show reasonable consideration for those living around them by keeping noise at a moderate level between 10 a.m. and 10 p.m. Unacceptable levels of noise will be treated as a disciplinary matter. Tower style speakers and subwoofers are not permitted. Headphones are required of all residents possessing stereos and other sound systems.

Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. Twenty-four hour quiet hours are in effect during examination periods. The general rule is that if the noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance. While quiet hours are in effect, headphones must be used for the playing of all music.

Pets. Students are not permitted to have pets in the residence halls. Students found with a pet will be given notice that they have 24 hours to remove the pet and will face disciplinary action. Seeing eye dogs are permitted.

Personal Property. The college assumes no financial responsibility for damage to or loss of personal property of students nor does it carry insurance on the personal property of students. If a student is not covered by the parents' policy, he or she may check with any general insurance agency for details for securing such insurance. The safekeeping of personal property is the responsibility of each student. Rooms should be locked at all times with valuables properly secured. Thefts should be immediately reported to the hall director or the Security Office.

Refund Policies on Room and Board. No refunds are made on room charges. Certain exceptions to the above-stated policies may be approved by the Business Office in specific instances (e.g., when a student incurs serious injury or illness). Such matters should be referred to the Business Office.

Room Inspection, Entry and Search. The college reserves the right to enter a student's room to ensure proper maintenance and repair, to provide for the health and safety of the hall residents, and to investigate a possible violation of federal, state or local laws, or college policy. The Vice President for Student Affairs, or official staff acting in her absence, will determine if reasonable cause exists to inspect or search a student's room. All rooms will be inspected during official college breaks.

Sales and Solicitation. Solicitation, sales, and advertising are not permitted in the residence hall without authorization from the Office of Student Affairs. Residents are not permitted to run private businesses from their campus residence.

Severe Weather Information. In the event of severe weather, residents are encouraged to seek shelter in the basement between the residence halls, or in the hallway of the first floor of each hall. Security or hall staff may give notice to residents if they are aware of an approaching storm. However, residents should not wait for college personnel to give official notification of danger. South Bend weather information can be called at 574-651-2828.

Shared Responsibility. Roommates share responsibility for violations that occur in their room. All students present during a conduct violation may be found responsible.

Storage. Students may store luggage in hall storage during the academic year. See hall staff for access to the storage room. Limited storage over the summer is available for a small charge.

Trash. All residents are responsible for bagging and removing the trash from their rooms. Accumulated trash in rooms may result in monetary fines. The dumpster for South hall is located behind and just to the north of the apartment building. The dumpster for James, Basil, and Anselm Halls is located behind and just to the north of the maintenance garage. There are also trash dump carts located in the patio vestibule, Basil Hall east vestibule, and the Anselm Hall trash room.

Visitation. To ensure the safety, security, and privacy needs of all residents, there are limited visitation hours in the residence halls. Visitation hours on the residential floors by members of the opposite sex are as follows:

Sunday-Thursday	10 a.m. to 1 a.m.
Friday	10 a.m. to 2 a.m.
Saturday	10 a.m. to 2 a.m.

When students of the opposite sex are visiting in a resident's room, **the door must remain open.** Opposite sex visitors in the apartment style residence halls are permitted in the kitchen and living room areas only; door to the apartment must be completely open. Students may visit in the student union at any hour.

Waterbeds. Waterbeds are not permitted.

Window Screens. Students may not remove window screens at any time. Students will be held responsible for damaged or missing screens. Persons found responsible for removing window screens will be fined \$150.

ADDENDUM

SEXUAL ASSAULT AND HARASSMENT POLICY 289-HELP (289-4357) - 24-hour help line

Holy Cross College recognizes the “dignity of the human person” and calls for all members of the Holy Cross College community to act in ways that respect that dignity. The college will not tolerate nor condone any form of sexually abusive behavior on the part of its community members whether physical, mental, or emotional. This includes any actions that are demeaning to others including, but not limited to, acquaintance rape, gang rape, or verbal harassment. Sexual behavior of any kind that occurs without the full, active and informed consent of all participants is considered to be sexual assault. The Office of Student Affairs provides educational programming for awareness and prevention during the fall and spring semesters.

Whether occurring on or off-campus, the college will assist students in reporting these acts to local police and/or college officials charged with investigating such conduct. Deciding whether to pursue an allegation of a sexual offense can be a difficult choice. A student may wish to consult with his or her hall director, the Director of Residence Life, the Vice President for Student Affairs, the Campus Minister, the Center for Student Support Services, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

Information & Support Services for Victims of Rape & Sexual Assault

A student who has experienced a sexual offense should immediately inform a staff member from the Office of Student Affairs or Campus Security, or, if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges.

The student should seek medical attention as soon as possible. Even if the victim does not seek immediate attention, it is important to obtain medical care for any potential long-term physical or emotional consequences.

The victim should avoid showering, douching, using the toilet or changing clothes before seeking help at the emergency room as this may destroy physical evidence that will be collected during the exam. The South Bend Police will be contacted, but the victim is **not obligated** to speak with the police. In addition, the victim will have the option of speaking with a volunteer member of the Sex Offense Services (S.O.S.) who has been trained to assist victims of sexual assault.

Victim Options

A victim may wish to seek criminal charges or pursue civil charges. The St. Joseph County Prosecuting Attorney will handle any criminal charges. The victim should seek legal counsel to explore the possibility of civil charges.

A student may wish to file a complaint with the college in addition to or instead of filing a complaint with the local police. Discussing this option with the Vice President for Student Affairs or the Director of Residence Life **does not obligate** the student to file charges. The student may make this inquiry confidentially without revealing his or her name or the name of the perpetrator or details of the incident. Making a complaint requires the student to submit a detailed written statement which outlines what occurred and names any persons who participated in or witnessed the alleged offense. The alleged perpetrator also will be asked to submit a detailed written statement to the same effect. Based on what the investigation reveals, the Director

of Residence Life may handle the matter administratively through a conference or refer the matter to the Conduct Hearing Board.

The same procedures governing conferences and Conduct Hearing Boards (**see *Procedure for Dealing with a Disciplinary Infraction***), with the same possible outcomes outlined above, will be observed along with the two following additional procedures:

1. *The accuser and the accused are entitled to the same opportunities, if any, to have others present during a conference or Conduct Hearing Board.*
2. *Both the accused and the accuser shall be informed of the outcome of a conference or a Conduct Hearing Board.*

Because a sexual offense is a traumatic experience, the student is encouraged to seek counseling services to help his or her recovery. The college offers counseling to students through the Student Assistance Program. S.O.S. (Sex Offense Services) is a 24-hour rape crisis agency, with both trained volunteers and professional staff to assist recovery through confidential counseling and other support services.

If a student requests, the college will honor changes in class and housing assignment, if reasonably possible and available. Changes should be made through the Vice President for Student Affairs.