

2025 – 2026

The Saints Way

The Holy Cross College Student Handbook

SCHOLAR | CITIZEN | LEADER | DISCIPLE



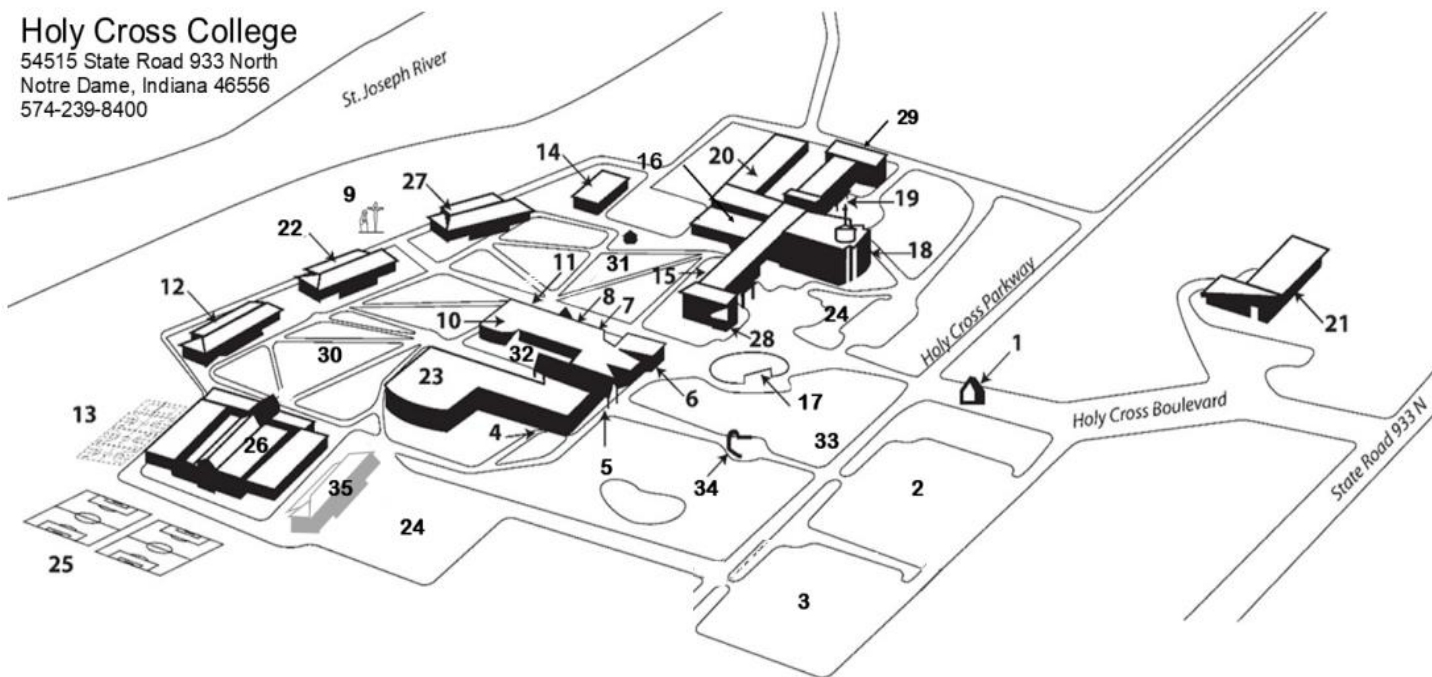
HOLY CROSS
COLLEGE
at Notre Dame, Indiana



54515 State Road 933 North
P.O. Box 308
Notre Dame, Indiana 46556-0308

Holy Cross College

54515 State Road 933 North
 Notre Dame, Indiana 46556
 574-239-8400



- 1. Entry Gatehouse
Campus Security
- 2. Off-Campus Student Parking
- 3. Residential Student Parking
- 4. Vincent Building
*Office of the President
Advancement
Classrooms*
- 5. Vincent Atrium
- 6. McKenna Library
- 7. Driscoll Auditorium
- 8. Driscoll Building
*Admissions Office
Financial Aid Student Accounts Office
Information Technology
Development Office
St. Joseph Art Gallery*
- 9. Devotional Shrine of Our Lady of Holy Cross
- 10. Driscoll Student Lounge
- 11. Driscoll Business Offices

- 12. Legacy Hall (Student Housing)
- 13. Outdoor Recreation Courts
- 14. Maintenance/Storage Garage
- 15. James Hall (Student Housing)
*Campus Ministry Office
Residence Life Office*
- 16. Siegfried Dining Hall
- 17. Visitor & Handicapped Parking
- 18. St. Joseph Chapel
- 19. Basil Hall (Student Housing)
- 20. Anselm Hall (Student Housing)
- 21. Provincial Administrative Offices
- 22. Pulte Hall (Student Housing)
- 23. Vincent Building
*Faculty Offices
Dean of Faculty Office
Office of Student Success
Student Activities Office
Classrooms
Student Government Office*

- 24. Faculty Staff Parking
- 25. Ganger Athletic Fields
- 26. Pfeil Center
*Athletics Offices
Athletic Trainer's Office
Health Center
McKenna Arena*
- 27. North Hall (Student Housing)
- 28. Hammes Bookstore
- 29. Moreau College Initiative Office
- 30. O'Connor Commons
- 31. James Quad
- 32. Saints Square
- 33. Hesburgh Grove
- 34. Millennium Gateway Arch
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Updated 7.31.25

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to change without prior notice.*

Holy Cross College Mission Statement

The mission of Holy Cross College is to educate and form global citizens with the competence to see and the courage to act.

Holy Cross is a Catholic college that advances the apostolic mission of the Brothers of Holy Cross. Our practical, experiential, liberal arts curriculum applies timeless truths to contemporary life and leads people to wholeness in the image of Christ.

Holy Cross College Alma Mater Ave Crux Spes Unica

*Words and music by
Professor Babette Reid*

To Holy Cross Our Mother,
We will always be true.
With our family, friends, and loved ones,
We will strive to live a new.
In our hopes and dreams,
Tomorrows, let us seek to live as one.
Holy Cross our only hope
The Father, Spirit, and the Son.
Hail the Cross our only hope
The Father, Spirit and the Son.

Holy Cross College Fight Song

*Words and music by
Professor Terron Phillips*

March on forward, Saints of Holy Cross.
We cheer your name.
Fight for old Maroon and Gray,
Battle for her fame.
March on valiant sons and daughters,
Charge to stake our claim.
LET'S-GO-SAINTS!
For victory our hope remains.

NON-DISCRIMINATION POLICY

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.

Holy Cross College complies with applicable federal and state statutes related to institutions of higher education, including all federal and state nondiscrimination laws including Title IX prohibitions against sexual harassment, including sexual violence as described in Appendix A. It is the policy of Holy Cross College to provide equal opportunity to employees, candidates for employment, students, and applicants for admission.

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.

Inquiries or complaints concerning the application of the College's nondiscrimination policy may be directed to Human Resources, Attention: Ms. Gwen DeMaegd, Holy Cross College, Notre Dame, IN 46556, 574-239-8349.

ON-CAMPUS HOUSING REQUIREMENT

Blessed Basil Moreau, the founder of the Congregation of Holy Cross, emphasized the importance of educating both the mind and the heart.

Education does not only occur in the classroom: living in our residence hall community is a valuable opportunity for personal growth in mind, body and spirit. This is accomplished through providing an environment where one achieves an examined life through challenge, responsibility, academic inquiry and service.

In accordance with our mission, Holy Cross College requires that all full-time students in their first or second year at the College (having fewer than 60 cumulative credit hours at the start of the academic year) live on campus, unless exempted.

The following first-year Holy Cross students may receive an exemption from this requirement, provided they submit an exemption form no later than July 1 (or January 1, if entering Holy Cross in the spring semester): a) students who have earned 55 or more credit hours; b) students who are 21 years of age prior to the first day of classes; c) married students; d) documented veterans; e) students who are living locally with their parents or legal guardians.

Students who are in their first or second year at the College who do not receive an exemption must apply for housing. First-year students failing to do so will be assessed full room and board expenses.

Students wishing to be relieved of this obligation may request a waiver. This request, which the student must submit in writing to the Vice President of Enrollment Management and Student Engagement no later than two weeks after receipt of a Financial Aid package, must outline a compelling reason why such a waiver should be considered.

Students receiving institutional aid in excess of 50% of tuition and fees, who leave the residence halls either by their own choice, or due to a disciplinary matter, shall expect a reduction in their institutional aid and will be subject to all applicable charges as outlined in the housing contract and student handbook.

To review all Financial Aid policies and procedures, students are invited to visit <http://www.hcc-nd.edu/admissions/1/Financial-Aid>.

ACADEMIC POLICIES AND PROCEDURES

For information about current courses of study, please consult the College's current *Academic Catalog*:
<https://www.hcc-nd.edu/calendar-catalog-and-schedule/>

DEFINITIONS

College Credit

College credit is defined by the number of semester credit hours an academic experience represents. Credits vary by how often and for how long a given course meets. A one-credit course typically meets 50 minutes per week; a two-credit course, 100 minutes; a three-credit course, 150 minutes (typically two 75-minute class meetings, or three 50-minute class meetings); and a four-credit course, 200 minutes (typically two 75-minute class meetings plus one 50-minute class meeting).

Student Classifications

A student with fewer than 30 total semester hours of credits is a First-Year Student. A new student who has not previously enrolled at another college or university after high school graduation, and who has matriculated at Holy Cross with 30 or more outside credit hours, has sophomore standing but is considered a First-Year Student for the purpose of requirements and activities of the Office of Student Success (see below). A student who attended another college or university after high school graduation with 10 or more transferable credit hours is a Transfer Student. A student in the second year at Holy Cross who has earned 30 or more credit hours but less than 60 credit hours is a Sophomore. A student who has declared a major and who has between 60 and 89 credit hours is a Junior. A student who has earned 90 or more credit hours is a Senior.

Full-Time, Part-Time Status

A full-time student is one who is registered for 12 or more credits in a semester. A part-time student is registered for fewer than 12 credits. A normal course load for full-time students is typically between 15 and 19 credit hours. Students taking more than 19 credit hours per semester must have the permission of the Dean of Faculty and pay the per-credit-hour rate for an overload.

The distinction between full-time and part-time status has implications for a student's financial aid package. Please refer to the *Financial Aid, Tuition, and Student Accounts* section of this handbook for more information.

Degree Program

A degree program is a specific curriculum or courses of study described in the *Academic Catalog*. Holy Cross College offers *major* degree programs with the Associate of Arts (A.A.), Bachelor of Arts (B.A.), and Bachelor of Science (B.S.) degree designations. All students must declare at least one major (see below).

A student receiving financial aid can only officially declare one degree at a time. Students pursuing a second degree must submit a degree completion plan signed by the student as well as the Academic Director of the degree program to the College Registrar. If approved, the Registrar will share the plan with Financial Aid. Students approved would be eligible for a fifth year of institutional aid. The plan must indicate the courses required as well as the time frame to complete the additional degree.

If students have attempted the maximum number of semesters, or if their degree completion plans will cause them to exceed that limit, they may be denied financial aid. For students who decide to change their academic majors, any credits or grades that do not count toward the new major will not be included in calculations of the student's Satisfactory Academic Progress (SAP). Please refer to the *Financial Aid, Tuition, and Student Accounts* section of this handbook for more information.

For more information about the College's degree programs, please consult the current version of the *Academic Catalog*.

Earning a Second Bachelor's Degree

Students interested in obtaining a second baccalaureate degree must complete at least 30 additional credit hours not earned previously.

Curricular Track

A curricular track at Holy Cross College is a set of courses that indicates a professional direction or academic focus to a course of studies. Tracks may be multidisciplinary or located within academic majors. Tracks may help students be more competitive for internship opportunities related to the area of study.

A track differs from an academic *minor* in being more flexible in its number of credits and in suggesting more of a sense of professional direction than in indicating a topical interest. A track is distinct from a *concentration* at larger colleges or universities that have expansive course offerings within particular academic majors.

Some tracks are restricted to students who have declared specific Majors while others are open to students from any major. The tracks include:

- Accounting
- Applied Math and Data Science
- Artificial Intelligence
- Catholic Media
- Clinical Psychology
- Cloud Technology
- Computer Science
- Cyber Security
- Entrepreneurship
- Exercise Science
- Finance
- Graphic Design
- Integral Ecology
- Latino Studies
- Leadership
- Museum Studies
- Neuroscience
- Physical Therapy
- Pre-Law
- Public Health
- Sales
- School Psychology
- Small Business Management
- Social Work
- Sports Marketing
- Studio Art
- Web Development

ACADEMIC STRUCTURE

Academic Departments

Four academic departments exist at Holy Cross College: Business, Humanities, Natural & Quantitative Sciences, and Social Sciences, each with its own faculty Department Chair. Every degree program (major), minor, or curricular track also has an Academic Director who supports students as they progress through their respective academic programs. Please consult the College website for contact information for specific Academic Directors.

The Office of Student Success

The Office of Student Success (OSS) offers guidance, support, and encouragement to all students at Holy Cross College so that students do their best and are successful in their personal and academic goals.

The OSS team offers one-on-one academic advising, personal mentoring, counseling, academic accommodation assistance, career development, and coaching for study skills and time management.

First-year academic advisors assist students when they register for classes each semester prior to declaring a major. After declaring a major by the end of their first year, students can continue with personal mentoring, counseling, accommodations, academic coaching, and career development assistance. All students may take advantage of these supportive services which work alongside Student Life.

The Office of Student Success welcomes all students to come by any time to seek academic support, guidance, encouragement, or just to talk.

Holy Cross College Departments, Majors, Minors, and Curricular Tracks

Students are encouraged to declare a major by April 1 of their first year. Students have the option of supplementing their major with minors and/or curricular tracks. Each of the College's major programs offers a minor in that same discipline.

Department of Business (BUSI)

Acting Chair: David Lutz. Ph.D.

Chair: Steve Verela, Ph.D.. (on Fulbright grant 25-26)

Majors and Minors: B.A. program in Business.

Additional Minor: Marketing.

Department of Humanities (HUMN)

Chair: Angel Cortès, Ph.D.

Majors and Minors: B.A. programs in:

- Communications
- English
- History
- Liberal Studies
- Philosophy
- Politics and Public Service
- Politics, Philosophy, and Economics
- Theology
- Visual Arts

Additional Minors:

- Spanish
- Sport, Culture, and Formation

Department of Natural and Quantitative Sciences (NQSC)

Chair: Deborah Arangno, Ph.D.

Majors and Minors: B.S. programs in:

- Biology
- Computer Science
- Mathematics.

Additional Minors:

- Environmental Science
- Physical Science
- Public Health

Department of Social Sciences (SOCS)

Chair: Cosette Fox, Ph.D.

Majors and Minors: B.A. programs in:

- Elementary Education
- Psychology

Additional Minor:

- Economics

Course Levels and Numbering

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 course prerequisites have been satisfied. Courses numbered above 300 are upper-division courses. Some upper-division courses are open only to students admitted to certain major programs. Upper-division level electives are open to all students who have satisfied the appropriate prerequisites.

GENERAL ACADEMIC PROCEDURES

Incoming Credit Transfers

The College grants a maximum of 30 college credits to students who have taken the following standardized exams. Please consult the *Academic Catalog* to determine the specific exam scores required for a given course and for the number of credits a given exam score represents.

Advanced Placement (AP) examinations are administered through the high school after an advanced placement course has been completed as part of the high school curriculum. College credit may be granted to a student who has achieved a minimum score of 3 or higher on the AP exam offered through the College Board. Official scores must be sent directly to the Admissions Office by the College Board. Exam scores on a high school transcript are not accepted.

Holy Cross College recognizes International Baccalaureate (IB) Exams and grants credit for scores of 5 or higher in the Higher Level (HL) exams. An official transcript of Examination Grades must be sent directly to the Admissions Office by either the New York, Geneva, or London IB Office. Exam scores on a high school transcript are not accepted.

College Level Examination Program (CLEP) credits granted by Holy Cross College may be used to satisfy graduation requirements. Credit will not be granted if the student has previously received credit in a comparable course. The test may be taken prior to entry to Holy Cross College or during the period of enrollment. Holy Cross College credit may

only be granted to students who have matriculated at the College. The minimum score to receive credit for CLEP exams is 50. Additional information about the CLEP program may be obtained from the Registrar.

The College Curriculum: A Holy Cross Education

Within the Congregation of Holy Cross (CSC) and inspired by the legacy of the Brothers of Holy Cross, the goal of a baccalaureate student at Holy Cross College is to become an ever more integrated person in the image and likeness of Christ. This kind of education is best achieved in small, personal, shared encounters that are cohesive and coherently organized over four years. Students in this curriculum are educated in mind and heart. They develop their competence to see, their capacity for close and sustained attention, their skills in inquiry, analysis, and interpretation, their ability to collaborate with peers to achieve common goods, and their deeper engagement with the Catholic intellectual & social tradition. In so doing, and in addition to their major courses of study, students will become more fully ready and willing to act as scholars, citizens, leaders, and disciples for the benefit of their communities, the Church and the world as witnessed by the Congregation of Holy Cross. In short, the College Curriculum is dedicated to the integration of the whole person, a vision expressed well by Blessed Basil Moreau's educational mission: "while we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for heaven."

The backbone of the College Curriculum is a set of four integrative seminars. These seminars have been developed by full-time faculty from across the disciplines and share common goals, syllabi, readings, and assignments. Additionally, the seminars can be seen as "integration labs," in which students bring what they learn from their other courses into dialogue (even in writing) with what they explore in these seminars. These are the places where integrative thinking and acting occurs most often and most deliberately in a horizontal way over the four seminars and vertically when students intentionally bring their knowledge from other courses into the seminar activities

These four seminars are developed by the faculty who teach them and aim overall at forming students to be integrative thinkers and do-ers, i.e. not students who see the world in overly specialized, disconnected, isolated terms, but students whose first instinct is to see how truths in the world are interconnected, interdependent, and part of a divine whole. This is the kind of integrative education that Fr. Moreau and his colleagues thought would have a chance at regenerating people, families, communities, and nations around the world. Along the way, the attentive development of Christian virtues would make that regeneration possible. In this broadest context, human knowledge and understanding has both meaning and coherence. Thus, beyond the annual seminars, and to enhance the student's academic formation with a greater understanding of the whole, (Greek, *kat'holon*), the College Curriculum includes required courses from the humanities as well as the natural, quantitative, and social sciences to further engage students in a wider family of disciplines that comprise human knowledge and wisdom.

Registering for Courses

Students work with their academic advisors 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 (e.g., through the Office of Financial Aid or Student Accounts) is not permitted to register for the subsequent term until the hold is resolved. A late registration fee of \$250.00 will be assessed on the returning student account if the student's initial registration for a given semester occurs beyond the normal registration period.

Declaring a Major, Minor, or Track

Students may declare a major or minor through the Major or Minor Declaration forms on the Academic Advising Moodle site. Students may add a track through the Major Declaration form.

Dropping, Adding, or Withdrawing from a Course

The adding, dropping, or changing of class sections must be completed during the add/drop period, typically the first week of the semester.

Dropping a course during this period removes the course from a student's permanent record.

After the add/drop period, a student may withdraw from course(s) up until the date indicated on the academic calendar as the last day to withdraw from course(s), typically through week 10 of the semester. Withdrawn courses will remain on a student's permanent record, and a grade of "W" will be recorded. Withdrawals do not impact a student's grade point

average (GPA). See the "GRADING POLICIES" section for the College grading scale and steps to calculating a student's GPA.

After the withdrawal period (typically from week 11 to the end of the semester), a student may not withdraw. The course will remain on a student's permanent record, and the student will receive the grade earned for the course. This grade will figure into a student's GPA.

Taking Courses at Other Institutions

Students who have earned at least 24 credits and hold a minimum cumulative 3.0 GPA may be eligible to take one class per semester at the University of Notre Dame. Students must be enrolled full-time at Holy Cross and may take only one class per semester at Notre Dame. Exceptions to these criteria include service learning and activity-based courses such as the Center for Social Concerns Service Learning Program credit, service immersion experiences, choirs, Mock Trial, Campus Ministry choirs, Marching Band, and other activity opportunities bearing one or two academic credits. Students can receive academic credit for these service learning and activity-based courses in addition to a standard 3- or 4-credit course.

The Northern Indiana Consortium for Education (N.I.C.E.) consists of area institutions that have joined to share their educational strengths and facilities. Current members include Bethel University, Goshen College, Indiana University at South Bend, Ivy Tech Community College, Purdue Polytech – South Bend, and Saint Mary's College.

With approval, and on a space-available basis, Holy Cross College students may enroll in courses offered by other N.I.C.E. institutions which are not offered by Holy Cross College. Students at Holy Cross College must be enrolled full-time to participate and may take only one class per semester from a N.I.C.E. institution. This program is not available during summer terms.

Please consult your academic advisor if you are interested in taking a course at Notre Dame or through the N.I.C.E. program. Courses taken at any of these institutions will be included on the student's semester schedule and transcript.

Reserve Officer Training Corps (ROTC)

An agreement between Holy Cross College and the United States Air Force, Army, and Navy Reserve Officer Training Corps (ROTC) detachments at the University of Notre Dame permits students attending Holy Cross to affiliate with the ROTC program and to take courses in aerospace studies, military science, or naval science. After the student contacts the ROTC detachment and is assigned to a course section, the Holy Cross Office of the Registrar adds the course to the student's HCC class schedule. The credit earned is recorded on the student's Holy Cross College record and is included in the student's GPA. Credits earned in these courses are valid for ROTC programs at any college or university offering the program.

Independent Studies

Any courses of independent studies must have the approval of the course instructor, Academic Director, Department Chair, and Dean of Faculty.

Auditing Courses

A student wishing to audit a class must have permission of the instructor. Audited courses do not count toward fulfilling degree requirements and are not included in the computation of grade point averages. Students who audit should not expect instructors to assess or comment on their work.

Part-time students may audit classes. The cost for auditing a class is the same as the cost for taking the 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. Students wishing to audit a course(s) for which they do not satisfy the listed prerequisites must obtain instructor permission.

Course Cancellation

Certain kinds of exigencies may necessitate the cancellation of a course before the semester begins. Every effort will be made to minimize such events, and the Registrar will inform students of any changes that occur well in advance of the ensuing semester.

Student Withdrawal and Leave of Absence

Policy Overview

This policy establishes comprehensive procedures and requirements for student withdrawal and leave of absence at the College. The policy ensures consistent, fair, and supportive processes while maintaining academic integrity and compliance with federal regulations. All withdrawal and leave requests are processed through the Office of Student Success to provide coordinated support and ensure proper documentation.

The College recognizes that students may need to interrupt their studies for various reasons including health concerns, personal circumstances, financial hardship, or other life events. This policy provides clear pathways for temporary or permanent departure while preserving opportunities for successful return when appropriate.

Key Terms

- **Withdrawal:** The formal process by which a student discontinues enrollment in all courses for a given term, either permanently or temporarily.
- **Leave of Absence:** A temporary interruption of studies with the intention and plan to return to the College within a specified timeframe.
- **Good Academic Standing:** Meeting the College's minimum academic standards, including GPA requirements and satisfactory academic progress.
- **Complete Withdrawal:** Discontinuation of enrollment in all courses for the current term.
- **Partial Withdrawal:** Dropping individual courses while maintaining enrollment in others during the same term.
- **Medical Leave of Absence (MLOA):** A leave necessitated by physical or mental health conditions that prevent successful academic participation.
- **Involuntary Leave:** Institution-initiated separation when continued enrollment poses substantial risk to health, safety, or significant campus disruption.

Voluntary Withdrawal

Student-initiated departure from the College with formal notification to the designated withdrawal office. Students may withdraw for academic, personal, financial, or other reasons. Voluntary withdrawal requires written documentation and follows established procedures for grade assignment and financial calculations.

Medical Leave of Absence (MLOA)

Temporary interruption of studies due to physical or mental health conditions requiring medical attention or treatment. The College provides equal treatment and consideration for both physical and mental health conditions in accordance with applicable laws and regulations.

Mental Health Parity

Medical leaves for mental health conditions receive identical treatment, procedures, and support as those for physical health conditions. The College promotes transparency and reduces stigma by framing mental health leaves as positive steps toward wellness and future academic success.

Involuntary/Mandatory Leave

Institution-initiated withdrawal used only as a last resort when a student's continued enrollment poses substantial risk to the health or safety of the student or others, or creates significant disruption to the campus community. This action requires individualized assessment, documentation of attempted alternatives, and strict adherence to due process requirements.

Complete vs. Partial Withdrawal

Complete withdrawal involves departure from all enrolled courses, while partial withdrawal involves dropping individual courses while maintaining enrollment in others. Different procedures, timelines, and financial implications apply to each type.

General Eligibility

- Currently enrolled students in good academic standing (or at the discretion of the Executive Director of OSS, the Provost, and the Vice President for Enrollment & Student Engagement)
- Students who have completed at least one full semester at the College
- Students with resolved financial obligations or approved payment plans
- Compliance with all applicable College policies and procedures

Medical Leave Eligibility

- Documentation of physical or mental health condition from qualified healthcare provider
- Condition must substantially impair ability to participate in academic program
- Medical treatment or recovery time required for condition improvement
- Reasonable expectation of successful return with appropriate support

Special Circumstances

Students facing extraordinary circumstances such as military deployment, family emergencies, or other documented hardships may receive special consideration for eligibility requirements through individual review by the Student Success Committee.

Centralized Processing

All withdrawal and leave of absence requests are processed through the Executive Director of the Office of Student Success, who serves as the centralized point of contact and coordination for all related services and departments.

Step-by-Step Process

1. Initial Consultation: Student meets with Executive Director to discuss withdrawal reasons, explore potential accommodations, and review alternatives that might allow continued enrollment.
2. Alternative Exploration: Review of academic options including reduced course load, flexible deadlines, incomplete grades, and available support services.
3. Formal Request: Submission of written withdrawal application documenting reasons and determining appropriate withdrawal type and category.
4. Cross-Departmental Processing: Coordination with academic records, financial aid, student accounts, housing, and other relevant services to update records, calculate financial impacts, and document clear return pathway.

Documentation Requirements

- Completed withdrawal/leave application form
- Written statement explaining reasons for withdrawal/leave
- Medical documentation (for medical leaves) from qualified healthcare provider
- Academic advisor consultation and recommendation
- Financial aid counseling documentation

Timeline Requirements

- Withdrawal requests should be submitted as early as possible in the term
- Withdrawal by 60-75% point in term results in "W" grade assignment
- Earlier withdrawal dates may qualify for tuition refunds according to established schedule
- Medical leave requests processed within 5-7 business days of complete documentation
- All financial calculations completed within 30 days of withdrawal

Institutional Refund Schedule

Withdrawal Timing	Week 1	Week 2	Week 3	Week 4	Week 5+
Tuition Refund Percentage	100%	75%	50%	25%	0%

Federal Financial Aid (Title IV) Requirements

Return to Title IV (R2T4) regulations require the return of unearned federal financial aid when students withdraw. Key provisions include:

- Aid is earned on a pro-rata basis through 60% completion of the term
- Students who complete more than 60% of the term earn 100% of awarded aid
- Unearned aid must be returned promptly according to federal regulations
- R2T4 calculations are completed within 30 days of withdrawal determination
- R2T4 requirements may create student account balances despite institutional refunds

State and Institutional Aid

State and institutional financial aid programs may have separate requirements for proration or return of funds. Students receive detailed explanations of all financial implications before withdrawal completion.

Equal Treatment Standards

The College provides equal treatment and consideration for physical and mental health conditions in all medical leave policies and procedures. No distinction is made between types of medical conditions in terms of eligibility, documentation requirements, or return procedures.

Maximum Duration

Medical leaves may be granted for up to 180 days per 12-month period, consistent with federal regulations. Extensions beyond this period require special consideration and approval from the Student Success Committee.

Healthcare Provider Documentation

Medical leaves require documentation from qualified healthcare providers, including:

- Diagnosis and description of condition impacting academic participation
- Recommended treatment plan and expected duration
- Prognosis for improvement and successful return to studies
- Any recommended accommodations for return to campus

Individualized Wellness Plans

Students on medical leave work with College counseling and health services to develop individualized wellness plans that support recovery and successful return to academic studies.

Privacy and FERPA Compliance

All medical information is handled with strict confidentiality in accordance with FERPA regulations and applicable privacy laws. Medical documentation is maintained separately from academic records with restricted access.

Involuntary Leave Procedures

Involuntary leave is considered only when a student's continued enrollment poses substantial risk to the health or safety of the student or others, or creates significant disruption to the campus community that cannot be managed through other interventions.

Individualized Assessment Requirements

All involuntary leave decisions are based on individualized assessment of specific behaviors and circumstances, not generalizations or stereotypes about mental health conditions or other characteristics.

Documentation of Exhausted Alternatives

The College must document that reasonable accommodations and alternative interventions have been attempted and proven insufficient before resorting to involuntary leave.

Due Process Requirements

- Written Notice: Student receives written notification outlining specific concerns and policies being invoked
- Right to Respond: Opportunity for student to provide information and perspective before final decision
- Appeal Process: Clear procedure for contesting decision with separate reviewer or hearing body
- Return Pathway: Specific, written conditions for re-entry provided at time of withdrawal

Crisis Response Protocols

- 24-hour crisis response team availability
- Clear emergency contact procedures and protocols
- Multi-disciplinary threat assessment team with clinical expertise
- Short-term removal procedures for credible immediate harm risk
- Immediate establishment of specific return criteria

Return from Withdrawal/Leave Formal Application Process

Students seeking to return from withdrawal or leave must submit a formal written request including current status, circumstances during leave period, and readiness for return to academic studies.

Documentation Requirements

- Completed return application with personal statement
- Medical clearance documentation (for medical leaves) sent directly to Health and Counseling Center
- Documentation of treatment received or ongoing support services
- Academic planning consultation and course load recommendation

Medical Clearance Procedures

Students returning from medical leave must provide healthcare provider documentation confirming fitness to return to academic studies and any recommended accommodations or support services.

Academic Planning and Support

Returning students participate in academic planning meetings to determine appropriate course loads, support services, accommodations, and success strategies for re-entry.

Orientation and Ongoing Monitoring

The College provides orientation programs for returning students, regular check-ins during the first semester, wellness coaching, and proactive academic monitoring to support successful re-integration.

International Students

International students face additional considerations including:

- Immigration status implications for F-1 and J-1 visa holders
- SEVIS reporting requirements and timeline
- Re-entry and travel considerations
- Health insurance coverage during leave periods
- Housing and living arrangement implications

Student Athletes

Student athletes must consider additional factors including:

- NAIA eligibility requirements and timeline
- Athletic scholarship implications and renewal
- Medical clearance requirements for return to athletic participation
- Timing considerations related to competitive seasons
- Academic progress requirements for athletic eligibility

DUE PROCESS AND APPEALS

Written Notification Requirements

All withdrawal and leave decisions include written notification to students explaining the decision, rationale, and any conditions or requirements for return.

Right to Respond Procedures

Students have the right to provide information, clarification, and perspective before final decisions are made regarding their enrollment status.

Appeal Process

Students may appeal withdrawal or leave decisions through the established Student Appeals Committee, which provides independent review by faculty and staff not involved in the original decision.

Timeline Requirements

- Appeals must be filed within 10 business days of decision notification
- Appeal hearings scheduled within 15 business days of filing
- Final appeal decisions issued within 5 business days of hearing
- All timeline requirements may be extended for documented good cause

SUPPORT SERVICES AND RESOURCES

Counseling and Health Services

- Individual and group counseling support
- Crisis intervention and emergency mental health services
- Medical services and health consultations
- Referrals to community healthcare providers
- Wellness planning and ongoing support during leave

Academic Support

- Academic advising and course planning assistance
- Tutoring and supplemental instruction programs
- Disability services and accommodations coordination
- Study skills workshops and academic coaching
- Re-entry academic planning and success strategies

Financial Aid Counseling

- Individual financial aid counseling and education
- Explanation of withdrawal impacts on financial aid eligibility
- Assistance with financial aid appeals and special circumstances
- Payment plan options and financial hardship support
- Scholarship and emergency fund information

Career Services

- Career counseling and exploration during leave periods
- Resume and interview preparation assistance
- Internship and employment opportunity resources
- Graduate school planning and application support
- Professional development workshops and networking

***Important Note:** The Student Withdrawal and Leave of Absence policy is subject to change based on federal and state regulations, accreditation requirements, and institutional needs. Students are encouraged to consult with the Office of Student Success for the most current information and personalized guidance regarding withdrawal and leave procedures.*

ACADEMIC STUDENT CONDUCT

Attending Class

Attendance in courses is essential to academic success, so faculty may consider attendance in determining course grades. The student is responsible for knowing and complying with the attendance policy for each course in which he or she is enrolled.

Collegiate 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: prompt and regular attendance; appropriate and respectful language; full attention, refraining from side conversations and disabling all cell phones, personal alarms, etc.; and modest attire.

Academic Integrity

The academic culture of Holy Cross College is built on trust, which comes from the ongoing transparency, collegiality, and integrity of its members.

“Integrity” means that something works to maintain itself as an integrated whole. As an academic community, we expect everyone to be honest and transparent in all their academic work and to encourage and uphold the honesty and transparency of everyone else.

By registering for courses, students pledge the following:

“As a member of Holy Cross College, I acknowledge that it is my responsibility to learn and abide by the principles of academic integrity and pledge that I will neither participate in nor tolerate any form of academic dishonesty.”

Every faculty member has the responsibility to refer to this overall policy at the beginning of each semester in every course. Faculty have pledged to foster the honesty of their students by conducting each course in ways that discourage deceit, cheating, and plagiarism. Students should note that every member of the faculty is obligated to investigate thoroughly any potential violation of this policy.

The following offences constitute failures to maintain the above pledge and could result in grade penalty, disciplinary conference, probation, suspension, or dismissal.

Deceiving: Deceit includes lying and misrepresenting information, either about course work, attendance, or any other kind of record, in order to mislead or gain academic advantage.

Cheating: When a student submits any work for academic credit, the student makes an implicit claim that the work is wholly his or her own, completed without the assistance of any person or source not explicitly noted, and that the work (or any major portion of it) has not previously been submitted for academic credit in any other area. In the case of tests, quizzes, and examinations, the student also implicitly claims that he or she has obtained no prior unauthorized information about them and that he or she will neither give nor obtain any assistance during their taking. Cheating includes, but is not limited to:

- copying another person’s answers;
- allowing someone to copy your work on assignments, quizzes, or tests, whether in paper or electronic format;
- supplying or receiving drafts or completed papers, outlines, or research for a grade by any person other than the student;
- supplying or receiving unauthorized information about the form or content of an examination prior to its administration;
- supplying or receiving, during an exam, partial or complete answers, or suggestions for answers, assistance in the interpretation of questions on any examination from any source not explicitly authorized;
- using unauthorized technologies (artificial intelligence, computer, calculator, cell phone, etc.) on examinations and assignments;
- altering any instructional materials or resources and thereby interfering with another student’s work;
- removing study or research materials and equipment intended for common use in assigned work without authorization.

Plagiarizing: Plagiarizing is presenting another's words or ideas as one's own either by repeating the language of the original exactly ("verbatim") without proper citation or by mixing one's language with that of an original sources in a way that obscures that origin.

- To avoid plagiarism, always cite when and where language or information comes from somewhere else. If you then quote the source verbatim, you must preserve the exact wording and punctuation, including any mistakes, and identify the original locations clearly and accurately by means of citation.
- Two main citation styles are used at the College. The first is the Chicago Style (CS), used in all Humanities courses. Within the CS are two possible formats: the Notes & Bibliography format and the Author-Date & Bibliography format. Professors at Holy Cross College typically prefer the Notes & Bibliography format. The second common style is "APA" style of the American Psychological Association, a style used also by other fields in the Social Sciences. You are well-advised to learn both citation styles. Online resources are plentiful.
- Paraphrasing is the restating of an idea or argument in your own words. Paraphrasing is legitimate and useful, but a paraphrase might still include some form of plagiarism. Making small changes in the wording or arrangement of source material for example does not avoid plagiarism. Remember: when you bring forward a fact or datum that is not common knowledge, or when you present some observation, insight, or argument that comes from somewhere else, you must always cite its *original* source. Standard academic practice is to be dissatisfied with secondary sources: whenever possible, trace all sources of information and language back to their origins. If you do not use an established citation style, or misapply an established format, you expose your work to question and skepticism and will be given a warning or penalized.
- Group projects are often essential to the learning process. The submission of group work implies a collaboration of ideas and shared responsibility for producing written and oral materials. Therefore, the violations of academic integrity listed above hold for the group as well as individual group members.
- The availability of AI-assisted resources (e.g. ChatGPT) and online learning services (e.g. Chegg) provides a means of both enhancing and hindering student learning. Although you may use these resources when studying for this course, any graded assignments should be completed without the use of these resources unless an explicit exception is made by the instructor and is accompanied by proper citations. These assignments include but are not limited to homework, quizzes, projects, papers, and exams. If it appears that your work has been partially/fully generated by AI, you will go through the reporting procedure outlined below and your professor will decide on the penalty for the incident. In the case of first-time violations, your professor might ask you to redo and resubmit the work. However, if an acceptable submission is not received, you will receive a zero on the assignment. Any subsequent cheating attempts will be treated as student conduct violations and will be subject to the Student Conduct Process as outlined in the Student Handbook. [\[1\]](#)

Reporting and Consequences: Please be aware that the following reporting process is required of all faculty:

1. In the event of a suspected violation of academic integrity, the faculty member must contact the student and schedule a conference. The faculty member will present the student's work in question, along with any evidence that supports the violation.
2. An Academic Integrity Incident Report is initiated outlining the violation, the resolution, and the agreed-upon penalty. The faculty member determines the appropriate penalty and records it on the Academic Integrity Incident Report.
3. The completed Academic Integrity Incident Report is then forwarded to the Dean of Faculty, whose Office keeps a record of all incidents. This information is kept confidential, shared only in the case of a repeated violation, at the request of the student or if the violation is deemed to be egregious by the Dean of Faculty. The Academic Integrity Incident Report is destroyed upon graduation.
4. An Honor Board composed of the Dean of Faculty, Dean of Student Engagement, faculty members, and students is called upon when there is an Academic Integrity Incident Report submitted to the Dean

of Faculty consisting of either a second academic offense by a student or a first-time offense that is deemed egregious in nature by the Dean of Faculty.

5. The Honor Board convenes within 2 weeks of the notice but not sooner than 24 hours after the submission of the notice. Deliberations of the Honor Board will follow the procedural format of the Administrative Hearings for the most serious Student Life Conduct Violations as outlined in the Student Handbook. The *decision* format will differ as follows.
6. The Honor Board determines by vote if the student is responsible for the alleged violation. If the Honor Board finds the student responsible by majority vote, a sanction is subsequently determined by the board. The sanction is determined entirely by the Board and can range up to and including suspension or expulsion from the College.
7. The Honor Board's decision then must be relayed in writing to the student within 3 days of the board decision.
8. Students have the right to appeal the Honor Board's decision. Decisions on the appeal will be made on the basis of new information that was previously unavailable to the Honor Board or substantive claims of flawed procedure. The appeal authority is the Provost. The procedure for the appeal follows the same format as the appeal process for Administrative Hearing decisions described in the Student Handbook.

Addendum for Students in Formal Transfer Programs with the University of Notre Dame

Gateway, Driscoll, and NPP students are expected to uphold the Academic Integrity Policy while enrolled at Holy Cross College. If a student is found responsible by an Academic Honor Board, the Honor Board's decision will be shared proactively with the University of Notre Dame. Other information is kept on file for one month after the student leaves and College, and it will be made available if Notre Dame requests information about the student's academic integrity.

[i] Adapted from Goller, Steve. Cedarville University, <https://www.cedarville.edu/> accessed August 9, 2024.

GRADING POLICIES

Grading Scale

The following grade and grade point values (in parentheses) are used for all courses:

A (4.0), A- (3.67), B+ (3.33), B (3.0), B (2.67), C+ (2.33), C (2.0), C- (1.67, usually not transferable), D (1.0, not transferable), F (0.0, no credit), I (0.0), AD (audit), S (satisfactory), U (unsatisfactory), W (withdrawal).

Courses in which a grade of "F" have been assigned are counted among the attempted semester hours and are computed into the GPA for the semester.

Incomplete grades are granted only with the approval of the Dean of Faculty. Incomplete grades are not part of the GPA calculation.

Courses in which the grades of "AD", "S", and "W" have been assigned are listed on the semester report but are not computed into the GPA.

Calculating Grade Point Average (GPA)

Two GPAs are computed for each student each semester: a semester GPA and a cumulative GPA. The grade points 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 GPA. The cumulative GPA utilizes the total quality points earned divided by the total number of credit hours attempted. Courses numbered under 100 level are not included in the computation of averages.

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 as well as the University of Notre Dame are included in computations. Credits earned at other institutions are considered transferred credits and are not included in computations.

Academic Standing

A student who has earned both a semester GPA and a cumulative GPA of 2.0 or better is considered to be in good academic standing.

Midsemester Grade

Approximately halfway through each semester, a mid-semester grade is issued for each course in which the student is enrolled. The student should view the midsemester 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.

Taking Final Exams

Each academic course includes a final examination (or equivalent graded academic exercise). Students must be physically present for the final examination at the date and time stated in the course syllabus. A student in a distance learning course is not required to be physically present for the final examination but must follow the instructions for the final examination stated in the course syllabus.

A student with a reason to take a final examination at a time other than the scheduled time must notify the course instructor of the reason in writing at least two weeks (14 days) before the final examination date. Examples of acceptable reasons to permit a student to take an examination earlier or later than the scheduled time are 1) being scheduled for more than two examinations in one day or 2) being scheduled for examinations at Holy Cross College and another institution at the same time. A plan to leave the campus before a student's last final examination is not an acceptable reason for rescheduling a final examination.

A student who needs to take a final examination outside the classroom because of an accommodation for extended test time or minimal-distraction testing environment must notify the course instructor at least two weeks (14 days) before the final examination date.

Appealing a Final Grade

A student may appeal a final course grade if he or she has sufficient reason to believe that the grade received was not an accurate reflection of the student's achievement of course objectives as outlined in the course syllabus.

The following are the steps for appealing a final grade in a course: 1) the student must first discuss the assigned final grade with the professor in order to confirm or correct the assigned grade; 2) should the professor choose to change the grade, he or she must follow the established grade change procedure.

Should the professor choose not to change the grade, the student may submit a written appeal to the Dean of Faculty. Appeals of final grades must be submitted in writing to the Dean of Faculty within ten days of the conclusion of the semester.

Grade appeals must include a clear explanation of the following information: a) the context and background of the original situation in the class that led to the grade that is being challenged; b) the interactions, conversations, and clarifications between the student and the professor after the contested grade was posted, c) the reason the student thinks the assigned grade is not consistent with the expectations and grading requirements for the course.

The Dean of Faculty will review the student's written appeal. If it meets the above requirements, the following steps will be taken: 1) the Dean of Faculty will forward the written appeal to an ad hoc committee of faculty to review the case and make an advisory recommendation to the Dean; 2) the professor who assigned the grade would be asked to submit his or her perspective on this situation to the Dean who will share it with the ad hoc committee, 3) the Dean of Faculty will review the recommendation of the ad hoc committee and the material provided by the student and the professor; 4) within 30 working days of receiving the student's written appeal, the Dean of Faculty will render a decision and communicate the decision to the student, the professor, and the Registrar.

Repeating a Course

A student who earns a grade of C- or below in a Holy Cross course may repeat the course one time. When a student repeats a course, the course is designated on the student's transcript as a repeated course and only the second grade is included in the student's grade point average. The credit hours earned are counted only once.

Making the Dean's List

A student may be placed on the Dean's List if the student's GPA from the preceding academic year placed in the top thirty percent of the student's cohort (see below) and if the student was recommended as a Dean's List member by the Director of the Office of Student Success or the student's Department Chair.

The cohorts are: 1) baccalaureate students with undeclared majors; 2) Gateway students 3) students in the Department of Business; 4) students in the Department of Humanities; 5) students in the Department of Natural & Quantitative Sciences; 6) Students in the Department of Social Sciences; 7) Students in the Moreau College Initiative

Graduating with Academic Honors

The Bachelor of Arts, Bachelor of Science and associate of arts degrees conferred by Holy Cross College are granted with certain distinctions. *Cum laude* = cumulative GPA of 3.50 - 3.69. *Magna cum laude* = cumulative GPA of 3.70 - 3.89. *Summa cum laude* = cumulative GPA of 3.90 - 4.0.

Requesting Transcripts

Both current and former students can request their official transcripts from Holy Cross College using Parchment: <https://www.parchment.com/u/registration/34415/institution>. There is a fee of \$8.00 to request the transcript through Parchment.

Students with a hold on their accounts will not be able to request their transcripts until the hold is resolved.

ACADEMIC PROBATION

Policy Purpose & Philosophy

Holy Cross College's academic probation policy is designed to balance clear academic standards with comprehensive, individualized student support. This policy focuses on early intervention and student growth rather than punitive measures, recognizing that academic challenges are opportunities for development and progress.

The institution is committed to providing students with the resources, guidance, and support necessary to achieve academic success while maintaining rigorous educational standards. Through a tiered approach to academic standing, students receive appropriate interventions matched to their specific needs and circumstances.

Core Principles

- Early identification and intervention
- Individualized support and success planning
- Clear communication and expectations
- Comprehensive student services integration
- Opportunity for academic rehabilitation and growth

Academic Standing Classification

1. Good Academic Standing

Criteria: Cumulative GPA of 2.0 or higher

Status: Full institutional privileges and access to all academic programs and activities.

2. Academic Warning

Criteria: First occurrence of semester or cumulative GPA below 2.0

Requirements:

- Mandatory advisor meeting within first two weeks of semester
- Academic success assessment and individualized success plan
- Access to personalized support resources

Duration: One semester with opportunity for improvement

3. Academic Probation

Criteria: Cumulative GPA remains below 2.0 after a semester on Academic Warning, or semester GPA falls below 2.0 while on Warning, or both semester and cumulative GPAs below 2.0 simultaneously

Required Actions:

- Limited course load (maximum 14 credits per semester at the discretion of assigned Success Coach)
- Mandatory academic success assessment and individualized success plan
- Mandatory meetings with assigned Academic Success Coach
- Utilization of required campus support services

4. Academic Dismissal

Criteria: Cumulative GPA below 1.5, or failure to meet probation requirements

Dismissal Triggers:

- Both Semester and Cumulative GPA falls below 1.5 while on academic probation
- Failure to complete required probation activities
- Cumulative GPA below institutional threshold after probation period

Duration: Two consecutive semesters

Restrictions: No enrollment, no participation in official college activities, potential impact on financial aid and housing

Individualized Support Services

Academic Support

- Personalized academic success coaching
- Priority access to tutoring services
- Writing center assistance
- Study group facilitation
- Peer mentoring programs

Personal Support

- Counseling and mental health services
- Stress management resources
- Financial aid guidance and planning
- Career counseling and exploration
- Family engagement and communication

Early Intervention Strategies

The college employs proactive monitoring and intervention strategies to identify at-risk students before academic standing becomes critical:

- Proactive monitoring of students with GPAs between 2.0-2.5
- Early advisor outreach and structured mid-semester alerts
- Holistic assessment of academic and personal risk factors
- Integration of attendance and course engagement data

Appeals Process

Grounds for Appeal

- Documented medical emergencies or health conditions
- Newly identified learning differences or disabilities
- Significant financial hardship
- Family emergencies or personal crises
- Other extraordinary circumstances beyond student control

Appeal Procedure

Timeline: Appeals must be submitted within 10 business days of notification

Required Documentation:

- Completed appeal form
- Personal statement explaining circumstances
- Supporting documentation (medical records, financial documents, etc.)
- Academic improvement plan developed with advisor (mandatory for suspension appeals)
- Support letters from faculty, staff, or professionals (encouraged)

Review Process: Academic Standing and Appeals Committee reviews within 15 business days and provides written response

Special Considerations

Students with documented disabilities may request reasonable accommodations through the appeals process. Appeals based on discrimination concerns are handled through the Equal Opportunity Office.

Financial Considerations

Academic standing directly impacts financial aid eligibility. Students must maintain Satisfactory Academic Progress (SAP) to remain eligible for federal, state, and institutional financial aid.

SAP Requirement	Standard
Cumulative GPA	2.0 or higher
Completion Rate	At least 67% of attempted credit hours
Maximum Timeframe	Complete degree requirements within 150% of program length

Important Note: SAP status is evaluated each term and operates independently from but often coincides with academic standing determinations. Students may face both academic probation and financial aid suspension simultaneously.

Readmission After Suspension

Readmission Requirements

- Formal petition for readmission submitted 4 weeks before semester start
- Documentation of academic preparation and improvement activities during suspension
- Required meeting with academic advisor
- Comprehensive academic success plan for return

Readmission Conditions

- Readmitted students return on probationary status
- Maximum course load of 14 credits upon return
- Must meet specific GPA requirements for continued enrollment
- Second suspension requires minimum one-year separation from the college

Review Timeline: Readmission petitions are reviewed by committee within 15 business days of submission.

FINANCIAL AID, TUITION, AND STUDENT ACCOUNTS

Financial Aid

The Office of Financial Aid administers merit and need-based financial assistance to those who qualify. Financial assistance may be in the form of scholarships, grants, loans, employment opportunities. Aid is available upon eligibility from the following sources:

- State of Indiana: scholarships and grants administered by the State Student Assistance Commission of Indiana, including the Frank O'Bannon Grant Programs (Higher Education Grant, Freedom of Choice Grant), and the 21st Century Scholars Program.
- Federal Aid Programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct Student Loans, and the Parent Loan for Undergraduate Students (PLUS)
- Holy Cross College merit scholarships, need-based grants, and endowed scholarships.
- 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 assistance, with the exception of the Unsubsidized Federal Stafford Loan Program, the PLUS Loan Program, and Holy Cross College merit scholarships, 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 received by April 15 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 from the federal processor via email and/or mail. As Holy Cross College is required by federal regulations to perform verification on files selected by either the school or federal processor prior to the disbursement of any financial aid, all students selected are required to supply the Office of Financial Aid with required documents before any funds will be disbursed.

Financial aid packages are calculated using the Cost of Attendance, which takes into account if a student is charged for on-campus housing and meals. A change in housing status (moving on or moving off campus) may result in a revision of your financial aid package. Before making a decision to change a housing status, please contact the Office of Financial Aid to inquire how your aid eligibility may change.

Scholarships offered by Holy Cross College require full-time enrollment. This means you must be enrolled in at least 12 credits at Holy Cross College each semester. Courses taken at other colleges (tri-campus, N.I.C.E. Agreement) do not count towards the 12 credit requirement. If you plan on dropping below full-time, please contact the Office of Financial Aid to inquire how your aid eligibility may change.

Need-based assistance, whether from the Federal Government, the State of Indiana, and/or Holy Cross College is awarded on a yearly basis following the review and submission of the FAFSA and the Expected Family Contribution calculated by the FAFSA. It is possible, based on each family's personal situation, that the Expected Family Contribution changes from year to year.

If you have been awarded a merit scholarship or Signature Scholarship, there is a minimum GPA requirement to maintain your award year after year. These scholarships do not require submission of the FAFSA as they are not need-based. It is possible that you will be placed on a scholarship warning or scholarship suspension if your GPA falls below the requirement. This will result in either a reduced scholarship or removal of your scholarship.

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 the FAFSA (Free Application for Federal Student Aid) prior to April 15th for the upcoming academic year.
- Submit all requested verification documents in a timely manner (federal 1040's, W2's, and verification worksheet)
- Complete all aid-related paperwork, such as loan request forms and master promissory notes, in a timely manner.
- Monitor your student account on the Holy Cross Student Portal on a regular basis for any account activity or visit the Office of Student Accounts for billing and payment queries.
- Notify Student Financial Services as soon as you have any questions or concerns about aid.

Students have the right to cancel any portion of their Direct and PLUS loans. If they wish to cancel their loan after funds have been disbursed, they must submit a request in writing accompanied by any loan disbursements they have received to the Office of Financial Aid within **14 days** from the date aid is disbursed to their account. Aid is usually disbursed right after the drop/add date during each semester. If you choose to make no changes, you are not required to contact the Office of Financial Aid.

In accordance with the Federal Refund Policy, students who completely withdraw from ALL their classes before completing 60% of the term, could owe a balance to Holy Cross College. Additionally, if the student has borrowed student loans, they may owe a balance to their lender. The amount owed will be based on the calculation of return to Title IV.

In accordance with the Federal Return Policy, students must attend classes to continue receiving their loan funds. Failure to complete at least one course during the term could result in the student owing a refund of their loan funds to Holy Cross College and/or their lender. The amount owed will be based on the calculation of return to Title IV.

Satisfactory Academic Progress (SAP) for students with Financial Aid

Federal regulations require colleges to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. Each institution must design criteria which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved.

Holy Cross College students who wish to be considered for financial aid must maintain SAP in their selected course of study as set forth in this policy. The Holy Cross College SAP policy is applied consistently for all Holy Cross students, and review of status occurs at the end of each payment period. At Holy Cross College, the end of a payment period occurs after final grades are posted for semester. Recipients of federal, state, institutional, and private resources, including grants, scholarships, work-study, and student/parent loans, are subject to these standards. All semesters of enrollment are reviewed regardless of whether aid was received for those semesters. Students are required to maintain the minimum cumulative GPA, be on pace to graduate, and complete their degree within a maximum time frame as defined below.

Minimum Cumulative Grade Point Average (GPA)

Holy Cross College requires that all students maintain a cumulative 2.0 GPA to meet GPA standards for SAP. Please note that the cumulative GPA includes all developmental courses and courses dropped after the 100% refund period. All incomplete (I), withdrawal (W), credit/no credit, pass/no pass courses are included in the GPA calculation. Transfer credits from other institutions are excluded from the GPA calculation. A new grade for a repeated course replaces the old grade in the GPA calculation.

Pace to Graduate

Students are required to earn a minimum of 67% of cumulative hours attempted to stay on pace to graduate. Pace is calculated by dividing the cumulative number of hours earned by the cumulative number of hours attempted. Please note that all incomplete (I), Withdrawal (W), Credit/No Credit, and Pass/No Pass courses are included in pace calculations. To earn credit for a course, the student must pass the course. A grade of F will not earn the student any credit, but the quality points of the grade are factored into the student's GPA. Grades of I, U, and W are considered non-progress grades and may result in financial aid ineligibility. Transfer hours from other institutions are included in this calculation.

Maximum Time Frame

Students are required to complete their degree requirements within a maximum time frame. The typical time frame to complete an undergraduate degree at Holy Cross College is 120 credit hours, making the 150% maximum time frame 180 attempted credit hours.

Students may only receive federal aid consideration for a maximum time frame measured by attempted credit hours equal to 150% of the published length of their degree program. Once students reach their total maximum time frame, or it has been determined they cannot complete their degree within this time frame, they are no longer eligible to receive federal aid.

The credit-hour maximum will consider all Holy Cross College credit hours and transfer hours from other institutions.

Academic Warning

After the SAP is reviewed at the end of each semester, students who are not meeting SAP standards are placed in a financial aid warning status for the subsequent semester or term. Students with SAP warning status will remain eligible for financial aid during the subsequent term.

Academic Suspension

If a student in a warning status is not meeting SAP standards at the end of the subsequent term, he/she will then become ineligible for financial aid and will be placed in a financial aid suspension status. This means students who continue enrollment while in a suspension status will be required to pay all direct costs without any financial assistance. Please note that students who have reached the maximum allowable credit hours, or it has been determined they cannot complete their degree within the time frame, will not receive a warning and will be deemed ineligible for federal financial aid regardless of any prior SAP status.

At the time of notification from the Office of Financial Aid regarding a suspension status, the student will have 10 days to submit a written appeal outlining mitigating circumstances. The appeal letter should include the following:

- mitigating circumstances that prevented the student from meeting the requirements of academic progress (e.g. death in the family, student illness or injury, other personal circumstances). Mitigating circumstances do not include: withdrawing from classes to avoid failing grades, pursuing a second major or degree, etc.
- documentation that supports the student's basis for the appeal.
- steps the student has taken/will take to ensure future academic success.
- anticipated graduation date.

If it is not possible for the student to achieve satisfactory academic progress with one successful probationary semester, the student must also submit an academic plan signed by his or her academic advisor. This plan should outline the student's academic goals for each semester (e.g. number of credit hours and cumulative GPA) that will enable the student to meet the requirements of academic progress at a specified future point in time.

Upon receipt of all completed appeal materials, the student will be considered for a probationary semester of financial aid in order to reestablish satisfactory academic progress.

Students whose appeal is approved will be placed on financial aid probation. Students who meet the requirements for SAP following the probationary semester will resume good standing.

Students who fail to meet the requirements for SAP following the probationary semester or do not complete the requirements of their academic plan will again be placed in suspension, become ineligible for financial aid, and subject to the appeal process.

Tuition and Fee/Terms of Payment

Holy Cross College policy requires all student accounts to be paid in full by August 1st for the Fall semester and January 1st for the Spring semester. An additional fee of \$250.00 will be charged to all accounts whose balance is not paid in full by the due date. If the balance is not paid by the last day of drop/add, the student's schedule will be dropped and he/she will be dismissed from the College.

The preliminary semester bill will reflect the current charges for the term, any payments made and financial aid offered to and accepted by the student, and the remaining balance owed (or estimated refund.) The preliminary semester bill can be accessed on the Student Portal.

Please note that federal loan(s) will not show on the preliminary semester bill or be credited to student account balances until they are accepted on the Holy Cross Student Portal. Students have the option of accepting all, some, or none of the offered loan(s). Outside scholarships will appear on the student account *after* the funds have been received by the College.

The College accepts payment in the form of cash, checks, credit card, E-Checks (from national banks only), or wire payments (for international payments.) Credit card and E-check payments can be made through the Student Portal. (some credit cards may not be accepted) There is a 2.75% processing fee for all credit card payments, and no charge for E-check payments.

Tuition Payment Policy

Enrollment constitutes a financial contract between the enrolled student and Holy Cross College. In consideration of the College providing you any services, products or sums of money you require for your educational benefit, including but not limited to charges to your student account for tuition and fees, student loans and other charges that may occur while you are enrolled at the College (collectively "Educational Benefits") you unconditionally guarantee to the College the repayment for all Educational Benefits.

By your attendance at Holy Cross College you acknowledge the Educational Benefits and agree that such benefits constitute good, valuable and adequate consideration for this guarantee of repayment.

Any changes in credit hours can change the computed balance by affecting charges and ultimately financial aid. It is your responsibility to complete all required loan paperwork and financial aid award information in order to receive the financial aid for which you are eligible.

Failure to meet financial obligations, which also include library, parking, and student conduct sanctions, will result in the College withholding transcripts and access to grade reports, prohibiting further registration, cancelling registration if already granted, withholding further forms of financial aid and, when necessary, referral to collections.

In the event of default, you agree to pay all expenses, including collection and/or litigation expenses and reasonable attorney fees incurred by Holy Cross College in enforcing this Agreement. At the College's discretion, delinquent accounts may be sent to a collection agency any time after the account is past due. Collection costs are added at a rate of 33.333% of the total delinquent balance owed to the College, and are the responsibility of the student.

It is your responsibility to update the Office of Student Accounts should there be any changes in your address or phone numbers.

This Agreement is effective from the date of enrollment and continues indefinitely.

Payment Plans

Holy Cross College is committed to helping students and families finance their education and partners with Nelnet to offer a monthly payment plan (not a loan) for a small enrollment fee. The down payment is made to Nelnet during the

enrollment process. More information is available on the College website. *NOTE: Families utilizing a payment plan must pay the down payment and have their enrollment completed by the August 1/January 1 deadlines.*

Payment Extensions

An extension of the payment deadline may be granted for the following reasons:

- 1.) The student was flagged for verification and they have provided all the information that they can to Financial Aid but the verification is not finalized.
- 2.) The student has applied for a private loan but it has not yet been disbursed. The student MUST provide documentation or verification to Financial Aid that the loan is approved and is being processed.
- 3.) The parent has applied for the Plus loan and is waiting for approval or denial.
- 4.) The student committed to attend Holy Cross College after August 1 and makes a request for extension of payment arrangements.

Students must request an extension in writing with the Office of Student Accounts *no later than the first day of classes*. Extensions are not guaranteed and will be granted at the discretion of the Executive Vice President.

Withdrawal

Withdrawal from a class. After the drop/add period, a student may withdraw from a course using the course withdrawal form. Students may withdraw from a course with a W (withdraw) recorded on the transcript until the date indicated on the College calendar (typically during weeks 2-10 of the semester). 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. Students withdrawing from a class or classes after this date for any reason will receive the grade earned as determined by the professor and according to the course syllabus.

Withdrawal/Dismissal from the college. If, after registration for a given semester, a student determines that it is necessary to withdraw or is dismissed from the college, the student must notify her/his academic advisor. Notification may be by email, letter, or fax. This procedure ensures that the student is properly advised pertinent to the withdrawal/dismissal 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/dismissal with the Director of Financial Aid. Students who are dismissed for any reason follow the same refund policy as students who withdraw from the college or decide to leave housing voluntarily.

Tuition Refunds

If for any reason a student withdraws or is dismissed from the college during a given semester, refunds will be made according to the following table:

<u>Withdrawal is completed</u>	<u>Refund will be</u>
Before the drop/add deadline**	100% Tuition and Fees*
Week 2 of the Semester**	75% Tuition only
Week 3 of the Semester**	50% Tuition only
Week 4 of the Semester**	25% Tuition only
Thereafter	0% No Refunds

*Fees will not be refunded after the drop/add deadline
 ** See current Holy Cross College Academic Calendar for specific dates

On-Campus Housing Refunds. If for any reason a student withdraws or is dismissed from the college during a given semester, refunds will be made according to the following table:

<u>Withdrawal is completed</u>	<u>Refund will be</u>
Before move-in**	100% Room & Board*
Thereafter	Prorated based on the date of move-out

* Excludes Room Reservation Deposit
 ** See current Holy Cross College Academic Calendar for specific dates

Pell and Federal Loan Recipients (Title IV 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 Office of Student Accounts for resolving any owed balance.

College Financial Aid Recipients:

Students who withdraw or who are dismissed from the College after the drop/add deadline will have internal aid awards adjusted at a percentage commensurate with the tuition refund policy above. For example, if a student withdraws during the second week of the semester and receives a 75% tuition refund, internal aid awarded towards tuition will be reduced 75%. Only aid applied to tuition will remain. Aid awarded towards fees or indirect costs will be removed. After the first four weeks of the semester, there will be no adjustments to internal aid awarded towards tuition.

Room and Meals College Financial Aid Recipients:

Should a student receive internal aid towards room and meals charges, it also will be prorated at the same rate as the adjustment of their charges. For example, if a student moves out after 30% of the semester has passed, then they will be entitled to keep just 30% of their room and meals award(s).

STUDENT SERVICES

The following services are available to all Holy Cross College students.

BANKING/ ATM

Students of the Tri-Campus Community may contact Notre Dame Federal Credit Union for banking/ financial services. A branch is located on the far northern end of the campus of Notre Dame on Moreau Drive.

An ATM is located on the first floor of the Vincent academic building on the Holy Cross college campus just off of Ave Brew. Several other ATMs are available on the campus of Notre Dame.

BOOKSTORE

The Holy Cross College Hammes Bookstore is located in Driscoll 104 and is generally open 9:00 a.m. to 4:00 p.m. Monday through Friday. The most up-to-date hours can be found posted on the Bookstore entrance and the website. The Bookstore sells Holy Cross branded clothing, gift items and basic school supplies. The Bookstore also has a website that has expanded clothing and gift options (<https://hccnd.bncollege.com/>). The Bookstore accepts cash and all major credit cards as payment. Unfortunately, the Bookstore is unable to accept Basil Bucks as a form of payment.

Holy Cross offers the Basil Books textbook program, which provides students with all required textbook materials for each semester. There is a set fee for this program, which is paid directly to the College. If a professor recommends a book, the student will have the opportunity to pay for that on the website on their own. All textbooks can be picked up in the Bookstore or shipped to home for a fee.

The Holy Cross College Hammes Bookstore Refund Policy:

1. All non-textbook purchases purchased in store, will be given a full refund in the original form of payment if returned in original condition, unworn/unused, within 90 days of purchase with the original receipt.
2. For all online non-textbook purchases, the refund process will initiate through the website.
3. For all textbook purchases, if a class is dropped/changed, those items can be returned to the Bookstore within the first 2 weeks of classes.

All Rental textbooks are due at the end of the semester, typically the last day of finals week. If students wish to purchase their rental book at any time during the semester, up until the due date, they will have that ability to do so online or in store. Rental books can be written in, highlighted in and used like a regular textbook. Please keep them free of water damage and torn pages/covers.

BUILDING HOURS

Vincent and Driscoll Halls

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.
Sunday	1:00 p.m. - 12:00 Midnight

Student Union

Outside access to the Student Union is from Sunday to Saturday, 8:00 a.m. - 12:00 Midnight

Note: Hours may be expanded during final exams.

BULLETIN BOARDS

Bulletin boards are located throughout the College. All announcements and signs are used for official college events, programs and announcements. Any student desiring to put up flyers must get them approved from the appropriate college official.

CAMPUS MINISTRY

Holy Cross College recognizes the importance of a person's relationship with God. Campus Ministry provides opportunities for prayer and faith formation. The Campus Ministry office (C-108) is located next to the dining room, between Basil and James Halls. Daily and Sunday Mass takes place on campus. Campus Ministry provides opportunities to serve in various liturgical ministries, the St. Andre Singers (performance choir) attend retreats and pilgrimages as well as various events that are held on "John 17 Night" (Wednesday's during the school year). Members of the Campus Ministry staff are available for prayer, support, and spiritual counseling. Contact information: Dr. Kevin Myers (Director), kmyers@hcc-nd.edu and Maria Gorecki (Asst. Dir), mgorecki1@hcc-nd.edu, by phone at (574) 239-8305. Sacramental preparation (Confirmation, First Communion, and Baptism) is also available. (See also Chapel)

CHAPEL

St. Joseph Chapel, located between Basil and James Halls, is always available to students for prayer and personal reflection. Mass, adoration, and Confession are available for students to attend on a regular basis. A current Mass and liturgy schedule can be found on the website or the Campus Ministry Office. Students should dress modestly and appropriately for public services in the chapel. While we welcome students to come and go from the chapel as they please, we do ask that it not be used as a thruway in or out of the hall building.

CLASS CANCELLATIONS

Announcements on cancellations will be communicated through your Holy Cross College email.

COLLEGE FACILITIES/ ROOM RESERVATIONS

College facilities may be reserved for events by faculty or staff members. Student requests should go through the appropriate faculty or staff member.

CONTACT INFORMATION

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. Incorrect or outdated contact information may result in failure to receive important College information, including emergency notifications.

DINING HALL

The Siegfried Family 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 Holy Cross Campus Dining. Please visit <http://www.hcc-nd.edu/dining> or contact the Holy Cross Campus Dining Office at 574-239-8330 for more information.

Modest attire and appropriate manners are expected in the dining hall.

A meal plan is included in the contract for residence. Resident students may not opt out of the meal plan. Off-campus students are invited to purchase a partial meal plan or pay at the dining hall entrance.

Every student who enters the dining hall **must** have their ID. If you lose your ID, contact The Office of Residence Life and Housing to get a new ID card to be able to eat in the dining hall.

Siegfried Dining Hall hours are subject to change, please visit <http://www.hcc-nd.edu/dining>)

Entry - Anyone entering the dining hall must swipe or pay at the door to enter. The Code of Student Conduct requires that all diners obey all College and dining services conduct requirements. Failure to comply may result in the loss of dining hall and/or meal plan privileges.

Basil Bucks - Students may have "Basil Bucks" included in their meal plan which allows student ID cards to work like a debit card. "Basil Bucks" are accepted at any retail dining location on Holy Cross College's campus or at the University of Notre Dame.

E-MAIL

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

EMERGENCIES AND CAMPUS SAFETY

In case of an emergency, dial **911**. Please **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.

In addition to calling 911, Campus Safety should always also be notified of any emergency situation. The Campus Safety Office is located on the ground floor of James Hall and may be accessed on the outside, south end of James Hall. To reach Campus Safety you may call 574-286-0137 (security cell phone).

EMERGENCY CONTACT INFORMATION

Holy Cross College has initiated an emergency response system which will be used exclusively to inform students by email and text message of emergencies that may arise on campus. In order for the system to be effective students must keep the College informed of current cell phone number. Without this emergency number the College cannot guarantee students will be contacted when an emergency arises. The emergency response system will be tested annually. An announcement will be made via the College email system when the test will be made. Students not receiving the test emergency notice should contact the Dean of Student Engagement and provide their emergency information. It is the responsibility of the student to supply this information to the College.

FILING FORMAL COMPLAINTS AT HOLY CROSS COLLEGE

The College and its staff strive to improve student services and welcome input from students. All students are encouraged to resolve concerns or complaints directly with the appropriate faculty, staff, department chairs or deans in an informal manner unless a formal College policy or procedure exists for doing so (*Financial Aid Appeal Process; Grade Appeal Policy; Appeal of a Student Conduct decision, Report of a Crime on Campus; Sexual Offense/Harassment Complaint*). If the informal communication does not adequately address a student's concerns, the student may file a formal complaint by contacting the Dean of Faculty for academic concerns or the Dean of Student Engagement for all other concerns. Formal complaints must be written.

They will review the situation and will either respond personally to the complaint or will direct the appropriate member of the College to do so within 10 days of receipt of the written complaint.

Please note: Due to federal regulations the College generally only corresponds with students, not parents or guardians.

HEALTH INSURANCE

Adequate health insurance coverage is recommended of all students. Students who need to purchase health insurance may do so by creating a username and password at the following website: If you purchase the health insurance, the balance will be applied on to your tuition statement.

<https://www.gallagherstudent.com/students/user-login.php?idField=1371>

For all College athletes, proof of insurance must also be on file in the office of the Athletic Trainer.

HEALTH SERVICES

Holy Cross College has an on-campus Health Clinic located in room 116 of the Pfeil Center. This clinic is open to all Holy Cross College students, and it is staffed on weekdays by a nurse. General hours of operation are M-F 10:00 am – 3:00 pm unless otherwise posted. Current hours are also posted on the website and in each of the Residence Halls.

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 may choose to go off campus for healthcare services but at their own expense.

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 University libraries. It is the responsibility of each student to obtain a Student ID no later than the first week of the semester. It must also be presented when dining at the Holy Cross, Saint Mary's College, and Notre Dame cafeterias. No more than three meals will be served to students with lost ID cards. 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 Office of Residence Life and Housing. A new card will be issued upon payment of a \$35 fee, or that fee being assessed to the student account. 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 tri-campus College community, is located in the east wing of the Driscoll Building (by the Auditorium). The library is intended for research and study, leisure reading, browsing, and as a comfortable space for a break between classes. Library staff members are available to assist students in locating information onsite and via research databases and Interlibrary loan.

During the regular school year, the library will be open on Sunday 3:00 p.m. to 11:00 p.m., Monday - Thursday 9:00 a.m. to 11:00 p.m., Friday 9:00 a.m. to 6:00 p.m., and Saturday 12:30 p.m. to 4:30 p.m. The library is closed on college holidays and during most vacation periods. Hours will be posted for summer sessions. Please enroll yourself in the McKenna Library on **Moodle** (under Student Resources in the right column) for updates on modified hours and access to resources for writing, research, and information literacy.

Drinks in covered containers and pre-packaged snacks may be brought into the library. Meals and delivery of food from outside vendors are not permitted in the library.

The McKenna Library is committed to maintaining an atmosphere conducive to research and study. Individuals are asked to respect the rights of all library users and to keep their voices at a low level when doing group study. Audio-visual devices are permitted for silent use with headphones and phone calls need to be taken outside of the library. The carrels on the mezzanine level of the library are intended for quiet study.

With your HCC bar-coded ID card, you may use the libraries of the University of Notre Dame, Saint Mary's College, and Bethel University. This privilege is contingent upon your adherence to the policies and regulations of those facilities.

Library Regulations and Policies:

1. All materials must be checked out at the circulation desk. They may be returned either to the circulation desk or placed in the book return box located near the Driscoll entrance. Your bar-coded ID card is required for checking out materials. Each borrower is fully responsible for all material borrowed on his or her ID card.
2. Ordinarily, books may be borrowed for 28 days; however, they may be renewed unless another patron has submitted a request for the book. Books should be returned to the circulation desk or book return box and not to the shelves.
3. Failure to return books 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 material that is on loan to another patron. Email notification will be sent when the material has been returned and is available for circulation.

5. Faculty members may place selected books or other items on reserve. **Reserve** items in print format are available at the circulation desk. Items reserved by an instructor are subject to the instructor's regulations and must be used in the library.
6. Reference books and periodicals are non-circulating and are for use in the library. However, for special circumstances, after consultation with the librarian, some reference sources may be signed out overnight.
7. It is the responsibility of the student to return materials on time. Notices will be sent when material becomes overdue. When material is 4 weeks overdue, the items are considered "lost" and appropriate billing will take place. We ask that you please respond to notices in a timely manner, to prevent the suspension of your library and student accounts.
8. The library has a variety of electronic resources for short-term (2 hours-24 hours) loan, such as adapters, chargers, calculators, cameras, and laptops. Please see the circulation desk for details.

LOST AND FOUND

The Lost and Found for the College is located in the Holy Cross Security Office. Individuals may submit found items or inquire about lost items by visiting the Security Office or contacting Security at 574-286-0137.

Members of the Holy Cross Community are asked to turn any items found to the Security Office at the end of the business day on which the item was found and refer students to the lost and found. No campus-wide emails will be sent inquiring about lost items or informing the community about found items. Any key rings with residence hall keys on them will be turned over to the Residence Life and Housing Office to locate the owner.

All items will be held for a minimum of 30 days, after which they will be disposed of by donating to a charitable organization.

Proper identification on your valuables, such as an e-mail address or telephone number helps us return your property to you. Anyone claiming property at the lost and found area must show a Holy Cross ID or a driver's license to verify their identity.

MARKETING PHOTOGRAPHS AND VIDEO

Holy Cross College regularly photographs and films students in public spaces on and off campus to authentically be student life in its marketing and communications materials. These images and videos may be used in digital, print, and social media content promoting the College.

By enrolling at Holy Cross College and taking part in campus life, students grant the College the right to use their likeness in these materials. However, we recognize and respect the personal preferences of our students.

If you do not wish for your image or video likeness to be used, please complete the Media Opt-Out Form available through the Office of Integrated Marketing and Communications. Students who submit this form will be excluded from identifiable media usage to the extent reasonably possible.

MISSING STUDENT POLICY

In accordance with the Higher Education Opportunity Act of 2008, Holy Cross College has developed a policy for notifying the designated emergency contact for students who are determined to be missing.

All students will be asked to provide the College with the name and phone number of an individual to be contacted if it is determined that the student is missing. It is the student's responsibility to provide this information to the College. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

A student may be deemed missing if it is reported to appropriate College officials (Campus Security, Hall Director, or Dean of Student Engagement) that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more. Upon receipt of such a report, Campus Safety and Security and the Dean of Student Engagement must be immediately notified.

Upon determination that a student is missing, the designated emergency contact person or persons will be notified by the Dean of Student Engagement or other designated official as soon as possible but no later than 24 hours after that determination. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact, and the student is under 18 years of age and not an emancipated individual.

Whether or not a student has registered a contact person, appropriate law enforcement agencies will also be notified no later than 24 hours after it has been determined that the student is missing.

Students are to provide the College with updates as changes occur in their emergency contact information.

PFEIL RECREATION CENTER

Located in the Pfeil Center are the offices of the Athletic Department, the Athletic Trainer (574-239-1067) and the Student Health Clinic (574-239-1067). The following rules and regulations apply to the Pfeil Center:

Membership - Membership is a privilege. All members must be a current student, faculty or staff member of Holy Cross College, St. Mary's College, or the University of Notre Dame. Members are required to have their college ID card present at check-in.

Guests - All guests must be accompanied by a member of the Pfeil Center. Limit of one guest per member.

ID - Everyone that uses the Pfeil Center must have a valid ID. Students, faculty and staff will not be permitted to use the facility if they do not have the proper identification. If you are a spouse of a faculty, staff, or HC student you must obtain a Pfeil pass from the Department of Athletics.

Check-in - Check-in is located at the front desk in the center of the lobby. Any person entering the building must check-in (this does not apply to students arriving for class or student-athletes reporting for a team activity).

Attire - Proper attire (including a shirt) must be worn in recreational areas. The court areas require non-marking athletic style shoes.

Food & Drink - No food is permitted in the work out areas. All drinks must be in a sealable container while on the court or in the work out areas.

Priority Usage - The regular schedule must always work around athletic and student activity or institutional events. Some other high-profile events may also interfere with the regular operation of the Pfeil Center.

Lockers - The Pfeil Center is not responsible for the safe keeping of personal belongings. Lockers are available in the men's and women's locker rooms, but you must provide your own lock.

Running Track - The distance of the track is 1/14 of a mile. The direction of the traffic on the running track will be indicated by a set of arrows near the entrance of the track. No track spikes are permitted on the running track. Runners should use the inside lanes while walkers/ joggers should use the two outside lanes.

McKenna Arena - Non-marking athletic shoes should be worn at all times inside the gymnasium. Food is only allowed during basketball games and special functions. All drinks should be in a sealed container.

Cardio Room (1st Floor) - Various cardio equipment is available for use. Please wipe down machines after use. Members and guests may use the room for personal fitness, stretching, or other approved activities by the Coordinator of Intramural and Recreation.

Weight Room (2nd Floor) - Individuals must be at least 18 years of age to use the weight equipment. Use at your own risk and do not attempt exercises you are not trained to complete. Please return all equipment to its proper place and rack all weight plates. Do not drop weights. Keep in mind that this is a recreation facility and not a power lifting facility, so dropping / slamming heavy weights during a workout is prohibited. Please wipe down machines and benches after use.

Incidents of Injury - Basic first aid is available at the check-in desk. All supervisors are trained in first aid and CPR. An incident report is required for a response to any injury or if any first aid supplies are dispensed. Disciplinary situations will be handled through the college conduct process.

Conference Rooms- Various conferences, meetings, classes, and outside activities are held in the rooms. It is a multipurpose space with access to the patio to be utilized when the weather permits. Please see the Department of Athletics for any further questions.

Hours of Operation - The facility operates on the Holy Cross College academic schedule and may be closed or post limited hours during vacation, finals, or holiday periods. All changes in hours of operation will be posted as early as possible.

Monday – Friday: 7am – 11pm

Saturday: 10am – 8pm (Limited hours during home Notre Dame Football games)

Sunday: 12pm – 6pm

Holidays, Academic Breaks, and Summer Break: Closed or limited hours will be announced.

For the latest updated schedule, hours, and events happening in the Pfeil Center please visit www.hcsaints.com/Pfeil_Center

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, but not obligated, to release information to parents regarding their student's conduct violations involving "acts of violence," and the use of drugs and/or alcohol. Students are expected to keep parents informed of both academic and conduct issues.

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.

RECREATIONAL SPORTS 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.

Sports are restricted to appropriate facilities. Students are asked to be respectful of those facilities when playing sports. No ball-sports should be played in parking lots. With the exception of the Pfeil Center, playing of indoor sports is not permitted.

RECYCLING

Students are encouraged to be good stewards of their environment and their common home; therefore, they are encouraged to recycle bottles and cans, cardboard, and paper. Common areas such as the Student Union, the Vincent, and Driscoll Lounges, and many of the residence halls have large containers into which all recyclable materials should be placed. No trash should be disposed of in these bins, only recyclables.

REPORT AN INCIDENT ON CAMPUS

Any member of the Holy Cross College community who witnesses a crime, emergency, violation of the Code of Student Conduct, or public safety related incident on campus should report the incident immediately to a campus security authority. An incident report can be completed through the College website at: <https://www.hcc-nd.edu/report-incident/>.

In accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Holy Cross College publishes and disseminates an annual security report. The report is submitted to the Department of Education in October of each year and can be accessed via the Holy Cross College web page under *Student Life*, then *Safety and Security*. Addendum B of the Student Handbook also contains a copy of this report. A hard copy of this report is available upon request from the Dean of Student Engagement.

CONFIDENTIAL REPORTING PROCESS

If you are a victim of or a witness to a crime and do not want to pursue action within the College's student conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Student Engagement or Campus Safety and Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information the College can maintain an accurate record of the number of incidents involving students to determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime report for the institution.

REPORT OF A THREAT

Members of the Holy Cross College campus community are highly encouraged to bring forward information about any activity that evokes concern about possible targeted violence. Those having information about threatening statements, writings, and behavior that indicates that an attack is being planned, or attempts to acquire weapons for such an attack, are instructed to contact the Student Life Administrator at awelch@hcc-nd.edu. If an attack appears imminent, call 911 and Campus Security (574-286-0137).

RETALIATION

Threats or other forms of intimidation and/or retaliation against an individual for bringing a complaint of any alleged violation of College policy are prohibited. This includes threats or other forms of intimidation and/or retaliation against the family or friends of an individual who brings a complaint, those who assist in bringing a complaint, or those who participate in an investigation and/or student discipline process for an alleged violation of College policy. Students who knowingly make false accusations will be subject to disciplinary action. All incidents that are believed to constitute retaliation should be reported immediately to the Dean of Student Engagement.

SECURITY AND EMERGENCIES

The Campus Safety and Security Office is located on the first floor of James Hall. To reach campus safety you may call 574-239-8312 (312 from an on-campus phone) or 574-286-0137 (cell phone).

In case of an emergency, dial **911**. 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.

SHARED FACILITIES AND SERVICES

To participate in University of Notre Dame or St. Mary's College programs or activities, Holy Cross College students must be enrolled as full-time and degree-seeking and be in good standing.

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

Moreover, physical materials located at Notre Dame libraries may be requested for delivery to Holy Cross Library after signing on to the shared catalog. Materials from Saint Mary's College and Bethel University can be requested through Interlibrary Loan services – please see a librarian for help.

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: In addition to the Pfeil Center, Holy Cross College students with valid ID 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. Holy Cross College women have full use of the Angela Athletic facility at Saint Mary's College.

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.

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 will be notified when they may purchase Notre Dame season student football 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, however, students will not be notified directly of their availability.

STUDENT COUNSELING SERVICES

Holy Cross College promotes health and wellness in all aspects of campus life. Students often experience challenges during college: academic difficulties, social situations, family relationships, depression or anxiety, substance abuse, and more. Our Mental Health and Wellness program provides informational workshops, one-on-one counseling and small group work in a confidential environment. Students can make an appointment for a short consultation or a counseling session by contacting counseling@hcc-nd.edu. Walk-in appointments are also available. Counseling hours are posted on the website, along with valuable information about upcoming workshops, mental health and wellness activities, community resources, etc. There is no fee for on-campus counseling.

Students seeking further services from other mental health providers (e.g. psychiatrist, neuro-psychological testing, or off-campus therapist) may do so at their own expense. A list of well-known area providers is available, and a referral can be facilitated by our counselor. As always, 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.

STUDENT DISABILITY SERVICES

Our Disability Services Program, coordinated by the Director of Learning Strategies and Academic Accessibility in the Office of Student Success, is committed to promoting independence, self-advocacy, and equal access to education for students with disabilities. We provide services that maximize each student's educational potential in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Requesting Accommodations

To request academic accommodations, students must:

1. **Register** with the Director of Learning Strategies and Academic Accessibility.
2. **Submit Documentation** that includes:
 - A clearly stated diagnosis on official letterhead, signed by a qualified professional (include credentials and area of specialization).
 - A description of functional limitations related to the disability.
 - A history of past accommodations or services (recommended timelines:
 - Last 5 years for learning disabilities or autism spectrum disorder
 - Last 12 months for food-related or psychiatric disabilities
 - Last 3 years for ADHD
 - *No time limit* for permanent physical or sensory disabilities).
 - Educational, developmental, and/or medical history relevant to the request.
 - A list of evaluation tools and subtest scores used to diagnose the disability (not required for permanent physical/sensory disabilities).
 - A description and rationale for each requested accommodation.

Who Can Apply

Current or deposited/incoming students can apply for accommodation by completing the:

[Request for Accommodations form](#)

[Upload Documentation Here](#)

Contact

Laurel O'Shaughnessy

Director of Learning Strategies and Academic Accessibility

(574) 239-8379 or email: loshaughnessy@hcc-nd.edu

This material will be kept confidential and will only be utilized in determining students' eligibility for services. Students are difference to student experience on campus. We encourage you to get involved and share your unique gifts and talents!

encouraged to reach out any time during the admissions process or early in their college experience to begin planning for their academic success.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a student-run organization that represents and acts in the interests of the students in their academic and student life endeavors, as well as providing opportunities to further personal formation in line with the vision of the Congregation of the Holy Cross. Specific functions of the SGA are: the Senate enacts legislation aimed at improving student experience on campus; the Programming Board creates events and activities that build community while supporting a strong sense of belonging and wellness for all students; and the Executive Board oversees the day-to-day functioning of the Senate and Programming Board, supports campus clubs and organizations in developing social and service events, as well as acting as the chief spokespersons of the student body representing student interests to the College administration, faculty, and staff. Through these three branches of government, SGA provides students the opportunity to develop leadership skills, engage in service, and make a difference. The Executive Board consists of the student elected President and Vice President, the appointed Chief of Staff; the elected Senate with representatives from each class, the Gateway cohort, and commuter students; and the Programming Board which is composed of the following committees:

- Campus Engagement Committee
- Communications Committee
- Social Advocacy Committee
- Signature Events Committee
- Wellness Committee

The SGA operates under the guidance of the Director of Student Activities.

STUDENT UNION

The Student Union is located between Anselm and Basil Halls. This facility provides a space for students to meet, relax, and socialize during the day. Access to the Student Union is available from 8:00 AM until 12:00 Midnight. A kitchen is available for student use. Students are encouraged to use their own supplies when using the kitchen, however a small supply of kitchen gadgets and ingredients are available from the office of Residence Life and Housing. The Student Union is considered a 24-hour Lounge. Students may not sleep in the lounge.

TORNADO PROCEDURES

A Tornado Watch or Severe Weather Warning means that a tornado is possible. Be alert to changing weather conditions and be prepared to take actions if the weather situation is upgraded to a Tornado Warning. Monitor WSBT AM 960 or online local news sources- WSBT and WNDU are two local TV stations.

A Tornado Warning means a tornado has been spotted or indicated by weather radar in the area. If you receive notification of a tornado warning in the area of the College or see a tornado:

1. Take shelter immediately. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
2. Stay away from windows and areas with large expanse of glass. Do not open windows.
3. Avoid large rooms with free span roofs (auditorium, gymnasium, chapel)
4. Do not use elevators.

5. If disabled personnel cannot safely move to the lowest level, assist to an interior hallway away from windows and areas with a large expanse of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.
7. If in a vehicle, get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.
8. If outside with no shelter, lie flat in a ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries. Students are discouraged from travel until the tornado warning is lifted.

VENDING MACHINES

Vending Machines are located in the Pfeil Athletic Center; Pulte Hall; Student Union; and Driscoll Lounge for use by the college community.

CODE OF 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 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 tradition of Holy Cross. All College officials have the authority to respond directly to violations in this Code of Student conduct.

Student conduct off campus is considered to be particularly important when students represent Holy Cross College in an official capacity, such as on College sponsored trips, conferences, athletic events, dances etc.

Please note that students living at University Edge through Holy Cross College are considered on-campus students and therefore all aspects of the Saints Way that apply to the residential halls and the students that occupy them also apply to University Edge and the students that occupy the buildings that Holy Cross College leases.

The following policies apply to all Holy Cross College students.

ALCOHOL AND OTHER DRUGS

Alcoholic Beverages. *In order to foster an active learning environment of Scholars, Citizens, Leaders, and Disciples, Holy Cross has adopted a tradition of maintaining an alcohol-free campus.* The possession, distribution, or consumption of alcoholic beverages by students or being in the presence of those consuming alcohol is prohibited on the campus of Holy Cross College. Empty alcoholic beverage containers, shot glasses, and other alcohol related items imply consumption of the alcohol and are not permitted on campus. Intoxication is a distribution of the common good for self and others as it makes it impossible to exercise care for one's own safety or the safety of others. Violations of this policy may be grounds for removal from the residence halls. Additionally, underage drinking or making alcohol available to underage drinkers even off campus is a violation of the law and of the Code of Student Conduct.

Drugs. Possessing, distributing, or consuming illegal drugs, which includes marijuana, or paraphernalia (bongs, pipes, hookahs, etc.), and illegally providing controlled substances (e.g., prescription drugs) is strictly prohibited. Violators are subject to disciplinary sanctions, removal from residence halls, and suspension or expulsion from the College. Professional counseling is available to all students through the Director of Student Counseling and Health Services. Students convicted of possession or sale of a controlled substance may not be eligible to receive Federal or State Financial Aid.

ATTIRE

Our appearance and the way we dress are meant to reflect our inherent dignity as men and women made in the Image and Likeness of God. Therefore, to maintain an environment of mutual respect, modesty and good taste are expected in the attire of Holy Cross College students. Students are asked to use their best judgement regarding clothing and apparel. Items with wording and images that are deemed to be in poor taste or inappropriate are prohibited. Footwear is required to be worn when students are outside residence hall rooms. This includes hall lounges, hallways, laundry rooms, etc. Hall staff and other college officials have the right to address these issues with students.

BULLYING/CYBERBULLYING

Bullying, including acts committed via digital platforms, that intimidate, harass, or cause psychological harm to another person are not tolerated. This includes persistent behavior intended to degrade, humiliate, or isolate another individual.

CHEWING TOBACCO

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

CLASSROOM CONDUCT

Student conduct is to reflect the values and traditions of Holy Cross College, particularly in our call to be Scholars. Though specific standards for conduct in the classroom are established and enforced by individual faculty members, it is understood that students refrain from distracting 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. Silencing of cell phones and appropriate use of technology,
4. Modest attire.

DEMONSTRATIONS

The College supports the right to peaceful assembly and free expression. However, demonstrations that disrupt normal College operations, obstruct access to facilities, or pose a safety risk are prohibited. All demonstrations must follow the College's event and space reservation procedures.

DISHONESTY

Acts of dishonesty, including but not limited to furnishing false information to a College official, forgery, alteration, or misuse of documents, records, or identification are violations of this policy.

DRONES

Drones are not permitted to operate on or over any portion of the Holy Cross College campus unless given specific allowance through the Office of Communication.

DRUGS

See *Alcohol and Other Drugs*. Contact the Director of Student Counseling and Health Services for help for alcohol and drug issues.

ELECTRONIC CIGARETTES- See Smoking Section

Electronic cigarettes and any type of "vaping" is considered smoking and is only allowed in designated smoking areas.

FAILURE TO COMPLY

Students must comply with the lawful directions of College officials, campus safety officers, or other authorized personnel acting in the performance of their duties. Refusal or failure to follow directives may result in disciplinary action.

FIRE

The setting of fires (including candles and incense) either indoors or outdoors is strictly forbidden on the Holy Cross College campus. Programs or events that make use of bonfires or firepits must be approved by the Director of Student Activities, Office of Residence Life or Campus Ministry.

GAMBLING

Gambling on campus or at college-sponsored events, including online gambling using campus networks, is not permitted, except as expressly authorized by the College.

HARASSING BEHAVIOR

Any unwelcome conduct, verbal or physical, that is directed at an individual based on race, color, gender, sex, sexual orientation, religion, national origin, disability, or other protected status that creates a hostile or intimidating environment is prohibited.

HARM TO PERSONS

Physical assault, fighting, or any act that causes or attempts to cause physical harm to another person is strictly forbidden. Self-defense is not considered a violation unless it involves excessive force

HAZING POLICY

Holy Cross College is committed to an environment of respect and to making sure that all students are welcomed to all activities by means of positive group- and team-building activities that respect the dignity, safety, and well-being of individuals, including their rights to participate voluntarily without any pressure. Holy Cross College forbids hazing and any other form of inappropriate student initiation activity. Hazing is defined as any activity expected of anyone as an explicit or implicit condition of initiation or entry to, affiliation with, or continuing association or membership with a group or organization, that humiliates, degrades, abuses, threatens, or causes a reasonable person to feel threatened, or endangers another, regardless of the person's willingness to take part.

Hazing is regarded as a violation of the Code of Student Conduct, and depending on the context and circumstances, hazing may also constitute harassment, and/or sexual harassment. Examples of prohibited hazing and initiation include, but are not limited to:

- Cursing or profane language
- Wearing embarrassing clothing
- Tattooing, head shaving, piercing, or branding
- Mocking or degrading any individual or social group
- Disrobing or appearing nude in a public or private place
- Engaging in, or simulating, sexual acts
- Providing personal service to senior members
- Making prank or harassing calls or other such electronic communications
- Consuming alcohol or illegal drugs
- Deprivation of sleep, food, or hygiene
- Requiring consumption of any food, drink, or other substance
- Requiring participation in physical activities, such as calisthenics
- Paddling, whipping, beating, or kicking.
- Including or excluding certain individuals based on specific characteristics.

All participants in a hazing incident may be found in violation of the Code of Student Conduct.

HOVER BOARDS AND SCOOTERS AND BICYCLES.

Bicycles are not permitted in residence hall rooms, lounges, hallways, stairwells, foyers, or other common areas of campus. Bicycles should be locked and secured on outside bike racks or stored in the basement of James/ Basil halls. During the winter months, long-term storage is available through the Office of Residence Life and Housing. The use, possession or storage of electronic skateboards including self-balancing boards/ scooters and other similar equipment is prohibited in the residence halls. Hall staff has the right to address any issues related to hoverboards/ scooters and bicycles with students. Please note that although they are permitted for use on Holy Cross campus, scooters and electronic bicycles are not allowed on the Notre Dame campus.

RESPONSIBLE USE OF TECHNOLOGY

It is the general policy of Holy Cross College that all campus technology is to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Holy Cross College. All students should familiarize themselves with the Responsible Use of Technology Policy available on the website at WWW.HCC-ND.EDU/TECHNOLOGY.

ID Cards: All students receive a photo identification card at the beginning of their first academic semester 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 University libraries. It also must be presented when using the dining hall 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 \$35 fee assessed to their student account.

PARKING AND DRIVING REGULATIONS

For the safety of all Holy Cross College community members, *the speed limit on campus is 15 mph.* All drivers must adhere to posted signs. Please be a good Citizen and drive slowly and with care on campus, as pedestrian and bike traffic have the right of way.

All students are required to register their vehicles and to display a current Holy Cross College parking sticker. The sticker must be clearly visible and displayed on the lower left-hand corner (driver's side) of the windshield. Students who fail to display Holy Cross College parking stickers are subject to fines, employment of wheel locks, and/or towing. Parking stickers are available in the Security office. The first sticker issued is free of charge. Additional or replacement passes

are available for \$30.00 each. Students may not park in faculty-staff, visitor parking spaces, or in restricted areas. In compliance with fire safety regulations, parking is not permitted in the driveway areas. No Parking is allowed on the back drive behind North, Pulte or South unless loading/ unloading, no more than 15 minutes.

- Off-campus Students: During business hours (6:00 a.m. to 4:00 p.m.) off-campus students are to park only in the front lot, just east of Millennium Arch.
- On-campus Students: On-campus students may park only in the designated area (east side) of the main parking lot (east of the Pfeil Center).

Improperly parked vehicles are subject to fines, employment of wheel locks, and/or towing. The College will not be held liable for damage to vehicles by drivers attempting to move vehicles with wheel locks installed.

All recipients of traffic/parking citations must contact the Director of Campus Safety at security@hcc-nd.edu within 48 hours of the citation. Be sure to provide the following information:

1. *Your name*
2. *Citation number from the top right side of your ticket*
3. *You may elaborate if there are any mitigating circumstances or other pertinent information that may help explain the reason for being issued this citation.*

Failure to comply with the above regulations may result in disciplinary action, including fines and loss of parking/driving privileges on the Holy Cross campus. The College declines any responsibility for the loss of, or damage to, student vehicles using the College parking lot.

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. Students are encouraged to clearly mark personal possessions and maintain records of serial numbers to discourage theft. Thefts should be reported immediately to Campus Security (574-286-0137).

SEXUALITY CODE

The College embraces the Catholic Church's teaching that a genuine and complete expression of love through sex requires a commitment to a total living and sharing together of two persons in marriage. Therefore, sexual abstinence for unmarried students is an expectation that fosters the formation of Disciples and is consistent with the College's Catholic educational mission.

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 MISCONDUCT AND HARASSMENT POLICY See Addendum A.

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. Smoking is only allowed in the area on the south end of the maintenance garage. The College's smoking policy applies to e-cigarettes, "vaping" devices of any sort, hookah pipes, any devices used for recreational and/or non-medically prescribed inhaling, and smokeless tobacco products.

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:

- The College does not discriminate based on race, color, national or ethnic origin, disability, veteran status, age or sex in its education programs or activities.
- 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 neither 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, harassment, or displaying pornographic material. Sexual behavior of any kind that occurs without the full, active, and informed consent of all participants is considered 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 referrals to student conduct, the student has the right to fundamental procedural fairness.

SUNBATHING

Because of their central location on the campus and out of courtesy to all members of the community, sunbathing is not permitted on the O'Connor Commons or James Quad.

THREATS

Verbal or written threats, whether direct or implied, that cause a reasonable person to fear for their safety or the safety of others, are prohibited and will be treated seriously.

THEFT/ROBBERY

The unauthorized taking, use, or possession of property or services belonging to the College, another person, or any other entity is strictly prohibited. This includes attempted theft and possession of stolen property.

UNAUTHORIZED ENTRY

Entering or remaining in any College building or facility without proper authorization is prohibited. This includes accessing restricted areas, using unauthorized keys or credentials, or bypassing security protocols.

VANDALISM

Deliberate or reckless damage to or destruction of College property or the property of others is strictly prohibited. This includes graffiti, tampering with safety equipment, or unauthorized modifications to campus facilities.

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, and ammunition is prohibited in the residential halls (including University Edge) and all HC property. Kitchen knives and pocket knives less than 3" in length are permitted.

STUDENT CONDUCT PROCESS

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 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 tradition of Holy Cross. All College officials have the authority to respond directly to violations in this Code of Student conduct.

Student conduct off campus is considered to be particularly important when students represent Holy Cross College in an official capacity, such as on College sponsored trips, conferences, athletic events, etc.

Prohibited behaviors include, but are not limited to:

- Dishonesty such as cheating of all kinds, plagiarism in written or oral reports, unauthorized possession of examinations, knowingly furnishing false information, forgery, alteration or misuse of official documents, records, or identification.
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other College activities.
- Physical abuse of any person or conduct which threatens or endangers any person.
- Theft of (actual or attempted) or damage to property.
- Unauthorized entry to or use of College facilities.
- Violations of College policies and regulations including, but not limited to, those concerning alcoholic beverages, and drugs.
- Violent or abusive, boisterous, unreasonably loud, or otherwise disruptive conduct; conduct which is considered lewd or indecent; behavior that breaches the peace.

- Violations of local, state, or federal laws constitute violations of the student code of conduct.
- Violation of the College Sexuality Code.
- Sexual assault, sexual misconduct, dating violence, domestic violence, stalking and/or hostile environment of sexually abusive behavior.
- Failure to follow directions or reasonable requests of a College or public official.
- Continued disruptive behavior.
- Harassment, threats, intimidation, verbal or written abuse, coercion and/or conduct of any kind that threatens or endangers the health and safety of others.
- Possession or use of firearms, explosive fireworks, other weapons, or dangerous chemicals on College premises.
- 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.
- 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 abusive messages. (See computer Facilities and Equipment Regulations.)
- Hazing, to include but not limited to actions taken or situations arranged on or off campus, intended to create mental or physical discomfort, embarrassment, harassment, ridicule, or possible mental or physical injury.
- Rude or disrespectful behavior toward College officials.
- Attempting to incite or provoke violations of the code of student conduct.

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 student conduct proceedings.

The College's manner in handling student conduct 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. Student conduct proceedings may be instituted against a student charged with a violation of law that is also a violation of College policies. College student conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Student conduct 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 student conduct proceedings, a preponderance of evidence' standard (i.e., it is more likely than not that a violation occurred) for findings of responsibility will be used based on substantial information presented during the student conduct process. Discovery of additional violations of the Code of Student Conduct during these proceedings may be subject to separate student conduct action.

Procedure for Dealing with a non-Title IX Disciplinary Infraction

Alleged violations of the College's standards of conduct are documented in an incident report, which is filed in the Office of Residence Life and Housing. Utilizing the preliminary information received about the conduct in question, the Office of Residence Life & Housing decides whether to proceed with a given report in the setting of either a **Meeting**, **Conference**, or an **Administrative Hearing**. Additionally, for incidents involving alleged sexual misconduct (including sexual assault), dating violence, domestic violence and stalking, the College has established a formal setting known as an **Title IX Administrative Hearing** (see *Procedure for Dealing with a Title IX Related Incident*). More information and details about the Colleges Title IX policies and reporting can be found later in this document.

In addition to these three settings, the Office of Residence Life & Housing may need to meet with students informally in order to gather more information about an alleged incident, to clarify students' involvement, and/or to determine whether the student conduct process is the appropriate setting through which to resolve the matter. It is possible that the Office of Residence Life & Housing may need to meet with students to facilitate resolution of a conflict or to address behavior that is not clearly in violation of College's Standards of Conduct. In these cases, the Office of Residence Life & Housing will document the meeting and maintain this documentation for internal purposes during the time of a student's enrollment at the College.

A student may not withdraw or take a leave of absence from the College after he/she has been referred to the College Conduct Process to address an alleged violation. The College reserves the right to proceed with the College Conduct Process regardless of a student's request of a leave of absence or withdrawal from the College.

In addition, the student conduct officer may report the incident to law enforcement.

Section 1 – Meetings

Meetings are intended to allow for the discussion of alleged violations of College Standards of Conduct. Alleged violations involving students residing in a College housing facility will be referred to the student's Hall Director. Alleged incidents involving students who do not reside in a College housing facility will be referred to an appropriate College administrator.

Outcomes from Meetings are formative by design and tailored to meet the developmental needs of the student. The results of Meetings are documented, and this record may be used to establish a student's conduct history at the College.

If the designee conducting a Meeting receives information that suggests a Conference or Hearing would be a more appropriate setting, the designee will stop the Meeting. A Conference or Hearing will then be scheduled and conducted in accordance with Conference or Hearing procedures.

Section 2 – Conference

Conferences are intended to allow for the investigation, discussion, and resolution of alleged violations of College Standards of Conduct. Conferences are ordinarily conducted by one or two staff members from the Office of Residence Life & Housing and/or their designee(s).

The student may invite a College Support Person to attend the Conference. A College Support Person may be any Holy Cross College student, faculty, or staff member, with the exception of parents and attorneys. The College Support Person role is non-speaking. Students electing to have a College Support Person present at their Conference must inform the Director of Residence Life and Housing in advance.

With the exception of temporary or permanent dismissal, any of the Conduct Process Sanctions may be imposed as the result of a Conference.

The results of Conferences are documented, and this record may be used to establish a student's conduct history at the College.

In the event a student receives notice and fails to appear for a Conference, the Office of Residence Life & Housing and/or designee reserves the right to render a decision in their absence.

If an Office of Residence Life & Housing staff member or designee conducting a Conference receives information that suggests a Hearing would be a more appropriate setting, the staff member or designee will stop the Conference. A Hearing will then be scheduled and conducted in accordance with Hearing procedures.

Section 3 – Administrative Hearing

Administrative Hearings are more formal in nature than meetings or conferences. Hearings are ordinarily scheduled when the nature or severity of the policy violation is such that a finding of responsibility could result in the student's separation from the College (e.g., temporary or permanent dismissal).

Administrative Hearings are conducted by the Dean of Student Engagement or their designee. These hearings are closed to the public, and all proceedings are considered confidential except as required by law.

A College official will notify the student in writing and/or verbally of the date, time, and location of the hearing. This hearing will take place within two weeks of the notice, but not sooner than 24 hours after the notice is provided. The notice requirement may be adjusted by mutual agreement between the College official and the student.

The student may choose to be privately counseled by an attorney; however, the attorney is not permitted to participate in or be present at the hearing. The student may also select an advisor from the College community. The advisor must be a

currently enrolled student or a current faculty/staff member. The advisor may be present during the hearing but may not participate in the proceedings.

The student may present witnesses, statements, or other evidence on their behalf and may request clarification or challenge evidence or information presented during the hearing.

If the student's presence is determined to be a threat to the safety and well-being of the Holy Cross College community, the Dean of Student Engagement (or designee) may enact a temporary suspension, which includes barring the student from campus until the hearing occurs.

Because an Administrative Hearing is an important institutional process, all reasonable procedures must be followed to ensure fundamental fairness. The hearing is a process of inquiry and is not governed by the rules of civil or criminal legal proceedings. The Dean may take any reasonable measures deemed necessary to establish the facts and truth of the matter.

The Administrative Hearing shall proceed as follows:

1. The Dean of Student Engagement (or designee) convenes the hearing and explains the process to the student.
2. The College official most familiar with the case (ordinarily the Director of Residence Life and Housing) and/or a written documentation will represent the facts of the case to the Dean
3. The Dean will inform the student of the alleged conduct violation(s) and request a response.
4. If the student fully admits to the violation, the Dean may proceed directly to considering any mitigating factors (e.g., character references, academic standing) before determining the appropriate sanction.
5. The Dean may accept and consider any relevant evidence that contributes to a fair and just resolution. Irrelevant or unduly repetitious evidence may be excluded.
6. Witnesses may be called to provide information. The student may respond to or question the relevance of any witness statements through the Dean.
7. After reviewing all materials and testimony, the Dean will determine whether the student is responsible for the alleged violation(s).
8. If the student is found responsible, the Dean will determine an appropriate sanction. The outcome of the hearing, including any sanction, will be communicated to the student in writing within three (3) business days following the hearing.

Conduct Process 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
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. Conduct Probation. This indicates that further violations may result in a more severe disciplinary sanction being administered, including suspension or expulsion. Conduct Probation may limit eligibility for certain activities or privileges of a student.
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 account, limiting access to course registration, grades, or transcripts. If a sanction includes expulsion, it will be reviewed by the President (or designee).

Appeals. Appeals of disciplinary decisions must be submitted in writing within three (3) working days of written notification of the decision. Appeals of Meetings, Conferences and Hearing decisions must be based on at least one of the following considerations:

1. The discovery of substantial new information, unknown to the accused student at the time of the conference or board, which, if heard, would likely have changed the outcome of the proceeding; and/or
2. The original conference or board had a substantial procedural defect that rendered the proceeding unfair.

Only appeals from the accused or accusing student will be considered. If more than one student is involved in an incident, each student must appeal separately.

Appeals are submitted to the Dean of Student Engagement and considered by the designated College official. If the Dean of Student Engagement is the hearing officer then the appeal will be submitted to the Vice President of Enrollment Management and Student Engagement.

The College official who reviews the appeal may grant or deny the appeal or remand the decision back to the original adjudicating body for further consideration, which may result in the same or a different outcome. Decisions regarding appeals are final.

Procedure for Dealing with a Title IX Related Incident.

Alleged violations of the Sexual Assault, Sexual misconduct, Dating Violence, Domestic Violence, Stalking and/or Hostile Environment Policies are considered a US Title IX offense and reviewed through the formal administrative process. The alleged violation must be reported to a non-confidential source and documented in an incident report, which is filed in the Office of Residence Life and Housing. The investigating officer, ordinarily the Director of Residence Life and Housing or other designated staff member, will investigate the allegation to the greatest possible extent and either 1) determine that insufficient evidence is available to substantiate the allegation; or 2) schedule an Administrative Conference with the complainant and respondent to investigate the incident further. Regardless of the determination, the incident will be reported in the College's annual crime report. Because of the severity of most VAWA incidents, the College will address substantiated allegations in an Administrative Hearing. It is the student's right to decide if s/he will report the incident to law enforcement.

References to "Complainant" and "Respondent"

For the purposes of the policies and procedures described in this handbook, the alleged victim shall be referred to as the "complainant." A student alleged to have violated a College policy shall be referred to as the "respondent."

Section 1 – Administrative Conference

1. The investigating officer will meet with the student reporting the incident (referred to as the "complainant") and the student accused of the violation (referred to as the "respondent") to investigate, gather evidence, and determine others who may have information relevant to the incident. The complainant, respondent, and any other involved students will be invited to submit statements on their own behalf describing the incident from their perspective. Students may not be compelled to submit statements and/or participate in the proceedings. The investigating office will then meet with all students who submitted statements to review the statements and ask any clarifying of additional questions deemed necessary and appropriate. Students involved in the process may have an advisor of their choosing present during questioning.
2. Upon completing of the investigation, the investigating officer will produce a report and provide the Deputy Title IX Coordinator with a recommendation of whether sufficient evidence exists to proceed to an Administrative Hearing or not.
3. If the case progresses to an Administrative Hearing, the chair of the hearing will follow the College's procedures for a Conduct Board when conducting the hearing.

Section 2 – Administrative Hearing. The Administrative Hearing committee is composed of faculty/staff members specially trained in Title IX hearing procedures. A College official chairs the Administrative Hearing.

Due to their sensitive nature, Administrative Hearings are closed to the public. All proceedings of the Administrative Hearing are confidential except as provided by law.

A College official will notify the student in writing and/or verbally of the date, time, and location 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 College official notifying the student and the student.

The complainant and respondent may choose an advisor of their choice (who may be an attorney) to accompany them to any related meeting or proceeding to provide them with support, guidance, or advice. The selection of an advisor may be different for the complainant and the respondent, and either one or both may select an attorney as their advisor. The selected advisor will be allowed to attend any related meeting or proceeding in a non-speaking capacity. Meeting and/or proceeding schedules are not beholden to advisor availability. The College may remove or dismiss any advisor who becomes disruptive or who does not abide by the restrictions on his/her participation. The student may be allowed to present witnesses, statements, or other evidence on his or her behalf, and challenge (via the committee chairperson) evidence or information provided by witnesses.

If a student's presence constitutes a threat to the safety and well-being of the Holy Cross College community, the student may be temporarily suspended by the presiding College official, resulting in the student being barred from campus until the Administrative Hearing.

Administrative Hearing Procedures. Since an Administrative Hearing is an important College process, all reasonable procedures must be followed which will insure fundamental fairness. Precautions will be taken to protect a student's rights. 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 Administrative Hearing committee may take whatever measures it deems necessary to determine the facts and truth of the case.

The Administrative Hearing will proceed as follows:

1. The presiding College official calls the Administrative Hearing to order, appoints the secretary, and chairs the committee.
2. The College official most knowledgeable about the situation, ordinarily the Director of Residence Life and Housing, briefs the committee members on the facts of the case.
3. The chairperson will advise the respondent of the alleged violation 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 that may have bearing upon the extent of the sanction to be determined. The sanction will then be determined by the Administrative Hearing committee in executive session (appointed committee members only) and relayed to the chairman.
5. The chairperson may admit and provide evidence that is helpful so as to arrive at a just decision. The chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
6. Witnesses may be called in to contribute relevant information. The respondent may be given the opportunity to contest information provided by witnesses via the Administrative Hearing committee chairperson.
7. The Administrative Hearing committee determines if the respondent is responsible in an executive session (only the appointed committee members).
8. If the Administrative Hearing committee finds a student responsible, a sanction is then determined by the committee. The chairperson may discuss the decision with the student; however, the committee's decision must be relayed in writing to the student within three days of the committee's decision.
9. In accordance with the Federal DOE guidelines, in cases of alleged domestic violence, dating violence, sexual assault, and stalking, both the complainant and respondent are entitled to the same opportunities to have an advisor present during a conference or hearing, to be simultaneously informed in writing of the outcome of the proceeding, to appeal the results, to be informed of any changes to the results that may occur, and when such results become final of any disciplinary proceeding held in the case of the respondent.

Administrative Hearing 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
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. Conduct Probation. This indicates that further violations may result in a more severe disciplinary sanction being administered, including suspension or expulsion. Conduct Probation may limit eligibility for certain activities or privileges of a student.
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 account, limiting access to course registration, grades, or transcripts.

In keeping with federal recommendations, the College will attempt to complete the investigation and hearing process within a 60-day period. However, this is only a guide, and exceptional circumstances may impact the College's ability to adhere to this guideline. If the College is unable to adhere to this guideline, the complainant and respondent will be notified in writing by a College official.

Case Review. Case reviews of Administrative Hearing decisions must be submitted in writing within three (3) working days of written notification. Case reviews of Administrative Hearing decisions must be based on at least one of the following considerations:

1. The discovery of substantial new information, unknown to the accused student at the time of the conference or board, which, if heard, would likely have changed the outcome of the proceeding; and/or
2. The original conference or board had a substantial procedural defect that rendered the proceeding unfair.

Only requests for case review from the respondent or complainant will be considered. If more than one student is involved in an incident, each student must request a case review separately.

Requests for case review are submitted to the Dean of Student Engagement and considered by the designated College official.

The College official who reviews the case may grant or deny the request for case review or remand the decision back to the original adjudicating body for further consideration, which may result in the same or a different outcome. Decisions regarding case reviews are final.

RESIDENCE LIFE AND HOUSING

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

RESIDENCE LIFE STAFF

The Residence Life and Housing Staff of Holy Cross College is committed to fostering a Catholic environment where students can become better lifelong scholars, citizens, leaders, and disciples. The approach of its staff considers the wholistic development of the students of Holy Cross through- human, communal, academic, and spiritual formation. Relying on the traditions of the College, the Brothers of Holy Cross, its founders, and the ideals of Blessed Basil Moreau the founder of the Congregation of Holy Cross, the staff strive to educate the mind and heart of the students we guide. The Residence Life and Housing staff work alongside others in Student Life including Campus Ministry, Academics, Student Activities and Athletics to build a dynamic and multi-faceted student experience.

Resident Assistant (RA). The Resident Assistant (RA) is one of 15 student staff members who share responsibility for the Holy Cross College Residence life program. The RAs live and work in the college's residence halls under the direct supervision of the hall directors. The primary role of an RA is to live alongside students, building community within the residence halls, enforce college rules and policies, and serve as a role model within the residence halls and campus community.

Hall Director (HD). The Residence Hall Director (HD) is responsible for working closely with other Residence Life staff members and students to develop and maintain an atmosphere that promotes academic, personal, spiritual, and social growth. Hall Directors administer and enforce policies and procedures as outlined in the, Residence Life Contract, and the Holy Cross College Student Handbook, *The Saints Way*. The responsibilities listed will be carried out under the supervision of the Director of Residence Life & Housing. There is one male Hall Director overseeing the male residence halls and one female Hall Director who oversees the female residence halls, however they work closely with one another and share many responsibilities.

Assistant Hall Director. - Assistant Hall Directors help and assist Hall Directors in their duty and responsibilities, as well as being an additional resource directly available to students.

Director of Residence Life & Housing. The Director of Residence Life & Housing is responsible for all policies and procedures pertaining to residence life programs, 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 of Residence Life & Housing is responsible for adjudicating student conduct matters.

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 for an extended period of time (3 or more days).

Age Requirements. Students must be at least 17 years old and no older than 25 years old by the first day of the semester to be eligible for college-operated residential housing. This age range reflects the developmental needs of a traditional undergraduate residential community. Age eligibility is verified during the housing application process and must be accurately reported by the student.

Antennae. External antennae and satellite dishes in any form are prohibited.

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

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 outside bicycle racks. Bikes may be stored inside in the basement of James and Basil. Contact a Hall Director or member of the Residence Life and Housing Office for storage purposes

Breaks and Vacations. The residence halls and dining hall are not open during scheduled breaks and vacations. These include Christmas and Summer Breaks; Fall and Spring Break. Students are expected to abide by the check-out instructions given during Hall Meetings for long breaks and to check-out in person with a member of the hall staff as

instructed at the conclusion of the academic year. Students do not have access to their rooms during long breaks (which are checked for maintenance and safety concerns). *Students unable to travel home for Christmas Break must make alternative living arrangements outside of the residence halls.* Prior to leaving for vacation, residents should thoroughly clean their rooms, lock windows, and secure valuable items. During Christmas 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 limited meal service.

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 adhere to 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 contract. Before submitting the contract, students are advised to read the document carefully. A \$750 Contract Cancellation Fee will be assessed to the account of any student who moves out of the residence halls prior to the expiration of the contract. Releases from residence life contracts will be granted only in the event of withdrawal from the College, or serious extenuating circumstances beyond the student's control. These reasons will be discussed with the Director of Residence Life and Housing.

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 & Housing and the Dean of Student Engagement. Students who withdraw from the College or from all their classes must leave campus housing immediately.

Living in the residence halls is a privilege. The Director of Residence Life & Housing reserves the right to reassign or deny on-campus housing, or requests for room changes, to any student(s) whose behavior is detrimental to the welfare of the residence hall community. Failure to attend class may also be a reason to reassign or deny on-campus housing.

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

Cooking. Cooking in James, North, Basil, Anselm and 2nd floor Pulte Hall rooms is not permitted. All electrical appliances, such as coffee makers, must pass safety inspection. Please see below *Electrical Appliances* for further details. Please see the website for a more detailed list of electrical appliances permitted in residential rooms.

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 (RCRs) 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 individual responsible. 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 and Axe Boards. Dart Boards and Axe Boards are prohibited.

Decoration of Rooms. Students are encouraged to personalize their rooms with plants and favorite items from home. Use only thumb tacks or blue painters' tape 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. Often 3M strips and hooks damage the walls of rooms. Avoid using 3M strips and hooks on walls. Additionally, 3M strip lights are prohibited. Flammable materials, including live 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, but are not limited to, 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. Alcohol shot glasses and flasks

are prohibited. The Residence Life staff has the authority to determine what is acceptable material. Students are encouraged to ask Hall Directors if a certain decoration is permissible.

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 and is not permitted. Lending of keys is not permitted. Students may only prop open doors when moving in/out of the hall and only if they have asked permission from a member of hall staff.

Electrical Appliances

Basil, Anselm, James, North and Pulte 2nd Floor: Electrical appliances that have an open heating element may not be used in residence hall rooms. Toasters, toaster ovens, window air conditioners, space heaters, microwaves, hot plates, and the like are not allowed. A microwave is available for use in the common areas of these dorms.

South and Pulte 1st Floor: Full size refrigerators are provided in each apartment. Residents are permitted to have a smaller refrigerator of reasonable size in their individual bedrooms. Microwaves may be purchased and used in apartments.

Halogen lamps are banned. Small refrigerators of reasonable size are permitted in residence hall rooms. 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. Curling irons, straighteners, irons, and other small appliances must be equipped with an auto shut-off feature. Extension Cords- may not be plugged end to end. Power strips are recommended.

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. This includes furniture in common lounges and hallways. 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. Construction of lofts is not permitted. Residence may only bunk bed using proper bunking pins. Stacking of beds on other furniture (i.e., desks, wardrobes, dressers etc.) is not permitted. At move out, only college owned furniture may remain in room. Failure to remove non-college owned furniture is considered improper check out and may result in a Residence Life and Housing fine.

Guests. Occasional overnight guests of the same gender may stay free of charge in the host's room. Overnight guests may stay with (same gender) 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 may park in student parking areas. No guest under 16 years old or over 24 years old may stay in the residence hall without permission of the Director of Residence Life & Housing. 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 will be held accountable for the guest's conduct. 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 & Housing authorizes an extension of time. Their host will be held responsible for any damages caused by the guest to any college property.

Hallway, Lounge, Common Areas Conduct. Students should conduct themselves in a respectful 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. Examples of inappropriate indoor activities include, but are not limited to, games such as soccer, Frisbee, football, baseball, golf, rollerblading, etc., or shaving cream and water fights. Such activities may be permitted for authorized hall events only. A Hall Director or Director of Residence Life and Housing must approve these events. Residents may not sleep overnight in lounges.

Housing Assignment Policy Residential Life reserves the right to make changes to housing assignments at any time. These changes may be made to address health and safety concerns, accommodate facility needs, resolve roommate conflicts, support community standards, or respond to institutional priorities. While every effort will be made to communicate changes in a timely manner and consider student preferences, final housing decisions rest with the Office of Residential Life.

Housekeeping and Maintenance 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. Health and safety checks 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 may result in a cancellation of the Contract for Residence. Residents with private baths are required to clean them before any long break.

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 or over long breaks, as determined by the Director of Residence Life and Housing. 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 & Housing. The cost of replacing or repairing a damaged lock outside normal wear and tear ranges from \$50 to \$250 and will be paid by the student. The cost of replacing a lost key is \$60 each. Students may also be issued a mail key and assigned a mailbox. Replacement of a mail key is also \$60. Please see below (mail and packages)

Laundry.

Basil, James, and Anselm: Washers and dryers are located on the west end of the student union near Anselm Hall

1st floor Pulte Hall: Washers and dryers are located on the northwest end of the hall near the maintenance closet.

2nd Floor Pulte Hall: Washers and dryers are located on the south end of the 2nd floor near the common area.

South Hall: Washers and Dryers are located off the common lounge near the guest bathroom.

North Hall: Washers and Dryers are located on the first floor of each pod.

These machines are free and for residents' use only. Report any problems to the Hall Staff immediately.

The college is not responsible for lost or damaged clothes.

Residents are encouraged to download the laundry app to monitor the progress of their laundry and to remove clothes from the laundry room within a few hours of completion.

Laundry rooms are to be kept clean and tidy. If laundry is left in the laundry room for an extended period of time, it will be collected by a member of hall staff and donated.

Mail and Packages. A mailbox for outgoing mail is located in the Vincent Lounge near the faculty reception area. Mail is picked up daily, Monday through Friday, and is delivered to the USPS the following morning. Stamps can 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

Holy Cross College

54515 SR 933 North

P.O. Box 782

Notre Dame, IN 46556-0782

Packages. Packages for residents may be picked up at the duty desk near the dining hall from 4:00 p.m. to 6pm. Monday through Friday and any time an RA is on duty.

Please note you may get a notice that a package has arrived (i.e., from Amazon, UPS, FedEx, etc.) However, it may take up to 2 business days to arrive at the student mail room for retrieval.

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 as soon as possible. Hall Staff may work with residents to fix any minor issues before submitting it to the maintenance department. 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 hall staff.

Noise and Quiet Hours. Sound carries easily through our residence hall rooms. Loud voices, stereos, televisions, game systems, 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 strongly suggested of all residents possessing stereos and other sound systems. Large portable speakers are allowed only at the discretion of hall staff.

Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. every day. 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, out of courtesy of others, use of headphones is encouraged for the playing of all music.

On Campus Housing Requirements. Blessed Basil Moreau, the founder of the Congregation of Holy Cross emphasized the importance of educating both the mind and the heart. Here at Holy Cross College, we recognize that such an education does not solely occur in the classroom. Living in our campus residence hall community is seen as a valuable opportunity for personal growth in mind, body, and spirit. This is accomplished through providing an environment where one achieves an examined life through challenge, responsibility, academic inquiry, and service.

1. In accordance with our mission, the College requires that all full-time first- and second-year students (fewer than 60 cumulative credit hours at the start of the academic year) live on campus for two years, unless released from this requirement.

The following first year Holy Cross students may receive an exemption from this mandatory requirement, provided they submit an exemption form no later than July 1 (January 1 if entering Holy Cross in the Spring Semester):

- Students who have earned 60 or more credit hours.
- Students who are 21 years of age prior to the first day of classes
- Married students
- Documented Veterans
- Students who are living locally with their parents (or legal guardians)

All first- and second-year students who do not receive an exemption must apply for housing. First- and second- year students failing to do so will be assessed full room and board expenses.

2. Students who receive 50% or more of their tuition and fees expenses in aid from the College in the form of scholarships and grants are required to live in the College residence halls for all semesters that such aid is received. In this way, students for whom the College makes a significant financial commitment shall in turn commit to contributing in a meaningful way to the life of the College.

Students wishing to be relieved of this obligation may request a waiver. This request, which the student must submit in writing to the Dean of Student Engagement no later than 2 weeks after receipt of a Financial Aid package, must outline a compelling reason why such a waiver should be considered.

Students receiving institutional aid in excess of 50% of tuition and fees, who leave the residence halls either by their own choice, or due to a disciplinary matter shall expect a reduction in their institutional aid, and will be subject to all applicable charges as outlined in the housing contract and student handbook.

Pets. Students are not permitted to have pets in the residence halls. Students found with a pet will be required to immediately removed from campus and will face disciplinary action. Service Animals and Support Animals are permitted with proper documentation. See Appendix A for further details on service animals.

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. If students choose to leave their rooms unlocked, the college is not responsible for lost, stolen, or damaged property. Students are encouraged to clearly mark personal possessions and maintain records of serial numbers to discourage theft. Thefts should be immediately reported to the hall director or the Security Office.

Refund Policies on Room and Board. Please refer to the **Withdrawal** heading under the **Academic Policy and Procedures** section for information on potential partial refunds to students who withdraw or are dismissed from the College and/or the residence halls.

Room Changes. Students requesting room changes will be charged a \$40.00 processing fee. The Director of Residence Life & Housing reserves the right to deny requests for room changes. Room changes will not be permitted within the first 2 weeks of the Fall and Spring Semesters.

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 Dean of Student Engagement or official staff acting in his/her absence, such as a Hall Director or RA, will determine if it is appropriate to inspect or search a student's room. All rooms will be inspected during official College breaks and occasionally during. Occasional Health and Safety checks of residence hall rooms will be conducted by hall staff.

Sales and Solicitation. Solicitation, sales, and advertising are not permitted in the residence hall without authorization from the Office of Residence Life. 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 stairwells of James and Basil and North 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 severe storm. However, residents should not wait for college personnel to give official notification of danger. Students are encouraged to sign up for emergency alert text messages.

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

Service Animals and Emotional Support Animals- See Appendix A

Storage. Limited storage over the summer and winter breaks is available. Storage is only available to students returning to on-campus housing the following semester. A storage fee may apply.

Trash and Recycling. Out of courtesy and consideration for the good of the living environment, all residents are responsible for the proper, timely removal of the trash from their rooms. 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 east vestibules of Basil and James Halls, and the Anselm Hall trash room. Residents of South will take their trash to the dumpster located to the south and west of South Hall. Pulte and North residents will take their trash to the dumpster between their two dorms. Recycling is encouraged throughout campus. Please dispose of recyclables in the proper containers.

Visitation / Parietals: To ensure the safety, security, and privacy needs of all residents, there are limited visitation hours in the residence halls. Visitation hours in all residential halls by members of the opposite gender are from 10:00 AM until 12:00 Midnight, Sunday – Thursday, and 10:00 AM until 1:00 AM on Fridays and Saturdays. North, Pulte (1st Floor), and South Hall Lounges, along with the Student Union, may be utilized by hall residents to entertain guests after visitation hours have expired. The North Hall Center 1st floor lounge and Student Union are considered 24-hour lounges. South and Pulte 1st floor Lounges are considered 2am Lounges.

Waterbeds. Waterbeds are not permitted.

Window Screens. For the safety and welfare of the community, window screens may not be removed at any time. Students will be held responsible for damaged or missing screens.

Appendix A

SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY

Holy Cross College is committed to fostering an inclusive and supportive residential community that upholds the values of dignity, respect, and equal access for all students. In accordance with the Americans with Disabilities Act, as amended (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA), Holy Cross College permits the presence of Service Animals (SAs) and Emotional Support Animals (ESAs) in campus housing under specific conditions.

Definitions

- A **Service Animal** is defined under the ADA as a dog that is individually trained to do work or perform tasks for the benefit of a person with a disability. In limited cases, miniature horses may also qualify as service animals.

- An **Emotional Support Animal** provides comfort and emotional support that alleviates one or more identified symptoms or effects of a person's disability. Unlike service animals, ESAs are not required to be trained to perform specific tasks and are not granted public access under the ADA.

Policy Overview

Students seeking to bring an SA or ESA into campus housing must first obtain formal approval through the appropriate college process. These animals are not considered pets and must be prescribed or recommended by a licensed healthcare provider as part of an established and ongoing treatment plan.

Students are eligible to request an SA or ESA accommodation if:

1. They have a documented disability;
2. The animal is necessary to afford equal opportunity to use and enjoy college housing; and
3. There is a clear, documented connection between the disability and the assistance the animal provides.

Note: Students may not bring an SA/ESA to campus housing until official approval has been granted. This process may take up to 30 days.

Request Procedures

Students requesting accommodation for a SA or ESA must:

1. Contact the Director of Learning Strategies and Academic Accessibility to initiate the process.
2. Submit documentation from a licensed medical or mental health professional that clearly outlines the diagnosed disability and the therapeutic need for the animal. The documentation must also verify that the student and the professional have been working together for a minimum of three months.
3. Participate in a review process conducted by the Director of Learning Strategies and Academic Accessibility, the Director of Residence Life and Housing, and the Dean of Student Engagement.

Once approved, a 30-day preparation period allows Residence Life to:

- Make appropriate housing arrangements,
- Notify roommates or suitemates,
- Address health-related concerns from others (e.g., allergies, phobias).

The final decision will be communicated in writing to the student.

Guidelines for Maintaining a SA or ESA on Campus

1. Registration & Health Requirements
 - All animals (dogs only) must be registered with St. Joseph County, Indiana, and must be up to date on vaccinations as required by state and local laws.
 - Animals must be in good health and free from parasites (fleas, ticks, etc.).
2. Care and Control
 - The student is solely responsible for the animal's care, behavior, and supervision at all times.
 - Animals must not pose a direct threat to the health or safety of others or cause property damage.
 - Service animals may accompany their handler to any area of campus where individuals are permitted to go.

- Emotional support animals must remain in the student's assigned living space and are only allowed outside for bathroom breaks or transport, using the most direct route.
3. Behavior and Cleanliness
- Animals must be well-behaved and not disruptive. Uncontrolled barking, aggression, jumping, or roaming are not permitted.
 - Students must immediately clean up all animal waste and dispose of it in designated outdoor dumpsters. Improper disposal may result in a warning and/or removal of the animal from campus.
4. Room Conditions & Space
- The animal must have adequate space to live comfortably. When the student is not present, animals must be safely confined (e.g., crate, cage, or tank).
 - Animals may not be left unattended overnight in campus housing.
 - Students are required to identify a local emergency contact (which may include another student) to care for the animal if the student becomes unable to do so.
5. Damage & Liability
- The student is financially responsible for any damage to property or additional cleaning fees resulting from the animal's presence.
 - The college reserves the right to remove the animal if it causes ongoing disruptions, damage, or becomes a threat to the community.
6. Restricted Access Areas
- Emotional support animals are not permitted in common areas such as lounges, bathrooms, laundry rooms, study areas, academic buildings, dining facilities, or recreation spaces.

Conflict Resolution & Roommate Notification

- The Office of Residence Life will notify residents in nearby rooms of the approved animal.
- Students with medical conditions that may be affected by an animal (e.g., allergies, asthma) should promptly contact Residence Life to discuss accommodations.
- If roommates or suitemates do not consent to live with an animal, either the requesting student or the non-consenting roommate may be reassigned at the college's discretion to resolve the conflict.

Violations & Consequences

Holy Cross College reserves the right to remove any SA or ESA if:

- The student fails to meet the responsibilities outlined above,
- The animal poses a health or safety threat,
- The animal causes property damage or repeated disturbances,
- Evidence of neglect or mistreatment is found.

Violations may also result in disciplinary action under the College's Code of Conduct.

ADDENDUM A

SEXUAL MISCONDUCT, HARASSMENT, AND TITLE IX POLICY

Holy Cross College prohibits, does not tolerate, will not condone, and takes all reasonable measures to prevent sexual misconduct of any kind. Sexual misconduct includes, but is not limited to, the following: Sex-Based Harassment; Sexual Harassment; Gender-Based Harassment; Unwelcome Conduct; and Hostile Environment. These unacceptable practices are not tolerated by the College, and are defined as follows:

- Sex-Based Harassment includes sexual harassment and gender-based harassment.

- Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

- Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

- Unwelcome Conduct is conduct considered "unwelcome" if the student did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

- A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in a College's program or activity (e.g., administrators, faculty members, students, and campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. The College will also need to find that a reasonable person in the student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Title IX Sexual Harassment Policy and Procedures

APPLIES TO: Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors

INTRODUCTION

Sexual Harassment impedes the realization of the College's mission, and members of the College Community have the right to be free from all forms of it. All members of the College Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Holy Cross College does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the College is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual Harassment is defined broadly under this Sexual Harassment Policy. Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of College policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the College will issue appropriate sanctions to prevent future misconduct.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the College Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the Complainant and the Respondent.

DEFINITIONS

The following terms and definitions apply to this Policy.

TERM	DEFINITION
Actual Knowledge	Notice of Sexual Harassment or allegations of Sexual Harassment to a College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the College with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a Student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. Examples of an Employee with authority to

	institute corrective measures on behalf of the College include Title IX Coordinators, College President, Vice Presidents, Dean of Students and other employees as outlined in Section III: Employee Duty to Report.
Appointee	An individual deemed to have an affiliation with the College in a non-compensatory capacity as designated in the applicable Human Resources Information System.
Complainant	Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the College, and regardless of whether that person is a member of the College Community.
Consent	<p>Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.</p> <ul style="list-style-type: none"> A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. B. Consent may be withdrawn at any time. C. Previous relationships or prior consent cannot imply consent to future sexual acts; this includes “blanket” consent (i.e., permission in advance for any/all actions at a later time/place). D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.). <ul style="list-style-type: none"> a. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). b. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs. c. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy. E. It is the obligation of the person initiating the sexual activity to obtain consent. F. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority. <ul style="list-style-type: none"> a. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person. b. Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant’s ability to exercise free will. Factors to be

	<p>considered include, but are not limited to, the intensity and duration of the conduct.</p> <p>G. A person who does not want to consent to sex is not required to resist or verbally object.</p> <p>H. Withdrawal of consent can be manifested through conduct and need not be a verbal withdrawal of consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).</p> <p>I. Consent may not be given by an individual who has not reached the legal age of consent under applicable law.</p>
Decision Maker	The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process.
Initial Complaint	A complaint filed by the Complainant or the College that triggers the College's full investigation and hearing process under Title IX.
Investigator	An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.
Respondent	Any member of the College Community who is reported to have engaged in conduct prohibited by this policy.
Retaliation	Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.
Sexual Harassment	<p>A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;</p> <p>B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or</p> <p>C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).</p> <p>All such acts constitute of Sexual Harassment under this policy.</p>
Student	<p>An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the College to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the College; "Student" also includes registered student organizations. A student organization remains a "Student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration.</p> <p>The College reserves the right to administer this policy and proceed with any process provided by this policy even if the student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.</p>
Title IX Coordinator	The designated College official with primary responsibility for coordinating the College's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education,

	and training; and helps to ensure that the College responds appropriately, effectively, and equitably to all Title IX issues.
College Community	Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.

POLICY DETAILS

I. SCOPE

A. Medium

- a. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

B. Jurisdiction

- a. The College has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The College must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
- b. The College's disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the College's jurisdiction.

C. Location

- a. This policy applies to alleged Sexual Harassment that takes place in a College's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the College exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred. Other such reports of sexual harassment occurring outside the scope of this policy may be referred to the student affairs disciplinary conduct procedure.
- b. This policy also applies to alleged Sexual Harassment that occurs off-campus at University Edge apartments, in any other building owned or controlled by a Student organization that is officially recognized by the College, or in virtual spaces.
- c. In situations not covered above, but where the Sexual Harassment undermines the security of the College Community or the integrity of the educational process or poses a serious threat to self or others, other applicable College procedures for general misconduct may be applied.

- D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the College Community who exercise their legitimate First Amendment rights.

E. Policy Maintenance

- a. This policy is managed by the Title IX Coordinator and the Dean of Student Engagement.
- b. This policy and the associated procedures will be revised by the Title IX Coordinator and the Dean of Student Engagement.

II. RECEIVING SUPPORTIVE MEASURES

- A. Members of the College Community impacted by Sexual Harassment are encouraged to use counseling and support services, listed in the Resources section.

III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. The College designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the College.
- B. The following employees have been designated by the College as having the authority to initiate corrective measure on its behalf:
 - a. Title IX Coordinator(s)
 - b. Vice President for Enrollment and Student Engagement
 - c. Dean of Student Engagement

IV. EMPLOYEE DUTY TO REPORT (MANDATORY REPORTERS)

All College employees have reporting responsibilities to ensure the College can take appropriate action.

- A. All College employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Harassment or becomes aware of information that would lead a reasonable person to believe that a Sexual Harassment may have occurred involving anyone covered under this policy, must report all known information immediately.
- B. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the College:
 - a. At public survivor support events including, but not limited to: "Take Back the Night," candlelight vigils, protests, and survivor speak-outs;
 - b. To student-employees when they are operating outside of their official work capacity;or

Employees with a duty to report should refer to the Employee Resources for Responding to Relationship & Sexual Violence pamphlet. Contacting a Title IX Coordinator to share all known information will satisfy the employee duty to report.

- A. Employees may have additional reporting obligations provided by law and/or other College policies.
- B. The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the College as a confidential reporter:
 - Professional and pastoral counselors:

a. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the College community and who is functioning within the scope of that license or certification and their College employment.

- 1. This definition applies even to professional counselors who are not employees of the College but are under contract to provide counseling at the College.

2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the College).

Dr. Phyllis Florian, Psy.D., LP
Director of Mental Health and Wellness
call: office: V169

Or confidentially to: counselingservices@hcc-nd.edu

- b. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the College.
 - In this context, a pastor or priest who is functioning as an athletic director or as a Student advocate would not be exempt from the reporting obligations.
 - The College has determined that Priests are confidential resources, only within the Sacrament of Confession.
- Nurse and/or Physician at the Campus Student Health Center. The student health center is located in the Pfeil Athletic Center - room 116. 574-239-1067, or email the office at healthservices@hcc-nd.edu.
- Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their College employment.

Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

- A. Any person may report sexual harassment. This includes:
 - a. Students
 - b. Employees
 - c. Any College Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinators in the following ways:

Robert Pastoor, Title IX Coordinator

In-Person: Pfeil Center 106
Mail: 54515 St. Road 933 N. PO Box 308 Notre Dame, IN 46556
Phone: 574-239-8318
Email: rpastoor@hcc-nd.edu or titleix@hcc-nd.edu

Gwen DeMaegd, Deputy Title IX Coordinator
 In-Person: Driscoll room 104E
 Mail: 54515 St. Road 933 N. PO Box 308 Notre Dame, IN 46556
 Phone: 574-239-8349
 Email: gdemaegd@hcc-nd.edu or titleix@hcc-nd.edu

Diane Barlas, Deputy Title IX Coordinator
 In-Person: Vincent 196
 Mail: 54515 St. Road 933 N. Notre Dame, IN 46556
 Phone: 574-239-8337
 Email: dbarlas@hcc-nd.edu

Adam DeBeck, Deputy Title IX Coordinator
 In-Person: Vincent 157
 Mail: 54515 St. Road 933 N. Notre Dame, IN 46556
 Phone: 574-239-8338
 Email: adebeck@hcc-nd.edu

- C. Making a report to the College and to law enforcement are mutually exclusive events. Making a report to the College does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the College. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

Agency	Contact Information
St. Joseph County Police	574-235-9611
Notre Dame Police	574-631-5555
Roseland Police	574-272-6485
Mishawaka Police	574-258-1678

VI. CONFIDENTIALITY AND PRIVACY

- A. The College recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the College determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate College functions, or when the College is required to provide information under the law.
- B. If an incident is disclosed or reported to any mandatory reporter and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the College prohibits Retaliation and explain the steps the College will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the College can honor the request while still providing a safe and nondiscriminatory environment.
- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the College proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.

- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

VII. RETALIATION

Retaliation is prohibited by College policy and law. As stated in the Sexual and Discriminatory Harassment Policy:

- A. The College will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation of discrimination or harassment.
- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a student, independent of the merits of the underlying allegation.
- C. Allegations of retaliation should be reported to the Title IX Coordinator.

VIII. INVESTIGATION AND RESOLUTION OPTIONS

- A. Initial Assessment
 - a. The Title IX Coordinator review all reports of Sexual Harassment under this policy for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the College's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
 - b. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.
- B. Investigative Resolution

The Title IX Coordinator resolves a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable College policy. In instances when informal resolution is inappropriate, when the party requests, or when the College requires formal investigation, the College will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

IX. REMEDIES

- A. When the College makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.
- B. Corrective Actions/Sanctions
 - a. When the Respondent is a student, potential sanctions include formal written reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
 - b. When the Respondent is an employee, corrective actions may be taken pursuant to the *Rules of Conduct and Progressive Disciplinary Procedure*. Disciplinary corrective actions may include a verbal and/or written reprimand, suspension without pay, employment probation, or discharge.
- C. Any corrective actions or sanctions will not take effect until any appeals have been completed.

D. Interim Supportive Measures

- a. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the College's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:
 - a. No contact directives;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Modification of work or class schedules;
 - d. Change in work or housing locations;
 - e. Change in reporting relationship;
 - f. Consideration of leave requests.
- b. During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the College. If the Respondent is a student of the College, they may be removed from educational activities following an individualized safety and risk analysis determining that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. This determination will be made by the appropriate college officials. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
- c. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other College employees with a need to know.
- d. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

E. Other Remedial Measures

- i. When the College is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the College may refer the case to Student Engagement.

X. FALSE ALLEGATIONS

- A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.
- B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

XI. PROCESS ABUSE

- A. No member of the College Community may:
 - a. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;

- b. Make, in bad faith, materially false statements in or related to a process covered by this policy;
- c. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
- d. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XII. TRAINING

- A. Appropriate training completed by the coordinators, investigators and the hearing panel are posted on the website. All new faculty, staff, and students are required to complete online Sexual Harassment and Title IX training as directed by the College.

PROCEDURE

I. INITIAL ASSESSMENT

- A. Upon receiving an initial complaint, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.
- B. The Title IX Coordinators or designee review all reports of Sexual Harassment under this for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the College's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and inform the complainant of the need to file a formal complaint to proceed. If determined informal resolution is an option, the Title IX Coordinator will send written notification of the allegations and obtain signatures of both parties as agreement to participate in informal resolution.
- D. If the Complainant or the College elects to file a Formal Complaint and proceed with a formal resolution process the Title IX Coordinator will provide written notice of investigation to the parties within ten days including:
 - a. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
 - b. That there is a presumption of innocence in their favor;
 - c. That all parties are entitled to an advisor of their choice;
 - d. That all parties can inspect and review evidence; and,
 - e. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the College determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the College's educational program or activity, the investigation and formal complaint will be dismissed. Formal complaints may still be resolved through procedures set forth in the Student Code of Conduct.
- B. The College reserves the right to dismiss the formal complaint and stop the investigation if:

- a. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their formal complaint;
 - b. The Respondent is no longer enrolled in or employed by the College; or
 - c. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).
- C. If the College dismisses the formal complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

- A. Informal resolution may be utilized in some circumstances if a formal complaint is filed. Informal resolution is a voluntary, remedies-based and educational/formative process designed to allow the respondent to accept responsibility, repair and acknowledge harm to the complainant or to the College community. The goal with informal resolution is to address allegations of prohibited conduct, identify effects of the behavior and create a resolution to address and prevent future behavior.
- B. The usage of an informal resolution process is limited in a number of ways:
- a. Informal resolution is unavailable if the Respondent is an employee of the college.
 - b. Informal resolution may only be used if any and all parties to an investigation agree to it.
- C. In all cases, the College will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the College will inform the complainant of options, including the option to begin the investigative resolution process.
- D. The College will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received appropriate training in order to facilitate resolution of the formal complaint.
- E. Informal resolution can take any form that the parties agree upon. The facilitator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:
- c. *Facilitated Formative Dialogue*: A structured and facilitated conversation between two or more individuals, including, but not limited to the complainant and the respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
 - d. *Indirect Formative Dialogue*: Individual conversations with both the complainant and the respondent and/or other participants which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement
- F. Depending on the form chosen, it may be possible for a complainant to maintain anonymity throughout the informal resolution process.
- G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate college individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

IV. FORMAL RESOLUTION & HEARINGS

- A. The Title IX Coordinator may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable College policy. In instances when informal resolution is inappropriate, when any party requests, or when the College requires formal investigation, the College will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.
- B. Investigation
 - a. Following the filing of a formal complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case. All investigations are done by a dedicated member of the Title IX team.
 - b. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.
 - c. Formal complaints of sexual harassment may be consolidated where the allegations arise out of the same facts or circumstances.
 - d. During the investigation process, parties have an equitable right to:
 - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
 - c. Present relevant information to the Investigator, including evidence and witnesses;
 - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
 - e. Have an advisor of their choosing, or through appointment by the College, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
 - f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
 - e. The College must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
 - f. The College will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
 - g. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

- h. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the formal complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The College must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

- a. All hearings are overseen by a Decision Maker(s). All Decision Maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker(s).
- b. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
- c. The Decision Maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.
- d. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the College will provide an advisor for them. The advisors provided by the College are trained faculty and staff members of the College community.

- e. Questioning & Cross-Examinations
 - a. The Decision Maker(s) may question individual parties and witnesses.
 - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker(s) are not required to be answered.
 - c. If a party or witness is absent from the live hearing or refuses to answer cross-examination or other questions, the Decision Maker(s) may not rely on any statement of that person in reaching a determination of responsibility. The Decision Maker(s) also may not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.
- f. If, at any point during the hearing, the Decision Maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- g. Hearings may be conducted virtually through the use of technology at the College's discretion. If either the Complainant or Respondent asks to be in separate rooms, the

College must grant this request and provide appropriate technology to allow for simultaneous participation.

- h. All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

- a. The Decision Maker(s) will communicate his or her decision to both parties, concurrently. The Decision Maker(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker(s) will send the parties a final outcome letter within ten days of the conclusion of the hearing.
- b. The Decision Maker(s) base all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the preponderance of the evidence standard: If, the evidence indicates that it is more likely than not that Respondent committed the alleged act(s) then Respondent will be found responsible for violating this policy.
- c. The Decision Maker(s)'s written decision must include the following information:
 - a. Identification of the allegations potentially constituting Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the College's code of conduct to the fact;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided; and
 - f. The procedures and permissible bases for either party to appeal.
- d. If the Respondent is found responsible for violating this policy, the Decision Maker will consult with the appropriate individuals in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker(s)'s written decision.

V. **APPEALS PROCESS**

- A. If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Decision Maker(s)'s written decision.
- B. Appeals may be filed due to:
 - a. A procedural irregularity that affected the outcome.
 - b. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.

- c. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).

C. The Vice President for Enrollment and Student Engagement, as the appeal authority for students, will examine all evidence in order to determine if the appeal has merit. The Provost will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

VI. RECORDKEEPING

- A. The College shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

RESPONSIBILITIES

Position of Office	Responsibilities
Associate VP for Student Engagement and Athletic Director	Title IX Coordinator

RESOURCES

SUPPORT RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Anyone	Provides legal services (e.g. civil protection orders, crime victim compensation, and criminal proceedings guidance) to eligible Students	Family Justice Center of St. Joseph County 533 N. Niles Ave., South Bend, IN 46617	574-234-6900	Confidential
Anyone	Anti-sexual violence organization that partners with local rape crisis centers across the country. Two resources available: 1) National Sexual Assault Hotline (https://ohl.rainn.org/online/) online chat format; 2) National Sexual Assault Hotline – free, confidential services 24/7.	The Rape, Abuse and Incest National Network (RAINN) (rain.org)	800-656-HOPE (4673)	Confidential
Anyone	Provides private counseling for an array of personal, work-related, and daily living challenges to current employees and students	Campus Counseling and Health Office V-169	Phyllis Florian 574-239-8303 counselingservices@hcc-nd.edu	Confidential

Anyone	Coordinates Title IX compliance; leads Title IX activities; provides education and training. Intakes Title IX student concerns or complaints.	Title IX Coordinator Pfeil Athletic Center	Robert Pastoor 574-239-8418 rpastoor@hcc-nd.edu	Non-Confidential
Anyone	Responds to criminal conduct on campus	Dean of Student Engagement V110b	Allen Machielson 574-239-8378	Non-Confidential

MEDICAL RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Students	On-Campus Student Health Clinic	Campus Student Health Center	574-239-1067 healthservices@hcc-nd.edu	Confidential
Anyone	Local hospital in Mishawaka with a 24/7 Sexual Assault Nurse Examiner Local Hospital in South Bend provides emergency care and evidence collection	St. Joseph Regional Medical Ctr. 5215 Holy Cross Pkwy. Mishawaka, IN 46545 Memorial Hospital 615 N. Michigan St. South Bend, IN 46601	574-335-5000 574-647-1000	Confidential

CONTACTS

Subject	Office	Telephone	Email/URL
Policy Questions	Title IX Coordinator	574-239-8418	rpastoor@hcc-nd.edu
To Make a Report	Title IX Coordinator	574-239-8418	rpastoor@hcc-nd.edu
Title IX Questions	Title IX Coordinator	574-239-8418	rpastoor@hcc-nd.edu