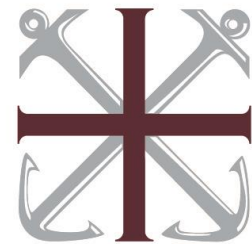


2020 – 2021
Student Handbook

HOLY CROSS
COLLEGE
at Notre Dame, Indiana

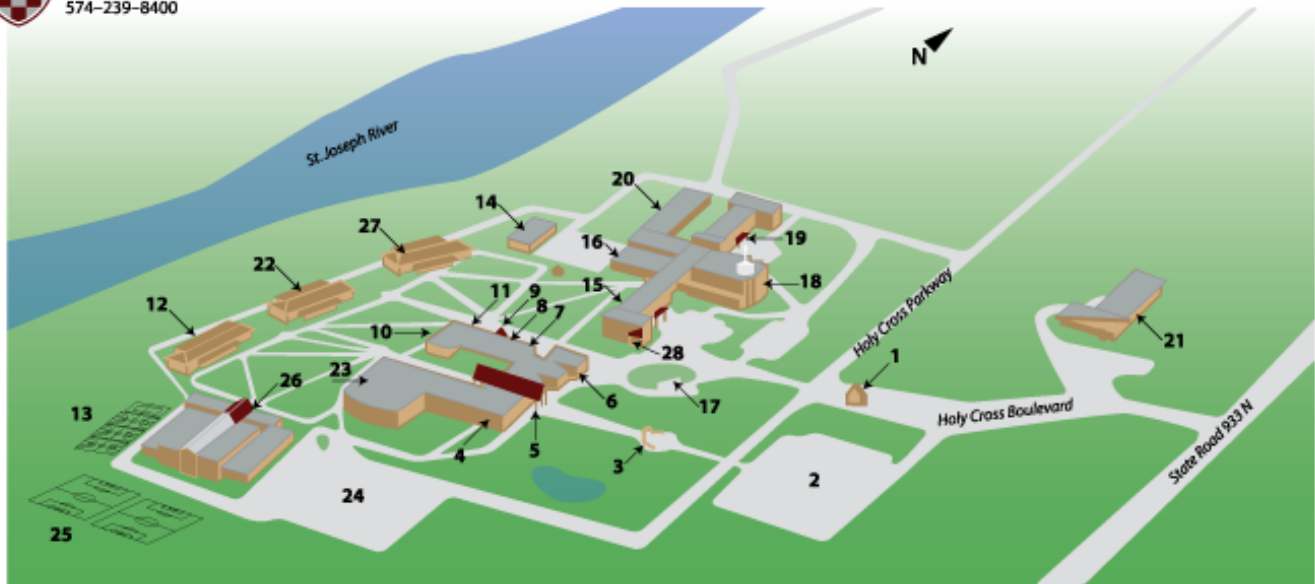


P.O. Box 308
54515 State Road 933 North
Notre Dame, Indiana 46556-0308

PROBLEM SOLVERS

When you need. . .	Go to...	Call... (Area code 574)
1. Emergency Phone Numbers	Holy Cross Security Security Cell Phone Police, Fire, Ambulance (identify exact campus location) Sex Offense Services (S.O.S.) Hospitals: St. Joseph Med Center Memorial Hospital	239-8312 286-0137 911 289-HELP (4357) 237-7111 234-9041
2. To discuss residence life issues	Dir of Residence Life & Housing Anselm / Basil / South Hall Director James / North / Pulte Hall Director	239-8315 239-8390 239-8333
3. To discuss student life issues	Dean of Students - C-106	239-8315
4. A bank	Notre Dame Credit Union ATM – outside Vincent-141	
5. Technology assistance	Email ithelp@hcc-nd.edu or Fill out the form at http://ithelp.hcc-nd.edu	239-8311
6. A student I.D. card	Security	239-8312
7. A work study position	Career Center	239-8357
8. Books or supplies	Hammes Bookstore – Driscoll 104	239-8411
9. Medical care	Holy Cross College Health Clinic – Pfeil Center 116	239-1067
10. Financial aid assistance	Financial Aid Office – Driscoll 103	239-8362
11. Information about Mass/spiritual direction	Campus Ministry Office – C108	239-8350
12. Lost & Found	Security	239-8312
13. Personal counseling	Counseling – Vincent 174	239-8383
14. To buy stamps	Hammes Bookstore – Driscoll 104	239-8411
15. To obtain a parking permit sticker	Security	239-8312
16. To change a class or schedule	Your academic advisor	239-8369
17. To make a suggestion for an activity or event	Student Programming Office – Vincent 140	239-8334
18. To pay your bill	Business Office – Vincent 103	239-8403
19. To report a change of address or telephone number	Registrar's Office – Vincent 177	239-8401
20. Health records/health issues	Director of Counseling & Health Services – Vincent 174	239-8383
21. To request a transcript	Registrar's Office - Vincent 177	239-8401

Campus Map



- | | | | | | |
|----|--|----|---|----|--|
| 1 | Entry Gatehouse | 11 | Driscoll Administrative Offices
President
Public Relations Office | 21 | Brothers of Holy Cross
Administrative Offices |
| 2 | Off-Campus Student Parking | 12 | South Hall (Student Housing) | 22 | Pulte Hall (Student Housing) |
| 3 | Millennium Gateway Arch | 13 | Outdoor Recreation Courts | 23 | Vincent Building
Faculty Offices
Career Center
Classrooms |
| 4 | Vincent Classroom Building
Business Office | 14 | Maintenance/Storage Garage | 24 | Resident Student/Faculty Park |
| 5 | Vincent Atrium | 15 | James Hall (Student Housing) | 25 | Ganger Athletic Field |
| 6 | McKenna Library | 16 | Siegfried Dining Hall | 26 | The Pfeil Center
Athletics Office |
| 7 | Driscoll Auditorium | 17 | Turnaround/Visitor & Handicapped Parking | 27 | North Hall (Student Housing) |
| 8 | Driscoll Building
Admissions Office
Financial Aid Office/ Bursar | 18 | St. Joseph Chapel | 28 | Campus Safety and Security
574-239-8312 |
| 9 | Hammes Bookstore | 19 | Basil Hall (Student Housing) | | |
| 10 | Driscoll Student Lounge | 20 | Anselm Hall (Student Housing) | | |

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~ GLOSSARY ~

College Community

Includes any person who is a student, graduate, trustee, faculty member, College official, or any other person employed by Holy Cross College.

College Official

Any person employed by the College or its agents, performing assigned staff, administrative or professional responsibilities.

Student

Includes all persons enrolled at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students".

*Information contained in this document is subject
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.

ACADEMIC POLICIES

ACADEMIC INTEGRITY POLICY

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

The expectation of the Holy Cross College community is that students will be honest in their academic work and will encourage and support the honesty of others. As trust is the foundation of any effective community, students will also guard against any appearance of dishonesty in order to maintain and enhance the trust within the community.

Each faculty member has the responsibility to refer to the College's Academic Integrity Policy at the beginning of each semester in every course. Faculty will foster the honesty of their students by conducting each course in ways that discourage cheating or plagiarism. **Instructors are required to investigate thoroughly any potential violations of the College's Academic Integrity Policy in their classes.**

The Academic Integrity Policy and explanations of violations must be provided to students at the beginning of each semester. **The following academic policy statement is to be included in every syllabus:**

Cheating includes, but is not limited to, copying another person's answers or allowing someone to copy your work on assignments, quizzes, or tests, whether in paper or electronic format. Plagiarism is presenting another's words or ideas as one's own, either paraphrasing or directly quoting, without proper citation. Academic dishonesty, including plagiarism, is a serious academic offense. As with all of your courses at Holy Cross, you are expected in this class to uphold your responsibilities as stated in the *Student Handbook* (<https://www.hcc-nd.edu/student-handbook/>): "to uphold the principle of unquestioned honesty, and refrain from any activity or behavior that would suggest academic dishonesty." Failure to meet this responsibility could result in an academic sanction and a disciplinary conference or Conduct Board.

Three fundamental principles should guide your choices: (1) all assignments you submit must be your own; (2) when you present, quote, or paraphrase anything that is the work or idea of others, including other students—be it from print sources (books, journal articles, etc.) or electronic sources (websites, social networks, chats, comment sections, forum discussions, blogs, etc.)—you must give full credit using accurate and complete citations; and (3) if you are uncertain about ground rules for a particular assignment, ask the professor for clarification. Use an established citation format as directed by the professor.

To avoid plagiarism, you must always indicate when the ideas or words come from another source. If you quote verbatim, you must use the exact words and punctuation (including mistakes) of the original source, and the text must be marked as a quotation through the use of quotation marks or block quotation format. If you paraphrase another person's ideas, you must still cite the original source. For paraphrasing, it is not enough to copy the original verbatim and then make some small changes to wording and arrangement; a paraphrase is restatement or rewording in your words.

To facilitate a common understanding of what constitutes a violation of academic integrity, refer to the following categories.

1. When a student submits any work for academic credit, the student makes an implicit claim that the work is wholly his/her own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any other area.
2. Group projects are essential to the learning process. Students are free to study and work together on their assignments. The submission of group work implies a collaboration of ideas and shared responsibility for the production of written and oral materials. Therefore, the violations of academic integrity listed below hold for the group as well as individual group members.
3. In the case of examinations (test, quizzes, etc.), the student also implicitly claims that he or she has obtained no prior unauthorized information about the examination, and that he or

- she will neither give nor obtain any assistance during the examination.
4. A student shall not interfere or prevent another student from completing their assignments.

Examples of violation include, but are not limited to, the following:

1. Supplying or receiving completed papers, outlines, or research for submission by any person other than the author;
2. Submitting the same, or essentially the same, paper or report for credit on two different occasions;
3. Supplying or receiving unauthorized information about the form or content of an examination prior to its administration;
4. Supplying or receiving partial or complete answers, or suggestions for answers, assistance in the interpretation of questions on any examination from any source not explicitly authorized, including copying or reading another student's work, or consulting notes or other sources during an examination;
5. Copying (or allowing the copying of) assigned work or the falsification of information;
6. Removing study or research materials and equipment intended for common use in assigned work without authorization;
7. Using unauthorized technology (computer, calculator, cell phone) on examinations and assignments;
8. Altering any materials or apparatus and, thereby, interfering with another student's work;
9. Submitting research papers or other work purchased from web sites or other sources that sell academic material.
10. Plagiarism (see the following statement in which plagiarism is defined):
 - a. Plagiarism means presenting, as one's own, the works, the work, or the opinions of someone else. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks or a text paragraph and noting its source (exceptions are well-known quotations – from the Bible or Shakespeare, for example). In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses or made a part of the text: "Robert Sherwood says." When a writer uses the exact words of another writer or speaker, the student must enclose those words in quotation marks and cite their source.
 - b. A second type of plagiarism is more complex. It occurs when the writer presents, as his or her own, the sequence of ideas, the arrangement of material, and/or the pattern of thought of someone else, even though the student expresses it in his or her own words. The language may be the student's; nevertheless, he or she is presenting and taking credit for the work of another. The student is, therefore, guilty of plagiarism if he or she fails to give credit to the original author of the pattern of ideas.¹

Academic Integrity Incident Reporting The following process is required of all faculty:

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. An Academic Integrity Incident Report is initiated outlining the violation, the resolution, and the agreed upon sanction. The faculty member can determine the appropriate sanction as described on the Academic Integrity Incident Report. Any alternative sanctions must be approved by the Department Chairperson. The completed Academic Integrity Incident Report is forwarded to the Dean of Faculty. This process will culminate with a formal or informal sanction letter initiated by the Dean of Faculty.

1. An informal letter is a discipline record that is destroyed after graduation. The letter is kept confidential and is shared only in the case of a repeated violation of the Academic Integrity Policy or at the request of the student.
2. A formal letter is a discipline record that is retained for seven years post-graduation. The letter is kept confidential and is shared only under the following circumstances: (a) in the case of a repeated violation of the Academic Integrity Policy; (b) upon request of student (often as part of the admission process to graduate school, service programs, etc.); and (c) upon request from law enforcement.

A copy of the sanction letter and the Academic Incident Report will be given to the student. A copy will be sent to the Dean of Students and will be held in the student's official file until graduation.

Unresolved academic integrity incidents and/or student appeals will be handled through the College's appeal process.

ACADEMIC STANDING

ACADEMIC HONORS LIST: A student receiving a semester grade point average of at least 3.50 on a minimum of twelve graded semester hours will be recognized by placement on the Academic Honors List.

GOOD STANDING: A student who has earned both a semester grade point average and a cumulative grade point average of 2.00 or better is considered to be in academic good standing.

PROBATION: A student may be placed on academic probation upon admission to the College, or if either the semester or cumulative grade point average is below 2.00. Students on academic probation are required to meet with their Academic Advisors regularly throughout the semester. The records of students on probation are evaluated at the end of the semester to consider the advisability of continuing at Holy Cross College. Academic Probation may limit eligibility of certain activities or privileges of a student.

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

1. A **freshman and sophomore** is *eligible* for dismissal if he or she has a semester grade point average below a 2.0 for two consecutive terms or a cumulative grade point average below a 2.0.
2. A **junior and senior** is *eligible* for dismissal if he or she has a one semester grade point average below a 2.0 or a cumulative grade point average below a 2.0.
3. If a student is dismissed for academic reasons, the student may submit a written appeal to the Academic Council stating the reason for the appeal. The Academic Council will make the final determination to either grant or deny the appeal.

Appeal of Academic Dismissals

The following are the only grounds for appealing a decision of academic dismissal:

1. There was a fundamental error in the decision-making process;
2. There is new relevant information available now that was not available when the student's academic performance was being evaluated; or
3. One or more of the grades received was an inconsistent reflection of the student's performance in light of course expectations.

The student must submit an appeal in writing to the Provost. The appeal must be sent within 5 days of the date of the dismissal letter. The appeal must be sent by e-mail (followed up by a phone call) to the Provost, who will forward the appeal and supporting information to the Academic Council.

The following information must be included in the written appeal

1. If there was a fundamental error in the decision making process, then the student must specifically describe the error and provide clear and accurate evidence.
2. If there is new relevant information available now that was not available when the student's academic performance was being evaluated, then the student must provide that information together with clear and accurate verification.
3. If one or more of the grades received was an inconsistent reflection of the student's performance in light of course expectations, then the student must specifically state the course(s) and grade(s) in question. The student must specifically explain the inconsistencies, and provide clear and accurate evidence. Then, with this information the student must follow the procedure for appealing a grade.
4. The student must compose a detailed plan for success that includes strategies for time management, discipline, motivation, and using campus resources. The plan should also list a preliminary schedule for the next semester and goals for each course.

Within 20 days of receipt of the student's appeal the chief academic officer will email the student with the decision of the Academic Council.

APPEAL POLICY OF A FINAL GRADE

A student may appeal a final course grade if he/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.
 - a. Should the professor choose to change the grade, he/she must follow the established grade change procedure.

- b. Should the professor choose not to change the grade, the student may submit a written appeal to the Dean of Faculty.
2. Appeals of final grades must be submitted in writing to the Dean of Faculty within 10 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.
3. The Dean of Faculty will review the student's written appeal. If it meets the above requirements, the following steps will be taken:
 - a. 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.
 - b. The professor who assigned the grade would be asked to submit his/her perspective on this situation to the Dean who will share it with the *ad hoc* committee.
4. The Dean of Faculty will review the recommendation of the *ad hoc* committee and the material provided by the student and the professor.
5. 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.

ASSOCIATE OF ARTS DEGREE

Holy Cross College offers the associate of arts degree to students who achieve the degree requirements set forth in the College catalog. Students pursuing the associate of arts degree must be admitted as degree-seeking students and should maintain good academic standing during their studies.

AUDITING CLASSES

Students in good academic standing may elect to audit courses. Audited courses do not count toward fulfilling degree requirements and are not included in the computation of grade point averages. The cost for auditing a course is the same as the cost for taking a course for credit. Students may change course registration from credit to audit or audit to credit only through the add/drop period indicated in the academic calendar. Students wishing to audit a course(s) for which they do not satisfy the listed prerequisites must obtain instructor permission.

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

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

BACHELOR OF ARTS and BACHELOR OF SCIENCE DEGREE

Holy Cross College offers the bachelor of arts and bachelor of science degrees to students who complete the baccalaureate degree requirements set forth in the catalog. Some baccalaureate programs may have separate admissions procedures.

CLASS ATTENDANCE

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

CLASSIFICATION OF STUDENTS

A student with fewer than 30 total semester hours of credits is a first-year student. A student who has earned 30 or more credits but less than 60 credit hours is classified as a sophomore. A student who has declared a major and who has between 60 and 89 credits is classified as a junior. A student who has earned 90 or more credits is

classified as a senior.

A full-time student is one who is registered for 12 or more credits in a semester, and a part-time student is registered for fewer than 12 credits. A normal course load for full-time students is typically between 15 and 19 credit hours. Students with more than 19 credits must be approved by the dean of faculty and would be required to pay the per credit hour rate for an overload.

CLASSROOM CONDUCT

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

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

CREDIT BY EXAMINATION

Advanced Placement Program (AP)

Advanced Placement 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 by a student who has achieved a satisfactory score of three or higher on the AP exam offered through College Board. Credits for the corresponding courses at Holy Cross College will count towards the fulfillment of all degree requirements.

College Level Examination Program (CLEP)

CLEP credits granted by Holy Cross College may be used to satisfy graduation requirements. A maximum of 30 semester hours may be granted as transfer credit through the subject examinations of the CLEP program. Credit will not be granted if 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 enrolment. Holy Cross College credit may only be granted to students who have matriculated to the College. The minimum score to receive credit for CLEP exams is a 50. Additional information about the CLEP program may be obtained from the Office of the Registrar.

International Baccalaureate (IB) Exams

Holy Cross College recognizes International Baccalaureate (IB) Exams and grants credit for score of five or higher in the Higher Level (HL) exams with a maximum of 30 credit hours. 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.

COURSE ADJUSTMENTS

The adding, dropping, or changing of class sections must be completed during the drop/add period (typically the first week of the semester). Dropping a course during this period removes it from a student's permanent record.

After the drop/add 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 during weeks 2-10 of the semester). The course will remain on a student's permanent record, and a grade of "W" is recorded (which does not impact a student's GPA).

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

COURSE NUMBERING SYSTEM

Courses numbered below 100 are remedial courses and are not given academic credit. Such courses are usually not transferable to other institutions. 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.

COURSE SELECTION

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

FINAL EXAMINATIONS

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 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 being scheduled for more than two examinations in one day and 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 before the final examination date.

FINANCIAL AID

The financial aid program offers assistance to students demonstrating financial need. Financial aid may be in the form of scholarships, grants, loans, employment opportunity, or a combination of sources. Aid is available 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), 21st Century Scholars Program, Hoosier Scholarship Award, and benefits provided through Indiana Rehabilitation Services.
- Federal Aid Programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Perkins Loan and the Federal Family Education Loan Programs – Direct Stafford and PLUS loans
- Holy Cross College and private educational grants.
- Holy Cross College is approved by the State of Indiana for the payment of Veteran's Benefits under Chapters 30, 31, 32, 35, and 106.

FINANCIAL AID ELIGIBILITY

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

HOW TO APPLY FOR FINANCIAL AID

- *State of Indiana Grants and Awards.* Indiana Grants and Awards are limited to Indiana residents. Application is by the FAFSA, which must be received by March 10 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 Student Financial Services Office with tax forms and other required documents before any funds will be approved. The documents need to be provided to the Office of Financial Aid immediately upon request, but no later than 45 days

before term start.

The Office of Financial Aid, after completing verification, will notify a student of the type and amount of aid only after the student has been accepted for admission to Holy Cross College.

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 March 10th for the following academic year.
- Submit all completed, requested, and necessary verification documents in a timely manner (federal 1040's, W2's, and verification worksheet)
- Return all aid-related paperwork, such as loan request forms and master promissory notes, in a timely manner.
- Monitor your student account by using the portal via <https://www.sis.hcc-nd.edu> on a regular basis for any account activity or visit the business office pertaining to student account 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 Stafford 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 Student 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. This disbursement can be monitored through a student's account online by using the portal via: <https://www.sis.hcc-nd.edu>. If you choose to make no changes, you are not required to contact the Office of Student 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 Criteria. The Higher Education Act of 1998 states that Federal Financial Aid recipients must maintain satisfactory progress (cumulative grade point average of 2.00 or better) in their course of study during their complete academic history at Holy Cross College.

Minimum Enrollment Requirements for Undergraduate Students. Full-time = at least twelve credit hours per semester. Three-quarter time = nine to eleven credit hours per semester. Half time = between six to eight credit hours per semester.

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

To meet the qualitative component for standards of academic progress, the student must maintain a minimum cumulative grade point average of 2.0 each semester at Holy Cross College. Moreover, Federal regulations require that students have a "C" average after their second academic year. Any student who has total credit hours registered of 60 or more must have a cumulative grade point average of 2.00 or he/she will lose eligibility for all federal financial aid programs. If a student with less than a 2.00 cumulative grade point average has been readmitted to curriculum and financial aid eligibility due to mitigating circumstances, he/she will be considered to have a "C" average as long as he/she continues to have at least a 2.00 semester grade point average. This is to recognize the fact that it may take a student more than one semester to raise his/her cumulative grade point average to 2.00. Students at Holy Cross College must have successfully completed at least 75% of all credits attempted each semester. Failure to meet this requirement will result in a warning. If the student continues to fail to complete course work, Financial Aid office will suspend financial aid eligibility. A student with a completion rate less than 75% will receive a letter of warning.

To meet the quantitative component, the student must Federal regulations require a maximum time frame for completion of a degree that is not to exceed 150% of the normal requirements of that program. The Financial aid office will review student's eligibility at the end of each semester. If the student has attempted less than 150% of the course work at that time, he/she will be considered for Title IV aid for the following semester. If due to withdrawals, failed courses, etc., the student has exceeded the maximum number of attempted credits for his/her program, he/she will no longer be eligible for federal financial aid programs (grants or loans) for any future

semester. For the purpose of determining a student's current status for the maximum time frame for completion only, the following criteria will be used in the evaluation of the student transcript, Remedial Course work - If after individual testing and evaluation a student is recommended to take non-credit remedial course work those courses may not be counted in the 150% maximum number of attempted credits based upon the individual circumstances of the student. Repeated Courses-If a student repeats a course, the course will count in the maximum number of attempted credits each time the course is taken.

Normally, students enrolling for a minimum full-time academic load are expected to complete their associate degree objective in not more than five (5) semesters or the equivalent. Federal financial assistance will be tendered by Holy Cross for a maximum of six (6) full-time semesters, or their equivalent. For a BA degree, Federal financial aid assistance will be tendered by Holy Cross College for a maximum of 12 semesters or 180 credits.

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

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

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

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

A student who has been terminated from financial aid may be reinstated after at least one semester has passed. The student will be on Financial Aid Probation, but failure to achieve satisfactory standards of progress will result in permanent termination of financial aid at Holy Cross College. For additional information on financial aid/academic probation, visit our website at www.hcc-nd.edu. Select the *Prospective* or *Current Students* tab and then select *Financial Aid*.

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

Students who are on Academic Probation due to their grade point average may receive aid. If a student is Academically Dismissed, he or she will be considered ineligible for financial aid until readmitted through the Admissions Office (Tel: 574-239 8400). Appeals for readmission should be submitted to the Admissions Office.

Once readmitted, students may be eligible to receive one probationary period in which financial aid eligibility will continue. During the probationary period, students are required to meet the minimum grade point average 2.0. In addition, students must successfully complete a minimum of 75% of their cumulative courses attempted or registered. Failure to meet the defined minimum grade point average or credit requirements per semester will result in the loss of financial aid eligibility. Once eligibility is suspended, students will not be considered for aid until they have successfully completed 75% of the cumulative credits attempted and their grade point average is consistent with the requirements of the Retention Policy. Students put on probation for any period prior to their dismissal must meet all academic progress requirements as defined by the Student Financial Aid Progress Policy before financial aid eligibility will be reinstated.

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.

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, 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 (January 1 if entering Holy Cross in the Spring Semester):

- Students who have earned 55 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 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 Dean of Students 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.

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

GRADING SYSTEM

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

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

Courses in which a grade of "F" have been assigned are counted among the attempted semester hours and are computed into the grade-point average for the semester. Incomplete grades are granted only with the approval of the Dean of Faculty and are computed as "F." The "I" grade must be removed within 30 days or the final grade is recorded as "F." 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 semester hours of grade point average.

GRADE POINT AVERAGE

Two grade point averages are computed for each student each semester: a semester grade point average and a cumulative grade point average. The grade points 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 determined the semester grade point average. The cumulative grade point average utilizes the total quality points earned divided by the total

number of credit hours attempted. Courses numbered under 100 level are not included in the computation of averages.

GRADUATION HONORS

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

- With Honorscumulative grade point average of 3.30
- With High Honorscumulative grade point average of 3.50
- With Highest Honorscumulative grade point average of 3.70

GRADUATION REQUIREMENTS

Associate of Arts Degree

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

- A minimum cumulative grade point average of 2.0

- Academic Divisional Requirements:
 - Theology and Philosophy: six credit hours
THEO 140
One philosophy course

 - Humanities: six credit hours
ENGL 101
One humanities elective from ARTS, COMM, ENGL, foreign language, or MUSI

 - Social and Behavioral Science: six credit hours
Choose from ANTH, BUSI, ECON, HIST, POLS, PSYC, or SOCI

 - Natural Science and Mathematics: six credit hours
One natural science course from BIOL, CHEM, PHYS, or SCIE
One college-level mathematics course

- Sufficient electives to total 60 semester hours.

Bachelor of Arts and Bachelor of Science Degrees

Bachelor degree programs consists of the core curriculum, major requirements, and open electives. Students interested in completing the Bachelor of Arts or Bachelor of Science degree should acquaint themselves with the degree requirements of their program, so that they can plan their studies accordingly Students may elect to complete academic majors in Biology, Business, Communication, Creative Arts, Elementary Education, English, History, Liberal Studies, Psychology, and Theology. The Bachelor or Arts/Science degree requirements are:

- Successful completion of the Core Curriculum consisting of 49 credits or 40 credits for students with 24 or more transfer credits of coursework.

- Successful completion of major program requirements consisting of up to 66 credits of coursework

- Successful completion of up to 41 credits of elective coursework

- Attainment of a minimum 2.0 cumulative grade point average among the total credits of coursework

- Attainment of a minimum 2.0 cumulative grade point average in the major requirements

Second Bachelor Degrees

Students interested in obtaining a second bachelor degree must complete a minimum of additional 30 credit hours in the major program requirements. Courses that were applied toward the first bachelor degree may not be applied

toward a second bachelor degree.

Core Curriculum

Drawing on the tradition of the Congregation of Holy Cross, the liberal arts core curriculum at Holy Cross College fosters an intellectual community, cultivating the mind and heart toward wholeness in the image of Christ and promoting meaningful action toward transformation of the world. At Holy Cross, students are shaped by a vision of the common good, grounded in the Catholic intellectual tradition. Through study, dialogue, and experience, the core “forms global citizens with the competency to see and the courage to act.”

Course intentionally develop the College’s core competencies – oral and written communication, critical thinking, analytical and logical reasoning, and elements of human formation. Anchored by faith and reason, these competencies lead to a holistic education, allowing students to flourish in – and contribute to – an increasingly complex world. The Catholic liberal arts core at Holy Cross College is a robust program of interdisciplinary study that forms students to act in the world as scholars, citizens, leaders, and disciples.

Mapping the liberal arts core curriculum within these four categories provide a strategy for assessing the College’s mission and student-oriented learning outcomes in all academic programs.

Transfer Core Curriculum

Some incoming transfer students are exempt from the following core requirements:

- IDST 110 College Seminar (3)
- PHILL 201 Introduction to Philosophy (3)
- THEO 140 Creation, Covenant, and Christ (3)

This exemption applies to students with 24 or more transferable credits when matriculating to Holy Cross College. The core courses must be completed in addition to the student’s major/minor requirements.

INDEPENDENT STUDY

If a student has demonstrated superior ability, an instructor may suggest a plan of independent study. Independent study plans in each case must have the approval of the Dean of Faculty.

LEAVE OF ABSENCE

A student may request permission to be absent from the campus for a period of one or two semesters. In exceptional circumstances (e.g., military service, health), the leave may be granted for longer period of time. A leave must be renewed before it expires. Students anticipating a leave of absence should consult with the Office of Financial Aid regarding the status of loans during the period they are on leave.

A leave of absence is granted with the following conditions:

- The request for a leave of absence ordinarily is made during the semester prior to the proposed leave, and usually begins at the end of a regular semester.
- A leave of absence for health-related reasons may be requested at any time.
- Students subject to dismissal will not be granted leave. Students on of any kind of probation must adhere to all term of that probation upon their return to the College.
- A student is required to file in writing, with their advisor, his or her reason for requesting or renewing a leave of absence. The request is approved by the Provost in consultation with the Dean of Students.
- A student on leave of absence must leave the campus community and is not allowed to participate in College-sponsored events or use College facilities. Students on leave are considered guests of the College, and they must behave accordingly.
- Student on leave must notify both their advisor and the Office of the Registrar of their intent to return to campus and adhere to deadlines for registration, housing, business office, and financial aid.

MID-SEMESTER GRADES

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

N.I.C.E.

The Northern Indiana Consortium for Education (N.I.C.E.) consists of area institutions that have joined to share their educational strengths and facilities. In addition to Holy Cross College, consortium members include Bethel College, Goshen College, Indiana University at South Bend, Ivy Tech State College, Purdue Polytech – South Bend, and Saint Mary’s College. With approval and on a space-available basis, Holy Cross students may enroll in

courses offered by other N.I.C.E. institutions that are not offered at Holy Cross College. The student wishing to enroll in a N.I.C.E. class submits the request to his/her advisor. After approval, the student obtains the form from the registrar's office on the first class day of the semester. No additional tuition is charged to students in N.I.C.E. courses (some course fees may be assessed). Students at Holy Cross College must be enrolled full-time to participate and may take one class per semester from a N.I.C.E. institution. This program is not available during summer terms.

NON-DISCRIMINATION POLICY

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

Inquiries or complaints concerning the application of the College's nondiscrimination policy may be directed to Human Resources, Attention: Ms. Gwen DeMaegd, Holy Cross College, Notre Dame, IN 46556, 574-239-8349. Formal grievances must be submitted in writing within 180 days of the alleged occurrence. Grievances will be immediately and fully investigated once reported. Any person found to have violated this policy shall be subject to prompt and appropriate disciplinary action.

REGISTRATION

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

Some Holy Cross College courses require consent from the instructor prior to registration to ensure the student's readiness for the content covered in the course. If a student has prior consent from the instructor he/she will be able to register for the course without error. However, if the student doesn't have prior consent from the instructor he/she must contact the instructor for consent. Once the student receives consent from the instructor, it is the student's responsibility to log into the portal and reprocess the consent elected course. If the student doesn't receive consent then it is the student's responsibility to log into the portal and delete the consent elected course.

A late registration fee of \$250.00 will be assessed on the returning student account if his/her initial registration for a given semester occurs beyond the normal registration period.

REPEATING COURSES

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, both the first and second grades are included in the grade point average, and the course is designated on the student's transcript as a repeated course. The credit hours earned are counted only once. "

RESERVE OFFICER TRAINING CORPS (ROTC)

An agreement existing between Holy Cross College and the United States Air Force and Army Reserve Officer Training Corps (ROTC) detachments at the University of Notre Dame that permits students attending Holy Cross to affiliate with the ROTC program and to take courses in military science and aerospace studies. After the student contacts the ROTC detachment and is assigned to a course section, the advisor 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 their grade point average. Credits earned in these courses are valid for ROTC programs in any college or university offering the program.

SEMESTER (CREDIT) HOURS

The semester hour is the unit of credit for each course. A semester hour of credit is given for each 50-minute class period per week of one semester; a semester hour of credit is given for each 120-minute period of science laboratory scheduled per week of the semester. A credit hour is defined as reasonable approximation of the student learning outcomes that can be achieved in the context of a course which requires 42-45 hours of student work including both contact time between student and faculty and the student's independent work. While hours of work and contact time can provide guidance in the establishment of credit hour equivalencies, it is understood that the student achievement associated with any credit hour can only be measured adequately in terms of documented qualitative and quantitative outcomes. The successful completion of a credit hour will always take into consideration expectations based on degree level, discipline, and the type of learning experience. This definition is a minimum standard that does not restrict faculty from setting a high standard that requires more student work per

credit hour.

TRANSCRIPTS

Current and former students may request copies of academic transcripts from the Office of the Registrar. There is no fee for current students, nor for students who have received a degree from Holy Cross College. The student must sign a written release before the transcript will be forwarded. Official transcripts will ordinarily be sent by mail and can be requested from the Office of the Registrar. *Transcripts will not be released if the student has a financial indebtedness to the College or has not fulfilled all specified policies and regulations of the College.*

TUITION AND FEES / TERMS OF PAYMENT

Holy Cross College policy requires all student accounts 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.

The Preliminary semester bill will reflect the current account balances and charges for the term and any accepted financial aid offered to the student. The Holy Cross College student account can be accessed on our website portal

at: www.sis.hcc-nd.edu .

Please note that all finalized financial aid the student has accepted will appear on the Preliminary semester bill, including federal loans. **In order for the financial aid to be applied to your account, you must accept or decline your awards on your student portal.** This is done by selecting "Accept/ Decline FA Awards" under the Financial Aid tab, and should be done prior to July 15th.

PAYMENT PLAN

Holy Cross College is committed to helping students and families finance their education in a way that best suits their individual needs. Currently Holy Cross is working with Notre Dame Federal Credit Union (NDFCU) to provide a short term financing option and Nelnet Business Solutions, a national company. Both companies have target dates for enrollment.

NOTE: Families utilizing this option must pay the down payment and have their enrollment completed by the August 1st /January 1st deadlines.

The college will also accept cash, checks, Visa and MasterCard as appropriate means of payment.

There are a range of possible consequences that could result from failure to adhere to the above payment policies, including, but not limited to:

- student ID deactivated
- student account suspension
- scheduled classes can be dropped
- students can be referred for student judiciary action.

Failure to meet financial obligations, which also include library, parking, and student conduct sanctions, will result in the college withholding official transcripts and access to grade reports, prohibiting further registration, canceling registration if already granted, withholding further forms of financial aid and, when necessary, legal action*.

***Additional Fees:**

In consideration of Holy Cross College providing you any services, products or sums of money you require, including charges to your Holy Cross College student account for tuition and fees, student loans and other charges that may occur while you are enrolled at Holy Cross College, you unconditionally guarantee to Holy Cross College the repayment for all these sums of money, products or services incurred by you. By your attendance at Holy Cross College you acknowledge the personal benefits which accrue to you when Holy Cross College provides these products, services or monies to you, and agree that such benefits constitute good, valuable and adequate consideration for this guarantee of repayment.

You are also aware that any changes in credit hours can change the computed balance by affecting charges and ultimately financial aid. You are aware that 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.

You understand that any unpaid balance shall accrue fees and that you shall be unable to attend subsequent semesters if your balance is not in good standing. 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 our discretion delinquent accounts will be sent to a collection agency any time after the account is

past due. Collection costs are calculated at a minimum of 33.333% of the total delinquent student account balance. All collection costs assessed by the collection agency are the responsibility of the student and added to the balance due.

You acknowledge that it is your responsibility when changes occur to update your name, address, and phone numbers with Holy Cross Colleges Registrar's Office.

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

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

Non Payment of Tuition Policy

Enrollment constitutes a financial contract between the enrolled student and Holy Cross College. Tuition is due August 1st for the Fall term and January 1st for the Spring term.

If the student has a balance remaining on his/her account by the first day of class, the balance must be paid by the last day of drop/add or the student's schedule will be dropped and they will be dismissed from the college.

Timeline:

- 1.) Tuition due on August 1 for fall semesters and January 1st for spring semesters.
- 2.) Student's account must be paid in full by the last day of drop/add.

An extension may be granted for the following exceptions:

- 1.) 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.) Student has applied for a private loan but it has not been disbursed yet. MUST provide documentation or verification to Financial Aid that the loan is approved and being processed.
- 3.) Parent has applied for the Plus loan and is waiting for approval or denial.
- 4.) Student has applied for a payment plan through Notre Dame Federal Credit Union or Nelnet Business Solutions and is waiting for verification of the amount and approval from Holy Cross College.
- 5.) Student committed to attend Holy Cross College after Aug. 1/Jan 15 and makes request for extension of payment arrangements.

Students must request an extension with the Bursar or the Director of Financial Aid **no later than the first day of classes**. Extensions are not guaranteed and will be granted at the discretion of the Vice President for Finance.

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:

Fall & Spring Semesters

<u>Withdrawal is completed</u>	<u>Refund will be</u>
Before the start of classes**	100% Tuition and Fees*
<i>***Fees will not be refunded after week 1</i>	
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
* Excludes Application Fee	
** 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:

Fall & Spring Semesters

<u>Withdrawal is completed</u>	<u>Refund will be</u>
Before the start of classes**	100% Room & Board*
Thereafter.....	Prorated based on the date of move-out
* Excludes Room Deposit Fee	
** See current Holy Cross College Academic Calendar for specific dates	

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

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

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

STUDENT SERVICES

The following services are available to all Holy Cross College students, unless otherwise noted.

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. New and used textbooks may be purchased or rented, as well as clothing and supplies. The Bookstore extends no credit; cash, checks, American Express, Discover, Visa or MasterCard are required for the exact amount of the purchase.

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

1. Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt.
2. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
3. Computer software may be returned if it is unopened and shrink-wrapped.
4. The Bookstore will accept the return of textbooks that are in the same condition as when they were purchased, with receipt, until the end of the official drop/add period, or within two (2) days of purchase thereafter, including summer term.

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

Official announcements, notices, and schedules are posted on the bulletin boards located throughout the College. Posting of all announcements and signs must be approved by the Office of Student Activities.

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. Students assist as servers, lectors, Extraordinary Ministers of Holy Communion, and with the music for the liturgies. In addition, Campus Ministry provides opportunities to go on retreats and plans and organizes numerous other events, lectures, pilgrimages, and activities throughout the year that promote spiritual growth. Members of the campus ministry staff are available for prayer, support, and spiritual counseling and may be contacted by e-mail at aoutelle@hcc-nd.edu or phone at (574) 239-8350. Sacramental preparation (Confirmation, First Communion, and Baptism) are also available. (See also Chapel)

CHAPEL

St. Joseph Chapel, located between Basil and James Halls, is available to students for prayer and personal reflection. Mass, adoration, and Confession are available for students to attend on a regular basis. A current chapel schedule can be found on the website or the campus ministry office. The chapel is open and available to students at all times for quiet prayer and reflection. Students should dress modestly and appropriately for public services in the chapel. Men are to remove their hats upon entering the chapel.

CHECKING ACCOUNTS

Each student is advised to establish a checking account at a local financial institution, as there are no check cashing facilities at the College. Branch banks are located on the nearby campuses of Saint Mary's College and the University of Notre Dame. Holy Cross College students are eligible for membership in the Notre Dame Federal Credit Union. Cash is also available from the Notre Dame Federal Credit Union ATM machine located near Vincent 141.

CLASS CANCELLATIONS

Announcements on cancellations can be obtained by calling campus telephone extension 325 (239-8325) or by checking Holy Cross College email. If the College is closed due to inclement weather or some other reason,

announcements will also be made on local radio and television stations. In the case of poor weather, students should use good judgment when considering safety of traveling to campus.

COLLEGE FACILITIES

College facilities may be reserved for events by students only with prior approval from the Dean of Students or his designee.

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. Failure to submit current contact information may result in disciplinary action and 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 board plan is included in the contract for residence. Resident students may not opt out of the board 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 (**NO EXCEPTIONS**). If you lose your ID, you must contact security to get a new ID card to be able to eat in the dining hall.

Siegfried Dining Hall hours are:

	<u>Monday-Friday</u>	<u>Saturday-Sunday</u>
Hot Breakfast	7:30AM – 9:30AM	11:30AM – 1:00PM (Brunch)
Continental Breakfast	9:30AM – 11:00AM	
Lunch	11:00AM – 1:30PM	
Dinner	5:00PM – 7:00PM	5:00PM – 7:00PM

Café hours are:

Monday – Thursday	7:30AM – 4:00PM 7:00PM – 10:00PM
Friday	7:30AM – 3:00PM
Closed Saturdays	
Sunday	3:00PM – 10:00PM

(Hours are subject to change, please visit <http://www.hcc-nd.edu/dining>)

ENTRY - While enjoying a meal together is an essential part of community, the dining hall is also a business establishment. Accordingly, **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.

RE-ENTRY - Re-entry to the dining hall is only allowed with a bathroom pass (obtained at the dining hall entrance) or by swiping in again.

Basil Bucks - Students who live on campus may have "Basil Bucks" included in their meal plan which allows student ID cards to work like a debit card. "Basil Bucks" is 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 computer network. 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**. You **MUST identify exactly where you are on campus** (i.e., Holy Cross College, James Hall, 2nd floor, room #), or the emergency crew may not be able to find you. Caller ID at the dispatcher's office will only identify your general location as Holy Cross College.

The Campus Safety Office is located on the ground floor of James Hall and may be accessed on the outside, south end of James Hall. To reach Campus Safety you may call 574-239-8312 (312 from a campus phone) or 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, at least once per semester during registration. In order for the system to be effective each student is to submit at the time of registration. 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 Students, and provide their emergency information to him. 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 Students for all other concerns. Formal complaints must be written.

The Dean 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 required of all students. Students who have current insurance must fill out a health insurance waiver or enroll in the college health insurance policy at the following website:

<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 daily by a nurse and periodically by a physician. General hours of operation are M-F 10:00 am – 3:00 pm.

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 College 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 and Saint Mary's College 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 Campus Safety and Security. A new card will be issued upon payment of a \$25 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 College community, is located in the east wing of the Driscoll Building. The library is intended for research and study, leisure reading, and browsing. Library staff members are available to assist students in locating information.

During the regular school year, the library will be open on Sunday 1:00 p.m. to midnight., Monday - Thursday 8:30 a.m. to midnight., on Friday 8:30 a.m. to 4:30 p.m., and Saturday 9:00 a.m. to 1:00 p.m. The library is closed on College holidays and during most vacation periods. Hours will be posted for summer sessions.

Drinks in covered containers and pre-packaged snacks may be brought in to 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 conversation level. Cell phones should be used only outside of the library. The mezzanine of the library is designated as the 'quiet study area' in the library where individuals are asked to refrain from talking or disturbing others.

Holy Cross College allows students to print up to 300 pages in black and white per semester through any of the network printers at the College, including those in the library. Any student who surpasses their printing quota should visit the Business Office to purchase additional pages.

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

Library Regulations and Policies:

1. All books 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 in the Vincent Hall walk-way. Your bar-coded ID card is required for checking out books. Each borrower is fully responsible for every book borrowed on his or her ID card.
2. Ordinarily, books may be borrowed for 28 days; however, they may be renewed unless another student has submitted a request for the book. The due date for the return of each book is stamped on the "date due" slip in the book. A fine may be assessed on overdue books. Books should be returned to the circulation desk 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 a book that has been checked out by another person. Notice will be sent to the student when the book has been returned and is available for circulation.
5. Faculty members may place selected books or other items on reserve. Reserve items in print format are available at the circulation desk. Items in eReserve format are accessible through the McKenna Library Moodle. 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 reasons, after consultation with the librarian, some reference sources may be signed-out for overnight.
7. ***FINES:*** It is the responsibility of the student to return materials on time. A fine will be assessed on materials not returned by the date stamped on the date due slip. Notice will be sent when material becomes overdue. When material is 4 weeks overdue, the items are considered "lost" and appropriate billing will take place.
8. Full fines and service penalties are applicable for materials not returned by the end of the academic semester.

Fines are payable in the business office. For lost material, the fine accumulates until material is personally reported lost to the librarian. The student will be required to pay the cost of replacing the book. Unpaid library fines will result in the withholding of grades.

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.

Each building on campus will 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 Director of Residence Life & Housing 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.

LOUNGES

For the convenience of the students, vending machines are located in the Driscoll Lounge and the Student Union.

MARKETING PHOTOGRAPHS

Occasionally, Holy Cross College will film or photograph students on campus/off campus in public areas for purposes of publications and ads produced for or by the College the College Web site and all social media outlets. Your presence in a public area will be deemed your permission to film or photograph you. If you would not like your image used, please contact the Marketing and Public Relations Department.

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, Director of Residence Life and Housing or Dean of Students) 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 Students 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 Students 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 (574-239-1066), 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, not a right. 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 Pfeil Center Manager.

Check-in - Check-in is located at the front desk across from the Cardio Room. 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 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, but you must provide your own lock.

Equipment Checkout - A variety of equipment is available for checkout at the front desk. You must provide a valid HC, SMC or ND ID card in order to check out the equipment.

Running Track - The distance of the track is 1/4 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 Pfeil Manager.

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 by Holy Cross security.

Conference Room - Various conferences, meetings, classes and outside activities are held in the room. It is a multipurpose space with access to the patio to be utilized when the weather permits. Please see the Pfeil Manager 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 to parents information 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.

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

Sports are restricted to appropriate facilities. No ball-sports should be played in parking lots. 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; therefore, they are encouraged to recycle bottles and cans, cardboard, and paper. All residence halls and common areas such as the Student Union, the Vincent and Driscoll Lounges, have large green containers into which all recyclable materials should be placed.

REPORT OF CRIME 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. In accordance with the Jeanne Cleary 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 in the Office of the Dean of Students.

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 Students 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.

Pastoral and Professional Counselors. As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" (Director and Assistant Director of Campus Ministry) and Campus "Professional Counselors" (Director of Student Counseling Services), when acting as such, are not considered to be a campus safety or security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. This confidentiality will not be maintained if it is judged that there is a potential for imminent harm to self or others. As a matter of policy, they are encouraged if and when they deem it appropriate,

to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

Pastoral Counselor: An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor : An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

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 Dean of Students at 574-239-8315 or apolaniecki@hcc-nd.edu immediately. If an attack appears imminent, call 911 and Campus Security (574-239-8312).

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 Students.

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

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

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

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

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

STUDENT COUNSELING SERVICES

College life puts a number of demands on students that can become quite stressful: academic difficulties, relationships, depression, anxiety, substance abuse, and other issues can be overwhelming. Counselors are available to meet with students confidentially to assist them in addressing challenges they may be facing. Students may seek counseling services on campus. Students may contact the Director of Counseling and Health to schedule an appointment to meet with a counselor by email or phone at counselingservices@hcc-nd.edu or call 574/239-8383. Walk-in appointments are also available. The counseling hours will be posted publically, and the Director of Student counseling and health will have the weekly schedule as well. There is no fee for the on-campus counseling.

Students seeking further services of a psychiatrist or psychologist or off campus therapist are at their own expense. Professional confidentiality will be maintained under the laws of the State of Indiana. Counseling information is considered confidential and will not be shared without the student's written permission.

STUDENT DISABILITY SERVICES

Holy Cross College recognizes that many students with diagnosed disabilities such as physical or learning disabilities, or attention disorders, may need academic accommodations in order to increase the likelihood of academic success. To obtain accommodations, students must specify the kinds of accommodations they are requesting and provide documentation to verify disabilities and their severities. If submitting a prior evaluation, full documentation completed within the past three years is required. This material will be kept confidential and will only be utilized in determining students' eligibility for services and the level of services required. Students may contact Mr. Tom DeHorn, Director of Student Counseling and Health Services and Disability Services Coordinator, at 574-239-8383 or counselingservices@hcc-nd.edu. The Guidebook for Students with Disabilities may be accessed via this link: <http://www.hcc-nd.edu/academicaccommodations>.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association (SGA) is to provide all students at Holy Cross College with the opportunity for socialization, interaction, and leadership development to complement the academic environment of the College. Specific functions of the SGA are executed by the standing committees, which conduct student social events, athletic activities and intramurals, workshops, forums, and community service projects to benefit the social interaction among students and between students and College personnel, as well as to influence College policies that affect student life.

Along with the Executive Board and Student Senate, the SGA is composed of the following standing committees:

- Intramural Sports Committee
- Ave Crux Committee
- Social Concerns Committee
- Entertainment Committee
- Public Relations Committee

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

STUDENT UNION

The Student Union is located between James and Basil Halls. This facility provides a space for students to meet, relax, and socialize during the course of the day. Access to the Student Union is available from 8:00 AM until 12:00 Midnight.

TORNADO PROCEDURES

A Tornado Watch or Severe Weather Warning means that tornadoes are 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 TV 22 (Holy Cross Channel 3), or WNDU TV 16 (Holy Cross Channel 2) for up to date weather reports.

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 not 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)
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.

CODE OF STUDENT CONDUCT

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

ALCOHOL AND OTHER DRUGS

Alcoholic Beverages. The possession, distribution, or consumption of alcoholic beverages by students and being in the presence of those consuming alcohol is prohibited on the campus of Holy Cross College. Empty alcoholic beverage containers imply consumption of the contents, and collections of the containers are not permitted on campus. Intoxication will not be tolerated; inability to exercise care for one's own safety or the safety of others due in whole, or in part to being under the influence of alcohol and/or drugs is an infraction of College policy. Violators are subject to disciplinary sanctions and mandatory alcohol education/treatment programs. Violations of this policy may be grounds for removal from the residence halls. Underage drinking or making alcohol available to underage drinkers on or off campus is a violation of the law and of the Code of Student Conduct.

Drugs. Possessing, distributing, or consuming illegal drugs (for example marijuana, cocaine, or ecstasy), 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

Modesty and good taste are expected in student attire at Holy Cross College. Appropriate footwear must be worn in all buildings, excluding residence hall rooms. T-shirts or other garments with wording considered to be in poor taste or advertising drugs/illegal behavior are not permitted to be worn at any time.

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

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

CLERY ACT

See Addendum B.

COMMUNITY STANDARDS

As members the Holy Cross College community, it is the responsibility of each member to uphold basic standards of civility. Therefore, it is an expectation that any act or behavior that hinders a healthy and productive community of learners will be addressed quickly and efficiently by members of the community, which includes faculty, staff, hall staff, administration and students. Such acts or behaviors include, but are not limited to littering, smoking in non-designated areas, inappropriate language or attire, actions that jeopardize public safety, and violations of quiet hours (both indoors and outdoors).

DRONES

Due to both Federal Aviation Association restrictions and risk management/liability concerns, unmanned aircraft / drones are not permitted to operate on or over any portion of the Holy Cross College campus.

DRUGS

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

ELECTRONIC CIGARETTES

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

FIRE

The setting of fires (including candles and incense) either indoors or outdoors without express approval from the Dean of Students is strictly forbidden on the Holy Cross College campus.

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

Due to fire safety concerns and personal safety risks, self-balancing motorized boards (hover boards, Swagways, self-balancing scooters, etc.) are not permitted to be operated or stored by anyone anywhere on the Holy Cross College 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.

Telephone Service: Each resident has the option of using their cell phone as the point of contact with the College.

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 College libraries. It is also must be presented by all resident students when using the dining 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 \$25 fee. This fee must be paid at the Business Office. As a result of a lost ID card a student may lose their ability to check out books from ALEPH library system at Notre Dame, Saint Mary's or Bethel until their new information can be registered with the ALEPH system. This may take several weeks.

PARKING AND DRIVING REGULATIONS

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

All students are required to register their vehicles and to display a current Holy Cross College hang tag from the rearview mirror of the vehicle they drive to campus. Hang tags must be clearly visible. Students who fail to display Holy Cross College hang tags are subject to fines, employment of wheel locks, and/or towing. Hang tags are available in the Security office, and students register all vehicles they will park on campus to the same hang tag. The first hang tag issued is free of charge. Additional or replacement hang tags 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.

- 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.

Traffic Ticket Escalation of Discipline Procedures

1st Violation – Student MUST meet with Director of Campus Safety within 48 hours and will receive a light disciplinary response; **failure to do so will bring about more substantial disciplinary measures**

----- **LIKELY OUTCOME – WARNING** -----

2nd Violation – Student MUST meet with Director of Campus Safety within 48 hours and will receive a slightly more substantial disciplinary response; **failure to do so will bring about more substantial disciplinary measures**

----- **LIKELY OUTCOME – DISCUSSION & FINE (\$25)** -----

3rd Violation – Student MUST meet with Dean of Students within 48 hours and will receive a more substantial disciplinary response; **failure to do so will result in a temporary loss of parking privileges on campus**

----- **LIKELY OUTCOME – STERN DISCUSSION & DOUBLED FINE (\$50)** -----

4th Violation – Student MUST meet with Dean of Students within 48 hours and will receive a much more substantial disciplinary response; **failure to do so will result in a permanent loss of parking privileges on campus for the year**

----- **LIKELY OUTCOME – VERY STERN DISCUSSION & DOUBLED FINE (\$100)** -----

5th Violation – Student MUST meet with Dean of Students within 48 hours and will receive a significantly more substantial disciplinary response and a permanent loss of parking privileges on campus for the year.

----- **LIKELY OUTCOME – CONDUCT PROBATION, DOUBLED FINE (\$200), & LOSS OF CAMPUS PARKING PRIVILEGES** -----

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 directive will result in further disciplinary action, which may include fines and loss of parking/driving privileges on the Holy Cross campus.

Vehicles will be ticketed, wheel locked, and/or towed for violations of the above regulations. Records are maintained in the Campus Safety and Security Office. Excessive parking violations may result in loss of parking privileges. The College declines any responsibility for the loss of, or damage to, student vehicles using the College parking lot.

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 (574-239-8312).

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 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. 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 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 Christian 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 a 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 Administrative Hearing (see *Procedure for Dealing with a Title IX Related Incident*).

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, however, sanctions from the sanction. 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 – Hearing

Hearings are more formal in nature than Meetings and Conferences. Hearings are ordinarily scheduled when the nature or severity of the policy questions is such that a finding of responsibility could result in the student's separation from the College (i.e., temporary or permanent dismissal).

The Conduct Board is composed of three faculty/staff members. A College official chairs the Conduct Board. Conduct Boards are closed to the public. All proceedings of the Conduct Board 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 student may elect to be privately counseled by an attorney; however, the attorney will not be allowed to participate in or be present at any of the conduct proceedings (including meetings and conferences). The student may choose a member from the College community as an advisor. The advisor must be a currently enrolled student or a member of the faculty and/or staff currently employed. The advisor may be present, but may not participate in the conduct proceedings. The student may present witnesses, statements, or other evidence on his or her behalf, and challenge (via the board chairman) 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 Conduct Board.

Since a Conduct Board is an important College process, all reasonable procedures must be followed that 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 Conduct Board may take whatever measures it deems necessary to determine the facts and truth of the case.

The Conduct Board shall proceed as follows:

1. The presiding College official calls the Conduct Board to order, appoints the secretary, and chairs the Board.
2. The College official most knowledgeable about the situation, ordinarily the Director of Residence Life and Housing, briefs the Board members on the facts of the case.
3. The chairman will advise the student of the alleged conduct 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 Conduct Board in executive session (appointed board members only) and relayed to the chairman.

5. The chairman may admit and give evidence that is helpful so as to arrive at a just decision. The chairman may exclude irrelevant, immaterial, and unduly repetitious evidence.
6. Witnesses may be called in to contribute relevant information. The accused student may be given the opportunity to contest information provided by witnesses.
7. The Conduct Board determines if the student is responsible for the alleged violation(s) in an executive session (only the appointed board members).
8. If the Conduct Board finds a student responsible, a sanction is then determined by the Board. The chairman may discuss the decision with the student; however, the Board's decision must be relayed in writing to the student within three days of the Board's decision.

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 Students and considered by the designated College official.

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 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 or 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 chairman) 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 chairman 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 chairman may admit and provide evidence that is helpful so as to arrive at a just decision. The chairman 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 chairman.
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 chairman 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 Students 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.

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 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 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 to be sexual assault.
- Holy Cross College considers freedom of inquiry and discussion essential to a student's holistic (intellectual, social, physical, spiritual, and moral) development. Thus, the College recognizes the right of all students to engage in discussion, to exchange thoughts and opinions, and to speak on any subject. Students may not incite others to violence, disrupt the educational process, or outwardly oppose the Catholic Christian principles upon which the College is founded.
- Students have the right to participate in the formulation of policy directly affecting students through representation on appropriate committees.
- In all referrals to student conduct, the student has the right to fundamental procedural fairness.

SUNBATHING

Because of its central location on the campus and out of courtesy to all members of the community, sunbathing is not permitted on the O'Connor Commons. See **ATTIRE** section for modesty information.

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.

RESIDENCE LIFE

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

RESIDENCE LIFE STAFF

The residence life staff is committed to fostering a Catholic living-learning faith community. Our mission is to provide the highest quality residential experience. The goal is to transition students into educational partners who understand that each student is responsible for his/her own experience. This is accomplished through providing an environment where one achieves an examined life through challenge, responsibility, academic inquiry, and service. We believe a commitment to open communication and regular contact with the residents and Residence Life Staff members is crucial in building a proactive & dynamic residential experience. All Student Life Staff, including Campus Ministry, Student Programming, Campus Safety and Security, and Student Counseling Services are also integral to the residence life program.

Resident Assistant (RA). The Resident Assistant (RA) is one of 11 student staff members who share responsibility for the Holy Cross College Residence Life program. These students work in the College's residence halls under the direct supervision of the Hall Directors. The primary role of the RA is to work with the other members of the residence life staff to facilitate an environment within the residence halls that promotes the educational experience of residential living.

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, and social growth. Hall Directors administer and enforce policies and procedures as outlined in the Hall Director Manual, Residence Life Contract, and the Holy Cross College Student Handbook. The responsibilities listed will be carried out under the supervision of the Director of Residence Life & Housing.

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 and reports directly to the Dean of Students.

HOUSING POLICIES AND REGULATIONS

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

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

Antennae. External antennae 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 bicycle racks. Bicycles found inside residence hallways will be confiscated.

Breaks and Vacations. The residence halls and dining hall are not open during scheduled breaks and vacations. These include Fall Break, Christmas Break, and Spring Break. Students are expected to check-out in person with a member of the hall staff by 6:00 p.m. on the last day of classes for Spring or Fall Break, or within two hours after completion of their last final exam prior to the end of either semester. Graduating seniors must check out no later than noon on graduation day. Students do not have access to their rooms during breaks (which are checked for maintenance and safety concerns). *Students unable to travel home for Fall, Christmas, or Spring Breaks 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. Exceptions may be made for students who are participating in College sanctioned programs, such as varsity athletics. Any other residents requesting to remain in the residence hall during breaks are subject to a \$75 daily charge. Approval of such requests are pending availability of hall staff. During these breaks, meals are not served.

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.

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 Students. Students who withdraw from the College or from all of 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, to include habitual failure to attend class.

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

Cooking. Cooking in James, Basil, or Anselm Hall rooms is not permitted. All electrical appliances, such as coffee makers, must pass safety inspection.

Damages. Students are expected to hold each other accountable for being good stewards of the property and facilities they use. Damage beyond normal wear and tear that has not been accounted for may be billed in equal amounts to the group having responsibilities for those public areas.

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

Dart Boards. Dartboards are prohibited.

Decoration of Rooms. Students are encouraged to personalize their rooms with plants and favorite items from home. Use only thumb tacks or 3M Strips for hanging pictures/posters. Large nails, scotch tape, masking tape, cement, sticky putty, contact paper, and other materials that may damage paint or wood are not acceptable. Flammable materials, 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. The Residence Life staff has the authority to determine what is acceptable material.

Doors, Outside. In the interest of safety, main doors leading into the residence halls will be unlocked only at designated times. Propping open outside doors may allow unwelcome strangers into the residence hall. Lending of keys and key cards is not permitted.

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

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

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

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 must carry with them a guest pass signed by the hall director. Guests may park in student parking areas. No guest under 16 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.

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.

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 assessments of the residence halls will be conducted at any time to determine if unsanitary or unsafe conditions or unreported damages exist. If such conditions do exist, residents will be asked to correct the problem immediately. Failure to comply may result in a cancellation of the Contract for Residence.

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

Laundry. Washers and dryers are located in the basement of James/Basil Halls, and on the 1st floor of Pulte, Anselm, & South Halls. These machines are for residents' use only. Report any problems to the Hall Staff.

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

US Mail, including Express Mail and Parcel Post, is delivered to the College every business day. Your address should be written as:

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

Packages. Packages for dormitory residents may be picked up at the duty desks after 4:00 p.m. The street address for Holy Cross College is **54515 SR 933 North**.

If you have packages delivered by **non-US Mail services** (Fed Ex, Airborne Express, UPS, etc.), you must give the street address and the hall where you live.

Please, **DO NOT** use P.O. Box 782 or address it to Holy Cross College, otherwise delivery will be delayed.
Your Name
Hall Name
Holy Cross College
54515 SR 933 North
Notre Dame, IN 46556

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

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.

Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. Twenty-four hour quiet hours are in effect during examination periods. The general rule is that if the noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance. While quiet hours are in effect, 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. Beginning Fall 2015, and 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 Students 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 given notice that they have 24 hours to remove the pet and will face disciplinary action. Service Animals and Support Animals are permitted with proper documentation.

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. 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 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 Students, or official staff acting in the Dean's absence, will determine if it is appropriate to inspect or search a student's room. All rooms will be inspected during official College breaks.

Sales and Solicitation. Solicitation, sales, and advertising are not permitted in the residence hall without authorization from the Office of 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 between the residence halls, or in the hallway of the first floor of each hall. Security or hall staff may give notice to residents if they are aware of an approaching severe storm. However, residents should not wait for College personnel to give official notification of danger.

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

Being mindful of the health and safety concerns of the campus community, Holy Cross College has established the following information regarding service and emotional support animals on campus. A service animal (SA) is defined by the institution as a common domestic animal that provides necessary support to an individual with an identified disability. An emotional support animal (ESA) is defined by the institution as a common domestic animal that provides therapeutic support to an individual with an identified disability.

Holy Cross College is committed to providing a supportive community where students develop their talents and prepare to make a difference in the world by promoting a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. Within this framework, Holy Cross College is committed to creating an environment for students with disabilities as well as to complying with all applicable provisions of the Americans with Disabilities Act as amended (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA).

Under the Americans with Disabilities Act as amended (ADAAA), a person with a disability may keep a service animal in the individual's residence hall room when there is an established and documented need for a support animal that is directly connected to the person's disability. Under the Fair Housing Act a person with a disability may keep an emotional support animal in the individual's residence hall room when there is an established and documented need for a therapeutic animal that is directly connected to the person's disability. Regardless of classification, this animal is not a pet and is prescribed by an appropriate professional who will provide relevant information indicating that the animal is either a service or an emotional support accommodation necessary for alleviating identified symptoms of an identified disability. The acquisition of an SA/ESA brings a host of responsibilities for the animal's welfare, as well as benefits; the student is to keep this in mind when making a request.

A student may qualify for an SA/ESA if the student meets the following guidelines: has a documented disability, the animal is necessary to afford the student equal access for enjoyment and use of the residence hall setting, and if there is a clear identifying nexus between the disability and the service/support the animal provides. Should the request information be incomplete, the student may be asked to submit additional details. A student may not bring to campus an SA/ESA until it has been approved. which may take up to 30 days.

Procedures to request approval for a Service Animal / Emotional Support Animal

All students requesting approval for an SA/ESA should contact the Director of Student Counseling and Health Services to discuss this accommodation request in more detail. Requests for an SA/ESA are considered on a case-by-case basis; the Director of Student Counseling and Health Services, Director of Residence Life and Housing, and the Dean of Students will review the documentation and consider the request. Once approved, a 30-day waiting period may ensue; this is necessary to determine the housing options available and suitable to the student and animal involved. This grace period also allows the Department of Residence Life and Housing to notify and work with other students with allergies and fears of animals who may reside near the SA/ESA. The student making the request will be notified by the Director of Student Counseling and Health Services of the final decision.

Guidelines for Service Animals and Emotional Support Animals

1. Students must register SAs/ESAs (dogs only) with Saint Joseph County in Indiana. This must be completed through a veterinarian's office in the State of Indiana.
2. The care and supervision of the SA/ESA is solely the responsibility of the student owner. The student must be in full control of the SA/ESA at all times. SAs/ESAs must not pose a direct threat to the health and safety of persons on the college campus, cause physical damage to property, or fundamentally alter the nature of the College operations. The SA/ESA must be maintained (kept clean, free from fleas or ticks, etc.) and may not create safety hazards for other people. Local and state ordinances and laws regarding animals apply, including requirements for immunizations, licensing, noise, restraint, at-large animals and dangerous animals.
3. An animal's behavior, noise, odor and waste must not exceed reasonable standards for a well-behaved animal. These factors should not create unreasonable disruptions for other residents. Additionally, all concerns regarding SAs/ESAs (i.e. noise, cleanliness) should be directed toward the Hall Director of the building where the SA/ESA resides. If the noise (whining, barking or meowing) is excessive as judged by Residence Life staff, it is grounds to remove the ESA from campus. ESAs may also be excluded from the college campus if the animal behaves in an unacceptable way and/or the student does not control the ESA. Uncontrolled barking, jumping on other people, or running away from the handler are some examples of unacceptable behavior for an SA/ESA. Any suspected or observed issues related to animal abuse or neglect will be reported to the proper authorities and may subject the student to college disciplinary action as well.
4. The student is responsible for immediately cleaning up and properly disposing of the SAs/ESA's waste, and is responsible for having the equipment to do so. People who are physically unable to accomplish this task are responsible for arranging for it to be done and providing payment for any costs that it incurs. Holy Cross College retains the right to designate a particular area for the SA/ESA to relieve itself and/or for the disposal of its waste. All waste must be disposed of in the Residence Hall dumpsters behind the buildings. If the Hall Director is notified that waste is being disposed of within the Residence Hall, the student will be given a warning and if proper waste disposal procedures are not adhered to, it is grounds to remove the ESA from campus.
5. The student, not Holy Cross College, is responsible for the actions of the SA/ESA including, but not limited to, any bodily injury or property damage. Students with SAs/ESAs are likely to be charged if additional cleaning or damage occurs as a result of having the animal on campus. The student is expected to pay these costs upon repair or cleaning. In addition, Holy Cross College retains the right to remove the ESA, at the owner's expense, should the animal become a direct threat to the health and safety of others or violates these requirements in any way. The owner must provide the name and contact information of another local person (can be another student) who is willing and able to take the animal in the event of an emergency.
6. ESAs are limited to the privately assigned living space (room) of the student except when exiting or entering the student's residential building. It may not be taken into bathrooms, laundry facilities, indoor recreational rooms, lounges, hallways, computer labs, study rooms, or other areas of the residence hall. It also cannot be taken into classrooms or other buildings on campus or allowed to roam freely on campus grounds. SAs have broader access to the campus based upon the owner's needs.
7. SAs/ESAs must have enough space within the privately assigned living space to live comfortably depending on the size of the animal. SAs/ESAs are to be confined (i.e. kennel, cage, tank) when the owner is not present in the room. Owners are not to leave their SA/ESA unattended overnight.

8. Building residents and College staff members who have a legitimate need to know will be notified of the presence of the approved SA/ESA in a particular space.

Conflicting needs/health concerns

The Director of Residence Life staff will make a reasonable effort to notify the residents in the section/building where the SA/ESA will be located. Other students who have medical issues and are affected by the animal (e.g. asthma, severe allergies) should contact the Office of Residence Life as soon as possible. Reasonable accommodations may be made to consider the needs of all students to resolve the problem as efficiently and effectively as possible. For students with roommates, each roommate must acknowledge and agree to the approved animal living with them. In the event that one or more roommates do not approve, both the owner and the animal or the non-approving roommate will be moved to a location determined by the Office of Residence Life.

Storage. Limited storage over the summer is available for a small charge.

Trash. 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 the apartments is located behind and just to the north of Pulte Hall. 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.

Visitation. 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 and South Hall Lounges along with the Student Union may be utilized by hall residents to entertain guests after visitation hours have expired.

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.

ADDENDUM A

SEXUAL MISCONDUCT AND HARASSMENT 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

The Head of Human Resources serves as the Title IX Coordinator at Holy Cross College. The Title IX Coordinator oversees all Title IX complaints and is available to meet with students as needed. Holy Cross College does not discriminate on the basis of sex in its education programs and activities by choice and in accordance with Title IX. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, Gwen DeMaegd, Head of Human Resources, 54515 SR 933 North, Notre Dame IN 46556 574.239.8349, GDeMaegd@hcc-nd.edu or to the Office of Civil Rights.

The College also has two individuals functioning as Deputy Title IX Coordinators to increase accessibility for all.

- Ms. Stephanie White serves as the Deputy Title IX Coordinator for students
- Ms. Gwen DeMaegd serves as the Deputy Title IX Coordinator for faculty and staff.

Students are free to approach any of these individuals with questions, concerns, and/or to report an actual, alleged, or suspected Title IX incident.

Violence Against Women Act Crimes

Holy Cross College prohibits all forms of violence, and specifically those identified as crimes by the Violence Against Women Act (VAWA), including dating violence, domestic violence, sexual assault, and stalking. The specific definitions of these particular crimes are as follows:

Dating Violence: “Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition –

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of “domestic violence”
- Dating violence is explicitly prohibited by our Student Code of Conduct and in our Employee Handbook, and is subject to adjudication accordingly.”

Domestic Violence: “A felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.”

Sexual Assault: “An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR) program.” The notion of consent is of particular importance to this offense.

Stalking: “Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition –

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.”

Important Violence Against Women Act Definitions

Consent: “The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.” This means that, “Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not be able to consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including but not limited to the absence of ‘no’ or ‘stop,’ or the existence of a prior or current relationship or sexual activity.”

Fondling: “The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instance where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.”

Incest: “Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.”

Rape: "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

Statutory Rape: "Sexual intercourse with a person who is under the statutory age of consent." In the state of Indiana, the age of consent is 16.

Dating Violence: Many sexual assaults on college campuses are perpetrated by acquaintances.

- In most cases, at least one of the persons involved is under the influence of alcohol or other drugs. About 75% of male students who take part in acquaintance rapes had been drinking; about 55% of female students had. The best defense is not to drink alcohol.
- Don't assume that anyone is "too nice" to commit sexual assault.
- Carry a cell phone at all times to call for help if needed.
- Avoid being alone especially in unsafe situations and with strangers and persons you don't know well or with whom you don't feel safe.
- Never leave a drink unattended because of "date rape" drugs, which have no odor or color when mixed with drinks.

Sexual Harassment

Sexual harassment, which includes sexual violence, is prohibited by College. Student complaints of sexual discrimination against College employees, other students, or third parties are to be filed with Campus Safety and Security. Accusations of sexual discrimination, sexual harassment, sexual misconduct, or sexual violence against Holy Cross College students, regardless of where the conduct occurred, will be adjudicated in accordance with the policies and procedures outlined in the Student Handbook. Such accusations against College employees or third parties will be addressed by the College administration in accordance with employment law. All such complaints will be investigated impartially, and both parties will have equal opportunity to bring witnesses, evidence, make statements, to be informed simultaneously with the complainant/respondent of the outcome, and to appeal the outcome.

For the purposes of this policy, "proceeding" refers to the standardized and specific process to investigate and adjudicate a complaint, and "result" refers to outcome of the proceeding.

A "preponderance of evidence" standard (i.e., "more likely than not") is used to resolve complaints of sexual discrimination. The College will take steps to stop the harassment, prevent recurrence of harassment, and correct its discriminatory effects on the complainant and others, if appropriate. The College will also take steps to prevent retaliation, and take strong responsive action if it occurs.

Harassment occurs when a person who, with intent to harass, annoy, or alarm another person:

- makes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.
- makes a telephone call, whether or not a conversation ensues;
- communicates by mail or other form of written communication;
- uses a computer network or other form of electronic communication to transmit an obscene message, or indecent or profane words to a person referring to sexual conduct in an offensive way.

Sexual Offenses

Sexual offenses are forms of sexual harassment prohibited by Title IX. Sexual behavior of any kind that occurs forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, is considered to be a sexual offense. Holy Cross College neither tolerates nor condones any form of sexually abusive behavior on the part of its community members, whether physical, mental, or emotional.

More specifically, the **Violence Against Women Act (VAWA)** identifies the following actions as crimes – dating violence, domestic violence, sexual assault, and stalking – and **these actions**, along with any actions that are demeaning to others including, but not limited to, verbal/written harassment, **are specifically, explicitly, and expressly prohibited by the College.**

Victim Rights and Options

Whether occurring on or off-campus, the College will support student requests for assistance in reporting sexual offenses to local police and/or College officials charged with investigating such conduct. The victim of a sexual offense may choose for the investigation to be pursued through the criminal justice system and the College Student Conduct process, or only the latter. When making the decision of how to proceed, the victim of a sexual offense may wish to consult with and discuss options with his or her hall director, the Director of Residence Life and Housing, the Dean of Students, the Campus Minister, the Director of Counseling and Health Services, his or her parents, close friends, or legal counsel, none of which obligates the student to pursue a particular course of action. In the

end, the decision of when, how, and to whom to report an incident and pursue legal action rests entirely with the victim of a sexual offense.

Because a sexual offense is a traumatic experience, the student is encouraged to seek counseling services to help his/her recovery. The College offers counseling to students through the Director of Counseling and Health Services. S.O.S. (Sex Offense Services) is a 24-hour sexual offense crisis agency, with both trained volunteers and professional staff to assist recovery through confidential counseling and other support services.

If a student requests, the College will honor changes in class schedule and/or housing assignment, if reasonably possible and available. Requests for changes should be made through the Dean of Students.

Complaint Reporting Options

Complainants have reporting options that are confidential and non-confidential, and should be clear on the obligations of the person to whom they are reporting. If a suspected Title IX offense is reported to a non-confidential College official, the College is bound by federal statute to investigate the matter to fullest possible extent, *regardless of the complainant's wishes*.

Confidential Reporting Options – sharing information and/or seeking resources from confidential sources will not result automatically in an investigation. The following confidential resources are available to Holy Cross college students:

- Student Counselors – Mr. Tom DeHorn, Director of Student Counseling and Health Services; located in room V-174, telephone number (574) 239-8383, and via restricted email at counselingservices@hcc-nd.edu
- Campus Ministry/Religious – Mr. Andrew Ouellette in his role as Campus Minister, and any Priest in the Sacrament of Confession
- S-O-S of the St. Joseph County Family Justice Center – phone (574) 289-HELP (see below for additional information)

Non-confidential Reporting Options – sharing information about an incident of sexual assault, harassment, and/or sexual misconduct will result in an investigation as required by Federal Law. The following non-confidential resources are available to Holy Cross College students:

- College Title IX Coordinators – Ms. Gwen DeMaegd & Ms. Stephanie White
- Campus Safety and Security – you may approach any Campus Safety and Security officer and/or contact them at (574) 239-8312
- Hall Staff – Hall directors and/or RAs.

Procedures for Making a Sexual Offense Complaint

A student may wish to file a complaint with the College in addition to or instead of filing a complaint with the local police. Discussing this option with the Dean of Students or the Director of Residence Life and Housing **does not constitute an official report** and **does not obligate** the student to file a formal complaint. To make a formal complaint:

- Requires the student making the complaint – referred to as the complainant – to submit a detailed written statement to a non-confidential College official which describes what occurred and names any persons who participated in or witnessed the alleged offense.
- The accused student – referred to as the respondent – and any known witnesses will also be asked to submit a detailed written statement to the same effect.
- Based upon the findings of the investigation, and in consultation with the Dean of Students, the Director of Residence Life and Housing may elect to handle the matter administratively through a conference or refer the matter to a Title IX Hearing.
- Investigations of alleged sexual offenses will be conducted in a prompt, fair, impartial, and confidential manner, normally completed within 60 calendar days of receiving the official complaint.
- In accordance with Title IX guidelines, a preponderance of evidence standard (i.e., more likely than not) will be employed in determining if a violation has occurred.

Whether occurring on or off-campus, the College will assist students in reporting sexual offenses to local police and/or College officials charged with investigating such conduct. A student may wish to consult with his or her hall director, the Director of Residence Life and Housing, the Dean of Students, the Campus

Minister, the Director of Counseling and Health Services, his or her parents, close friends, or legal counsel. In the end, the decision to report the incident and pursue legal action rests entirely with the student.

Complaint Investigation and Adjudication Procedures

In accordance with the Federal DOE guidelines, cases of alleged sexual offenses, including domestic violence, dating violence, sexual assault, and stalking, the same procedures governing investigations, conferences, and hearings will be observed (*see Procedure for Dealing with a Disciplinary Infraction*), with the same possible outcomes ranging from verbal or written reprimand to expulsion from the College, along with the two following additional procedures:

1. *The complainant and the respondent are entitled to the same opportunities to have an advisor present during a conference or hearing.*
2. *Both the complainant and the respondent will be simultaneously notified in writing of the results of any conference or hearing. This notification will normally take place within seven days of the conference or hearing. Both the respondent and complainant may also appeal the results, be informed of any changes to the results that may occur, and when the results become final.*

Appeals, which may be filed by either the respondent or complainant, must be submitted within three (3) working days of written notification of the conference or hearing outcome.

The Title IX prohibits any retaliatory action or harassment by the respondent (i.e., alleged perpetrator) or his/her associates against a complainant of sexual harassment or violence. Name-calling, taunting, making disparaging remarks, physical/emotional intimidation, and other such inappropriate actions of a harassing nature and/or which make the complainant feel uncomfortable, victimized, harassed, and or threatened – either in person and/or virtually – are among the prohibited actions. Incidents of this nature are to be reported to Campus Safety and Security or the Dean of Students.

Information & Support Services for Victims of Rape & Sexual Offenses

The first priority of a student who has experienced a sexual offense is to get to a place of safety. The student should then obtain necessary medical treatment. The College strongly recommends that a victim of a sexual offense report the incident in a timely manner. A sexual offense should be reported directly to Campus Security, Hall Director, or Dean of Students, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of a sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for timely collection of evidence helpful in prosecution. The victim should avoid showering, douching, using the toilet, or changing clothes before seeking help at the emergency room, as this may destroy physical evidence that could be obtained during the exam.

Sex Offense Services (S-O-S) Rape Crisis Center, South Bend

[S-O-S](#) is St. Joseph County's rape-crisis center, housed within the Family Justice Center (FJC) of St. Joseph County. S-O-S is **staffed by trained professionals and volunteer advocates** who are **available 24 hours a day/7 days a week**.

S-O-S staff can provide **confidential counseling and recovery services**, as well as support and information about communication with the police, family and friends. S-O-S Volunteer Advocates provide emotional support and information **on the phone and in person at area hospital Emergency Rooms** around the clock. Specially trained professionals offer confidential counseling, group therapy, information, and referrals. S-O-S Advocates can act as a liaison between the victim and the legal process, and **can accompany the victim to court, if desired**.

You can reach S-O-S by calling 574.289.HELP (574.289.4357).

St. Joseph County Prosecutor's Office, Special Victim's Unit

This [specially trained unit](#) of the St. Joseph County [Prosecutor's Office](#) consists of **victim advocates, law enforcement investigators, prosecutors, paralegals**, and other **prosecutorial support staff**. Twelve detectives who are trained and experienced in domestic violence, sexual assault, and child abuse cases come together from the three major police departments in St. Joseph County--the South Bend Police Department, Mishawaka Police Department, and the St. Joseph County Police Department--to **coordinate their efforts and to concentrate on these**

specific crimes. They work under a Commander and Assistant Commander and a prosecutorial staff whose expertise is these types of crimes as well.

The **SVU is located on the 2nd floor of the Family Justice Center of St. Joseph County (FJC)** at 711 E. Colfax, South Bend, Indiana. The SVU is open 8:00 - 4:30, Monday - Friday. **Phone: 574.235.7818.**

For more information on ways to reduce your risk of sexual assault:

<http://www.rainn.org/get-information/sexual-assault-prevention>

<http://www.loveisrespect.org/>

<http://www.cdc.gov/Violenceprevention/sexualviolence/index.html>

[National Sexual Assault Hotline:](https://www.nsa.gov/) 1.800.656.HOPE (1.800.656.4673)

[United States Department of Justice](https://www.justice.gov/)

“He will give every person what his thoughts and actions deserve. Because of the Lord’s mercy, his people will be happy when he has judged their case. In times of trouble his mercy is as welcome as rain after a long drought.”

Sirach 35:19,20

**2019 Annual Security Report
Holy Cross College**

Holy Cross College is committed to the safety and security of all of our students, and all who are employed at or visit our campus.

While Holy Cross College is a welcoming and caring community, each student must take responsibility for his or her own personal safety and security by learning and practicing basic precautions, making community awareness and cooperation essential elements to maintaining Holy Cross College as a safe place to live and learn. This, along with the guidance and support of a well-trained safety and security staff, contributes to a positive campus environment.

This report is published to provide information about safety and security policies, procedures, and statistical information as required by law. Please read this report, as it will also outline individual responsibilities for all as members of our community. If you have any questions concerning this publication, please contact Dean of Students Andrew Polaniecki at 574-239-8315 or apolaniecki@hcc-nd.edu.

Holy Cross College Department of Safety and Security

Mission Statement: The Campus Safety and Security Department at Holy Cross College exists to serve the campus community. Our mission is to support the College's primary objective of educating and forming global citizens with the competence to see and the courage to act, which is best done in an environment of trust and safety, by helping to create, promote, maintain a safe, secure, and enjoyable campus environment for all members of the College community and its guests. We are dedicated to helping the College create a civil place based on Catholic values and common good, and we are committed to do all we can to contribute to this objective.

Uniformed safety and security officers are on duty constantly: 24 hours a day for 365 days a year. Officers are available to provide assistance to students, employees, and visitors, and enforce College regulations. Since our campus is private property, officers have the authority to ask any person for identification and to determine whether individuals have legitimate reasons to be on the Holy Cross College campus. Safety and security officers do not possess arrest power, but they may detain individuals/groups of concern and issue tickets for violations of parking and driving regulations. Tickets issued to students are billed to their student financial accounts.

Holy Cross College does not have a law enforcement department, and there is no written memorandum of understanding (MOU) between the College and state or local law enforcement. However, the College lies within the jurisdiction of the St. Joseph County police department, and Holy Cross College's Office of Safety and Security maintains a highly professional working relationship with the Saint Joseph County Police Department, South Bend and Roseland Police, the University of Notre Dame Security Police, and Saint Mary's College Safety and Security Dept.

The College recognizes that laws and rules are necessary for society to function, and the College supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. While the College is private property, law enforcement officers may enter the campus to conduct business as needed. Additionally, officers are welcome to patrol the campus and to assist Campus Security in deterring crime. Law enforcement officers are expected to check in with Campus Security when on campus.

Holy Cross College also participates in the Community Campus Advisory Coalition (CCAC), an organization comprised of representatives from area colleges and universities, municipal governments, law enforcement agencies, and involved members of the community (property owners, etc.) and devoted to constructive collaboration to improve safety and security for all in the greater South Bend area.

Reporting A Crime On Campus

Community members, students, faculty, staff and guests are encouraged to report all crimes, emergencies, violations of the Code of Student Conduct, and public safety related incidents and concerns to Campus Safety and Security, either in person or by telephone as these types of issues may arise. Campus Safety and Security can be reached by dialing 574-239-8312 (312 from a campus phone).

In an emergency, the St. Joseph County Police can be reached by dialing 911. Prompt reporting will assure an appropriate response, which may include timely warning notices on campus and disclosure of crime statistics. If assistance is required from the St. Joseph County Police Department or the Notre Dame Fire Department, Campus Safety and Security will contact the appropriate unit.

All security incident reports are forwarded to the office of the Dean of Students for review and potential referral for student conduct proceedings. Campus Safety and Security officers will further investigate reports as is deemed appropriate. Additional information obtained via the investigation will be forwarded to the office of the Dean of Students.

In accordance with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act), Holy Cross College gathers and publishes statistics on a variety of crimes that are reported to have occurred on or adjacent to campus. The statistics are reported to the Department of Education each October. Complete definitions are contained later in this report. Historical data is provided for comparison purposes.

Confidential Reporting of a Crime

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 Students 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 maintain your own anonymity while also taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students to determine if there is a pattern of concerning/criminal behavior with regard to a particular location, time period, or person(s), 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.

Confidential Resources

If a student wishes the details of an incident to be kept confidential, the student can speak with:

- Director of Counseling and Health Services or other College Health Counselor;
- health providers, such as University Health Services and local hospitals;
- off-campus rape crisis resources, such as S-O-S, the rape crisis center for St. Joseph County; and/or
- vowed religious (priests, deacons, and religious sisters and brothers) working at the College and who are operating in that role.

These individuals will honor confidentiality unless there is an imminent danger to the student or to others. In addition, a student's disclosure during the Sacrament of Reconciliation (confession) will not be revealed by the priest for any reason, which is a sacred obligation protected by law.

Parameters of Privacy and Confidentiality for Investigations

In all instances and to the extent possible, the College will protect the privacy of all parties to a report of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment. That said, under federal law, campus officials (with the exception of those listed under Confidential Resources, above) who receive a report of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment, whether from the student involved or a third party, must share that information with the appropriate University authorities for investigation and follow-up.

Parameters of Privacy and Confidentiality Related to Crime Alerts Issued by the College

In an effort to provide timely notice to the Holy Cross College community, and in the event of a serious crime that occurs on campus and poses a serious, ongoing threat to members of the Holy Cross College community, a mass email Crime Alert will be sent to all students, faculty and staff on campus and is posted for a time on the Holy Cross college website, and may also be posted in residence halls and various other buildings on campus. Crime Alerts and any updates will be drafted and disseminated in a way that protects the confidentiality of complainants. Such alerts and updates shall not include identifying information about the complainant in any publicly available recordkeeping to the extent permitted by law.

Counselors and Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" (Director of Campus Ministry) and Campus "Professional Counselors" (Director of Student Counseling and Health Services), when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. This confidentiality will not be maintained if it is judged that there is a potential for imminent harm to self or others. As a matter of policy, these individuals are encouraged, if and when they deem it appropriate, to inform persons being counseled and or sharing information of a sensitive and perhaps criminal nature of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Using the rulemaking committee guidelines, Holy Cross College defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Bystander Intervention and Risk Reduction Information

What is a Bystander? A *BYSTANDER* is a person who is present at an event or incident *but does not* take part.

Five Steps Toward Taking Action:

1. Notice the event along a continuum of actions: *Social Norms -> Individual Belief Systems -> Invasion of Space -> Unwanted Sexual Touch -> Harassment -> Sexual Assault -> Rape.*
2. Consider whether the situation demands your action.
3. Decide if you have a responsibility to act.
4. Choose what form of assistance to use.
5. Understand how to implement the choice safely.

How to Intervene

DIRECT: If comfortable, approach the person(s) directly yourself.

DELEGATE: Find friends of the victim (or perpetrator) to intervene. Call Holy Cross hall staff, campus security, or 911.

DISTRACT: Divert attention away from the situation.

SAFETY is the first priority.

Awareness Programs

Awareness programs are defined as "community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration." The College sponsors the following awareness programs:

- Take Back The Night
- Annual Sexual Assault Awareness Month activities.
- Green Dot

Bystander Intervention

Bystander intervention is defined by the regulations as "safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene."

The College sponsors the following bystander intervention and awareness activities:

- Periodic Bystander intervention and awareness events.
- Green Dot

Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns "means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information [such as a statement that the institution prohibits dating violence, domestic violence, sexual assault, and stalking; the definitions of dating violence, domestic violence, and stalking; the definition of consent; bystander intervention; and risk reduction]. The College sponsors the following ongoing prevention and awareness activities:

- Periodic speakers
- SGA awareness activities and events
- Social marketing campaign

- Distribution of printed and electronic material.

Primary Prevention Programs

Primary prevention programs include “programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.” The College sponsors the following awareness programs:

- Periodic healthy masculinity programs
- Information and awareness activities regarding consent
- social marketing campaign
- incorporation of violence prevention education into training for RAs

Risk Reduction

Risk reduction involves “options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.” The College encourages and sponsors the following risk reduction activities and programs:

- Personal self-defense classes
- Encouragement to travel in groups and be/remain aware of surroundings
- Periodic safety and light audits around campus areas
- HCC-ND Safe Ride program (in conjunction with ND O’Snap and SMC)
- Transpo

Crime Statistics Report

Holy Cross College Crime Statistics are submitted annually to the Department of Education. The Office of the Dean of Students prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, the Office of Residence Life and Housing, and the Department of Campus Safety and Security. Campus crime, arrest, and referral statistics include those reported to designated College officials (including but not limited to directors, deans, advisors to students/student organizations, and athletic coaches), and local law enforcement agencies. Each entity provides updated information to comply with the Act.

This report may be found via a link located on the Holy Cross College web site at <http://www.hcc-nd.edu/student-life/1/Safety-and-Security>. An annual e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained upon request at the Office of the Dean of Students.

Holy Cross College does not have any officially recognized student organizations with off-campus locations, and therefore, has no policy for monitoring of off-campus criminal activity.

Timely Warnings and Evacuation Procedures

Upon confirmation that a dangerous or significant emergency situation arises either on or off campus that may constitute an immediate or continuing threat to the health or safety of students or staff, a campus-wide warning will be issued without delay. The warning, normally issued from the office of the Dean of Students, may consist of messages through the College email system and/or text message to emergency contact numbers of all students, faculty, and staff, and include emergency response and/or evacuation instructions as necessary. Depending on the particular circumstances of the situation, especially one that could pose an immediate threat to the community and individuals, the Dean of Students may also post a copy of the notice in each residence hall and at various locations in the Driscoll and Vincent Classroom Buildings. Warnings may be withheld or delayed if in the judgment of responsible authorities they would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Anyone with information warranting a timely warning should report the circumstances to Campus Safety and Security officials at 574-239-8312 (312 from a campus phone). The Office of Campus Safety and Security is located on the first floor in James Hall.

In situations where Holy Cross College must evacuate the campus, the Coordinator of Media/Public Relations will notify the public that the campus is closed and that traffic will not be allowed to enter. This notification will be through the College website and by communication with the local media. Any evacuation decision will be made by the College president or designated official in accordance with the Emergency Response Plan.

If an emergency occurs prior to the start of classes, notification of the College community will occur according to normal weather closing policies and procedures.

Security Awareness and Crime Prevention

During orientation, students are informed of ways to maintain personal safety and residence hall security including crime prevention and sexual assault prevention information. Residence Life staff receives training and disseminates information to students during scheduled programs and hall meetings on issues such as crime prevention awareness, sexual assault, abuse of alcohol and other drugs, theft and vandalism, as well as issues of personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students to be aware of their responsibility for their own security and the security of others.

Access Policy

During business hours, Holy Cross College (excluding certain areas of the residence halls/housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Campus Safety and Security officers or Residence Life staff. The interior doors of the residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library and Bookstore. In these cases, the facilities will be secured according to published schedules.

Safety and Security Officers make regular interior and exterior patrols of the campus, ensuring such things as proper lighting, security, and maintenance of campus facilities.

Missing Student Notification 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 responsibility of each student to provide this information to the College. Only authorized College officials and law enforcement officers in furtherance of a missing person investigation will have access to this information.

A student may be deemed missing if it is reported to appropriate College officials (Campus Safety and Security, Hall Director, Director of Residence Life and Housing, or Dean of Students) 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 Students 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 Students 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.

Regardless of whether 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.

Annual Testing of Emergency Response and Evacuation Procedures

The College will test their response to emergency incidents by conducting at least one table -top exercise per calendar year that is related to a crisis or emergency event on campus. This will allow the Emergency Response Team an opportunity to test current crisis management plans in this simulation exercise. In addition, at least one time per year the College will conduct and document fire drills for each building to assess evacuation procedures.

Policy on Alcohol Use

The possession, distribution, or consumption of alcoholic beverages by students is prohibited on the campus of Holy Cross College. Empty alcoholic beverage containers and collections of alcoholic beverage containers are not permitted on campus. Intoxication will not be tolerated: the inability to exercise care for one's own safety or the safety of others due in whole, or in part to being under the influence of alcohol and/or drugs is an infraction of College policy. Violators will be subject to the College Disciplinary process and any sanctions that may result from this process, which may include mandatory alcohol education/treatment programs. Repeated violations of this policy may be grounds for removal from the residence halls and suspension or expulsion from the College. Underage drinking or making alcohol available to underage drinkers on or off campus is a violation of the law and of the Code of Student Conduct.

Policy on Drugs

Possessing, distributing, or providing medications for which students have no prescription, illegal drugs (for example marijuana, cocaine, or ecstasy), or paraphernalia (bongs, pipes, hookahs, etc.) is strictly prohibited. Violators will be subject to the College Disciplinary process and any sanctions that may result from this process, which may include mandatory drug education/treatment programs, and may also be subject to removal from residence halls, and suspension or expulsion from the College. Students suspected of being under the influence of drugs and/or alcohol may be subject to urine analysis. 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 no longer be eligible to receive Federal or State Financial Aid.

Drug and Alcohol Abuse Prevention

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and alcohol abuse, including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions.

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 is consistent with the College's Catholic educational mission.

Policy on Sexual Based Offenses

Holy Cross College prohibits all forms of violence, and specifically those identified as crimes by the Violence Against Women Act (VAWA), including dating violence, domestic violence, sexual assault, and stalking. The specific definitions of these particular crimes are as follows:

Dating Violence: "Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition –

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of "domestic violence"
- Dating violence is explicitly prohibited by our Code of Student Conduct and our employee policies, and is subject to adjudication accordingly.

Domestic Violence: "A felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred."

Sexual Assault: "An offense that meets the definition of Rape, Fondling, Incest, or Statutory Rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program." The notion of consent is of particular importance to this offense.

Stalking: "Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition –

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling."

Important Violence Against Women Act Definitions

Consent: "The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter." This means that, "Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not be able to consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including but not limited to the absence of 'no' or 'stop,' or the existence of a prior or current relationship or sexual activity."

Fondling: "The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instance where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity."

Incest: "Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law."

Rape: "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

Statutory Rape: "Sexual intercourse with a person who is under the statutory age of consent." In the state of Indiana, the age of consent is 16.

Dating Violence: Many sexual assaults on college campuses are perpetrated by acquaintances.

- In most cases, at least one of the persons involved is under the influence of alcohol or other drugs. About 75% of male students who take part in acquaintance rapes had been drinking; about 55% of female students had. The best defense is not to drink alcohol.
- Don't assume that anyone is "too nice" to commit sexual assault.
- Carry a cell phone at all times to call for help if needed.
- Avoid being alone especially in unsafe situations and with strangers and persons you don't know well or with whom you don't feel safe.
- Never leave a drink unattended because of "date rape" drugs, which have no odor or color when mixed with drinks.

Sexual Harassment

Sexual harassment, which includes sexual violence, is prohibited by College. Student complaints of sexual discrimination against College employees, other students, or third parties are to be filed with Campus Safety and Security. Accusations of sexual discrimination, sexual harassment, sexual misconduct, or sexual violence against Holy Cross College students, regardless of where the conduct occurred, will be adjudicated in accordance with the policies and procedures outlined in the Student Handbook. Such accusations against College employees or third parties will be addressed by the College administration in accordance with employment law. All such complaints will be investigated impartially, and both parties will have equal opportunity to bring witnesses, evidence, make statements, to be informed simultaneously with the complainant/respondent of the outcome, and to appeal the outcome.

For the purposes of this policy, "proceeding" refers to the standardized and specific process to investigate and adjudicate a complaint, and "result" refers to outcome of the proceeding.

A "preponderance of evidence" standard (i.e., "more likely than not") is used to resolve complaints of sexual discrimination. The College will take steps to stop the harassment, prevent recurrence of harassment, and correct its discriminatory effects on the complainant and others, if appropriate. The College will also take steps to prevent retaliation, and take strong responsive action if it occurs.

Harassment occurs when a person who, with intent to harass, annoy, or alarm another person:

- makes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.
- makes a telephone call, whether or not a conversation ensues;
- communicates by mail or other form of written communication;
- uses a computer network or other form of electronic communication to transmit an obscene message, or indecent or profane words to a person referring to sexual conduct in an offensive way.

Sexual Offenses

Sexual offenses are forms of sexual harassment prohibited by Title IX. Sexual behavior of any kind that occurs forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, is considered to be a sexual offense. Holy Cross College neither tolerates nor condones any form of sexually abusive behavior on the part of its community members, whether physical, mental, or emotional.

More specifically, the Violence Against Women Act (VAWA) identifies the following actions as crimes – dating violence, domestic violence, sexual assault, and stalking – and these actions, along with any actions that are demeaning to others including, but not limited to, verbal/written harassment, are specifically, explicitly, and expressly prohibited by the College.

Information & Support Services for Victims of Rape & Sexual Offenses

The first priority of a student who has experienced a sexual offense is to get to a place of safety. The student should then obtain necessary medical treatment. The College strongly recommends that a victim of a sexual offense report the incident in a timely manner. A sexual offense should be reported directly to Campus Security, Hall Director, Dean of Students, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of a sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for timely collection of evidence helpful in prosecution. The victim should avoid showering, douching, using the toilet, or changing clothes before seeking help at the emergency room, as this may destroy physical evidence that could be obtained during the exam.

Sex Offense Services (S-O-S) Rape Crisis Center, South Bend

S-O-S is St. Joseph County's rape-crisis center, housed within the Family Justice Center (FJC) of St. Joseph County. S-O-S is **staffed by trained professionals and volunteer advocates** who are **available 24 hours a day/7 days a week.**

S-O-S staff can provide **confidential counseling and recovery services**, as well as support and information about communication with the police, family and friends. S-O-S Volunteer Advocates provide emotional support and information **on the phone and in person at area hospital Emergency Rooms** around the clock. Specially trained professionals offer confidential counseling, group therapy, information, and referrals. S-O-S Advocates can act as a liaison between the victim and the legal process, and **can accompany the victim to court, if desired.**

You can reach S-O-S by calling 574.289.HELP (574.289.4357).

St. Joseph County Prosecutor's Office, Special Victim's Unit

This specially trained unit of the St. Joseph County Prosecutor's Office consists of **victim advocates, law enforcement investigators, prosecutors, paralegals**, and other **prosecutorial support staff**. Twelve detectives who are trained and experienced in domestic violence, sexual assault, and child abuse cases come together from the three major police departments in St. Joseph County--the South Bend Police Department, Mishawaka Police Department, and the St. Joseph County Police Department--to **coordinate their efforts and to concentrate on these specific crimes**. They work under a Commander and Assistant Commander and a prosecutorial staff whose expertise is these types of crimes as well.

The **SVU is located on the 2nd floor of the Family Justice Center of St. Joseph County (FJC) at 711 E. Colfax, South Bend, Indiana.** The SVU is open 8:00 - 4:30, Monday - Friday. **Phone: 574.235.7818.**

Victim Rights and Options

Whether occurring on or off-campus, the College will support student requests for assistance in reporting sexual offenses to local police and/or College officials charged with investigating such conduct. The victim of a sexual offense may choose for the investigation to be pursued through the criminal justice system and the College Student Conduct process, or only the latter. When making the decision of how to proceed, the victim of a sexual offense may wish to consult with and discuss options with his or her hall director, the Director of Residence Life and Housing, the Dean of Students, the Campus Minister, the Director of

Counseling and Health Services, his or her parents, close friends, or legal counsel, none of which obligates the student to pursue a particular course of action. In the end, the decision of when, how, and to whom to report an incident and pursue legal action rests entirely with the victim of a sexual offense.

Because a sexual offense is a traumatic experience, the student is encouraged to seek counseling services to help his/her recovery. The College offers counseling to students through the Director of Counseling and Health Services. S.O.S. (Sex Offense Services) is a 24-hour sexual offense crisis agency, with both trained volunteers and professional staff to assist recovery through confidential counseling and other support services.

If a student requests, the College will honor changes in class schedule and/or housing assignment, if reasonably possible and available. Requests for changes should be made through the Dean of Students.

Prompt, Fair, and Impartial Investigation and Resolution

The College processes to address allegations of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment provide a prompt, fair, and impartial investigation and resolution of such allegations and will be conducted by College officials who receive annual training on issues related to sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and conduct that creates a hostile environment and on how to conduct an investigation and resolution process that protects the safety of complainants and promotes accountability. These processes will be conducted in a manner that is consistent with the College's policies and that are as transparent as possible to the complainant and respondent, while also striving to maintain the confidentiality and dignity of those involved.

Complainants and respondents can expect to receive timely notice of meetings at which either the complainant or respondent, or both, may be present. The College's processes are designed to provide equal and timely access to the complainant, respondent, and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings. The College will make every effort to ensure that these proceedings are conducted by College officials who do not have a conflict of interest and/or bias for or against the complainant or respondent.

College Response to Reports

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options and go over them verbally to ensure they are acknowledged and understood.

The College's response to reports of sexual assault, sexual misconduct, dating violence, domestic violence and stalking includes the following:

1. No Contact Orders Issues to the Complainant and the Respondent

The Assistant Dean of Students (or designee) shall issue no contact orders to the complainant and respondent. These orders are in no way indicators of guilt or suspicion; rather, they are administrative measures.

2. Assignment of a Title IX Point of Contact

The complainant and the respondent will be referred to the appropriate Title IX point of contact, who is a trained Holy Cross College official who will serve as resource persons to identify, explain and navigate the reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care, and medical treatment, and information about College and legal processes.

The title IX point of contact will disclose all rights that a complainant and respondent have to obtain an order of protection, let them know what legal options are available to them, inform the complainant and respondent about how to request information about the available options and provide specific contact information, provide instructions for how to file a request for each available option, disclose the institution's responsibilities for honoring such requests and complying with such orders, tell what the complainant and respondent should do to enforce an order of protection, and provide information on the available options in our jurisdiction.

The Title IX points of contact can also provide guidance about the process for requesting the interim measures and relief outlined below.

3. Interim Measures

Holy Cross College is obligated to comply with a student's reasonable request(s) for living and/or academic situation change following an alleged sex offense. The Title IX point of contact will work with College officials to determine the extent of the institution's ability to comply with a student's request, and the Title IX Coordinator will have final decision-making authority in matters requiring decisions and/or discretion. The College will make all attempts to minimize the resulting burden (if any) on the complainant.

The College reserves the right to take immediate steps to protect complainants through the investigation and, if applicable, a resolution through the Student Conduct process. Interim measures may include alternative academic arrangements, adjustments to extracurricular activities or work schedules, transportation, housing and dining arrangements, and other interim measures. The goal of any adjustment will be to minimize the burden on the complainant's educational program. Where appropriate, to the extent that a student's requests are reasonable and can be adjusted, every effort will be made to do so. Adjustments will be administered by the appropriate Title IX point of contact (or designee).

The resources and measures outlined above will be offered when a student requests a formal resolution to an incident of conduct that creates a hostile environment, and may be offered when a student requests an informal resolution to an incident of a conduct that creates a hostile environment. Students may also Work with local law enforcement to obtain orders of protection, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal courts.

4. Investigative Process

Holy Cross College uses the same investigative process for reports of sexual assault, sexual misconduct, dating violence, domestic violence and stalking involving students and those involving members of the faculty and/or staff. Student incidents are overseen largely by the Dean of Students, faculty incidents are overseen largely by the dean of Faculty, and staff incidents are overseen largely by the Director of Human Resources.

All College officials involved in the investigation and hearing process receive annual training (either in person, via electronic means, or both) on issues related to sex offenses and their relevant portions of the process (e.g., how to conduct an investigation for the investigating officer; how to conduct a hearing for the Hearing Officer, etc.). This training addresses a variety of issues, including but not limited to how to collect statements and evidence, how relevant evidence should be used during a proceeding, proper hearing conduct procedures, and ways to ensure that bias and/or conflicts of interest are avoided.

Complaint Investigation and Adjudication Procedures

In accordance with the Federal DOE guidelines, cases of alleged sexual offenses, including domestic violence, dating violence, sexual assault, and stalking, the same procedures governing investigations, conferences, and hearings will be observed (***see Procedure for Dealing with a Title IX Related Incident***), with the same possible outcomes ranging from verbal or written reprimand to expulsion from the College, along with the two following additional procedures:

1. *The complainant and the respondent are entitled to the same opportunities to have and advisor present during a conference or hearing.*
2. *Both the complainant and the respondent will be simultaneously notified in writing of the results of any conference or hearing. This notification will normally take place within seven days of the conference or hearing. Both the respondent and complainant may also appeal the results, be informed of any changes to the results that may occur, and when the results become final.*

Appeals, which may be filed by either the respondent or complainant, must be submitted within three (3) working days of written notification of the conference or hearing outcome.

The Title IX prohibits any retaliatory action or harassment by the respondent (i.e., alleged perpetrator) or his/her associates against a complainant of sexual harassment or violence. Name-calling, taunting, making disparaging remarks, physical/emotional intimidation, and other such inappropriate actions of a harassing nature and/or which make the complainant feel uncomfortable, victimized, harassed, and or threatened –

either in person and/or virtually – are among the prohibited actions. Incidents of this nature are to be reported to Campus Safety and Security or the Dean of Students.

Retaliation and Intimidation Prohibited

The Higher Education Opportunity Act establishes safeguards for “whistleblowers” by prohibiting any retaliatory action against any individual “with respect to the implementation of any provision” of the Clery Act and requiring the institution to take “strong action” against any violation.

The College strongly encourages students to report any incident of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment. Holy Cross College takes such reports very seriously. Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment or the participation in proceedings relating to an incident by a respondent, witness, or other individual is itself prohibited and may result in a referral to the Student Conduct process.

An individual who is threatened in any way should immediately report these concerns to the Title IX Coordinator (call 574-239-8349 or e-mail GDeMaegd@hcc-nd.edu). In addition, all members of the College community may report actual or threatened retaliation to Holy Cross Campus Safety by calling 239-8312.

Any report of alleged retaliatory behavior related to an incident or report of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment will be investigated through an Administrative Investigation. After the Administrative Investigation, the matter may be referred to the Student Conduct process (see Procedure for Dealing with a Title IX Related Incident).

The reporting party should make every effort to submit a written report to the Title IX Coordinator within thirty (30) calendar days of the alleged conduct.

Disclosures to Alleged Victims of Crimes of Violence or Sex Offenses

Holy Cross College will disclose to the complainant (i.e., alleged victim of a crime of violence or a sexual offense) the outcome of any conference or hearing conducted by the College in the case of a respondent (i.e., student who is the alleged perpetrator of the crime or offense). The outcome is to include the final determination of responsibility and any sanction(s) that may be imposed against the respondent. As with all violations, students found responsible for violating the College sexual misconduct policy may receive sanctions that range from verbal or written reprimand to expulsion from the College. If the alleged victim is deceased as a result of the crime or offense, Holy Cross College will provide the results of the conference or hearing to the victim’s next of kin, if so requested. Appeals, which may be filed by either the respondent or complainant, must be submitted within three (3) working days of written notification of the decision.

Sex Offense Prevention

The College educates the student community in awareness and prevention of domestic violence, dating violence, sexual assault, and stalking through mandatory freshman orientation sessions. Additional information on sexual assault education, risk reduction, and response is provided through regular programming and hall meetings.

Sex Offender Registry

The “Campus Sex Crimes Prevention Act” of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained.

In the State of Indiana, convicted sex offenders must register with the Indiana Sex and Violent Offender Registry maintained by the Indiana Sheriffs’ Association. Information contained on this site provides no representation as to any offender’s likelihood of re-offending or the nature of any future crimes that may be committed.

Information in this registry may not be used to harass or threaten sex offenders or their families. Harassment, stalking, or threats may violate Indiana law. To gain access to information about registered sex offenders in St. Joseph County, visit: http://www.sheriffalerts.com/cap_main.php?office=54872

Federal Law also requires state law enforcement agencies to provide notice to each institution of higher education in that state a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the College. A registration list of sex offenders at the College will be maintained and available at two locations on campus: the Office of Campus Safety and Security located in James Hall, and the Office of the Dean of Students.

Additional Information

The Code of Student Conduct may be found in the Student Handbook, located at: <http://www.hcc-nd.edu/student-life/1/Student-Handbook>

Important Telephone Numbers

Campus Safety and Security:	574-239-8312
Emergency:	911
Dean of Students:	574-239-8315
Student Counseling Services:	574-239-8383
Campus Ministry:	574-239-8350
Residence Life:	574-239-8315
Family Medicine Center:	574-335-6500
Sexual Assault 24 hour help line:	574-289-HELP (289-4357)

Crime Statistics Reporting Table 2019

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Violence Against Women: Domestic violence, dating violence, stalking	2017	0	0	0	0
	2018	0	0	0	0
	2019	1	0	0	0
SEX OFFENSES, FORCIBLE	2017	0	0	0	0
	2018	0	1	1	0
	2019	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
ROBBERY	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
AGGRAVATED ASSAULT	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
BURGLARY	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
MOTOR VEHICLE THEFT	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
ARSON	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

ARRESTS: DRUG ABUSE VIOLATIONS	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	0	2	0	0
	2018	0	2	0	0
	2019	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	0	26	2	0
	2018	0	25	0	0
	2019	0	21	0	0

HATE CRIMES:

2017: 0

2018: 0

2019: 0

The 2020 Crime Statistics report which includes the above data for the 2019 calendar year is submitted to the DOE, and will be made available for viewing by the DOE after December 31st, 2020 at: <http://www.ope.ed.gov/security/Index.aspx>

The Annual Fire Safety Report may be found in Addendum C of the Student Handbook.

2019 Annual Fire Safety Report Holy Cross College

POLICY STATEMENT:

A building with high concentrations of people poses serious hazards in the event of a fire. The loss of life and property in any fire has proven to be the least where well organized procedures have been established, and where all persons involved have carried out their instructions in a systematic organized and effective manner. For this reason, every employee is instructed to fully acquaint him or herself with this plan of procedure. If you have any questions, or if you are not completely sure of your specific functions, you should immediately discuss these matters with your supervisor.

POINTS TO REMEMBER:

The greatest single hazard of a fire is panic. You must avoid panic among the students, and, above all, you must avoid giving any other person the impression that you are frightened or in a state of panic. You should assume the air of a cool, reassuring person who has a task to perform and is performing it in an efficient manner.

The Holy Cross Campus is composed of fire resistant buildings. However, the contents are not all fire resistant or fireproof, and the spread of a fire will be determined by the amount of flammable material that is in the vicinity of the fire.

For the wellbeing of students, no student shall be involved in the effort to put out the fire or to move about the building, unless they have been specifically trained to carry out such activity i.e. RAs, HDs. Then only when the probability of the entire building being involved in a fire is most remote.

Statistics and Related Information Regarding Fires in Residence Halls:

2017

- No Fires reported.

2018

- No Fires reported.

2019

- No Fires reported.

FIRE DRILLS

Two fire drills were conducted in each of the residence halls during the spring and fall semesters of 2017.

FIRE POLICIES:

Cooking. Cooking in James, Basil, North, or Anselm Hall rooms is not permitted.

Electrical Appliances. Electrical appliances that have an open heating element may not be used in residence hall rooms. Toasters, toaster ovens, air conditioners, space heaters, hot plates, and the like are not allowed. Halogen lamps are also banned. Small refrigerators of less 2.5 cubic feet, hair dryers, curling irons, computers, printers, radios, TVs, stereos, fans, and microwaves (in North, Pulte & South only) 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, and irons must be equipped with an auto shut-off feature.

Fire Safety. In the interest of fire safety, open flames, smoking, 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.

FIRE SAFETY SYSTEMS IN HC RESIDENCE HALLS:

Facility	Smoke Detection Systems	Fire Alarm Monitoring by Notre Dame Fire Dept.	Audible Strobes	Automatic closing Fire Doors	Full Sprinkler System	Fire Extinguishing Devices
Anselm	X	X	X		X	X
Basil	X	X	X		X	X
James	X	X	X		X	X
North	X	X	X	X	X	X
Pulte	X	X	X	X	X	X
South	X	X	X	X	X	X

PROCEDURES:

1. Any employee discovering evidence of a fire, or large quantities of smoke, should observe the following rules:
 - a. DO NOT panic!
 - b. Remove students, etc. away from immediate danger!
 - c. Close door behind you to contain any smoke and prevent fire from spreading.
 - d. Quickly locate and pull the nearest fire alarm pull station.
 - e. Notify Campus Safety and Security (574-239-8312)
2. The automatic fire alarm system will sound an alarm for the fire area via a pull station, smoke detector, or sprinkler head being activated.
 - a. The automatic fire alarm system will receive an alarm signal from an activated device and call the fire department, sound an audible alarm signal in the fire area, and annunciate the location of the fire on the fire panel and at the building entrance.

The Notre Dame Fire Department will arrive with-in six minutes. Campus Safety and Security or his designee will meet the fire department to give necessary information. After hours, the safety and security officer on duty will meet the fire department at the entry to the affected building.

- b. Telephone the Notre Dame Fire Dept. (574-631-5555) and give your name, Holy Cross College, and specific location of the fire.
 - c. Instruct all personnel to remain well clear of the area affected by the fire to allow uninhibited access for firemen, both in and outside the building.
 - d. Use the telephones only for emergency calls.
 - e. Only the fire dept., *Administrator or the Director of Facilities and Grounds will call an ALL CLEAR and silence the alarm and reset the fire system.
 - f. Convene Emergency Response Team.
3. The automatic fire sprinkler system – **Residence Halls**

- a. The sprinkler heads are activated automatically by a rise in temperature from ambient to 160 degrees.
 - b. The activation of a sprinkler head will automatically sound the fire alarm and call the fire dept.
 - c. Only the fire department or the Director of Facilities will shut off the water feeding the activated sprinkler head after the fire department has determined the fire is out and the ALL CLEAR has been given.
4. The fire alarm audible signal has sounded
- a. Immediately **evacuate** the building.
 - b. Close doors behind you.
 - c. Don't panic.
 - d. If possible knock on your neighbor's doors and say - **THERE IS A FIRE GET OUT!** Room checks will not be conducted while departing the building. Hall staff will not delay in evacuating the building.
 - e. If smoke is in the corridors - get low - there is oxygen near the floor - crawl to exits.
 - f. If you are unable to get out of the room use wet towels or what you have to prevent smoke from entering the room under doors etc., stay near the floor there will be oxygen there. Try to draw attention to the area you are trapped in; phone, window or calling for help. (Most fire related deaths are from smoke inhalation).
 - g. When you get outside stay together. Dorm residents are to meet at the outdoor basketball court. At that time it will be determined who is unaccounted for and where everyone should go until the ALL CLEAR is sounded.
5. Orientation instruction:
- a. All members of the Residence Hall staff undergo fire safety training with members of the local fire department prior to the start of each academic year.
 - b. All residents shall receive instruction at the beginning of each semester with respect to; Escape routes, evacuation procedures, and fire equipment procedures and disaster event procedures.
 - c. All faculty and staff shall review at the beginning of each new school year evacuation procedures, fire and fire equipment procedures, disaster event procedures and the Crisis Management Plan.
6. Fire Extinguisher

There are many fire extinguishers located throughout the HCC campus. The same basic steps of use apply to all. It helps to remember **PASS**.

- a. **P**ull the safety pin.
- b. **A**im at the base of the fire.
- c. **S**queeze the handle.
- d. **S**weep the extinguisher aim the discharging agent at the base of the fire until the fire is out.

EVACUATION PROCEDURE:

Only the President or a designated College official may order the general evacuation of a building.

In case of partial evacuation of residence halls, temporary housing of displaced students will be according to the following priority:

- With other students in remaining residence halls.
- In the Pfeil Recreation Center. Donations of blankets, pillows, air mattresses, and other supplies will be requested of other students, Red Cross, South Bend Community.
- Local hotels.
- Long term accommodations may be sought in homes of members of the community (Media/Public Relations)

- Dorm space may become available by encouraging local students to volunteer to move home.

EXCEPT IN THE EVENT OF FIRE - IF THE FIRE ALARM IS SOUNDING, ALL PERSONNEL IN THE BUILDING SHALL EVACUATE THE BUILDING TO THE OUTDOORS. USE ESTABLISHED ESCAPE ROUTES AND FOLLOW THE EVACUATION PLAN.

Non-Emergency Fire Reporting

Per federal law, Holy Cross College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in residence halls. These are fires for which you are unsure whether the Campus Safety and Security may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Campus Safety and Security 574-239-8312
- Director of Residence Life 574-239-8390

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Plans for Future Improvements in Fire Safety

- Improve out of code wiring in kitchen
- Remove old electric base board heat in several units and replace w/ modern units
- Annual Fire alarm and smoke head inspection
- Annual Fire extinguisher inspection
- Semiannual Restaurant hood inspection
- Annual back flow protection
- Semiannual sprinkler inspection

The **Annual Security Report** is published separately and is available at the following link:

<http://www.hcc-nd.edu/safety-and-security/>

Please contact Mr. Andrew Polaniecki to obtain a paper copy of this report