

2023 – 2024

The Saints Way

SCHOLAR | CITIZEN | LEADER | DISCIPLE

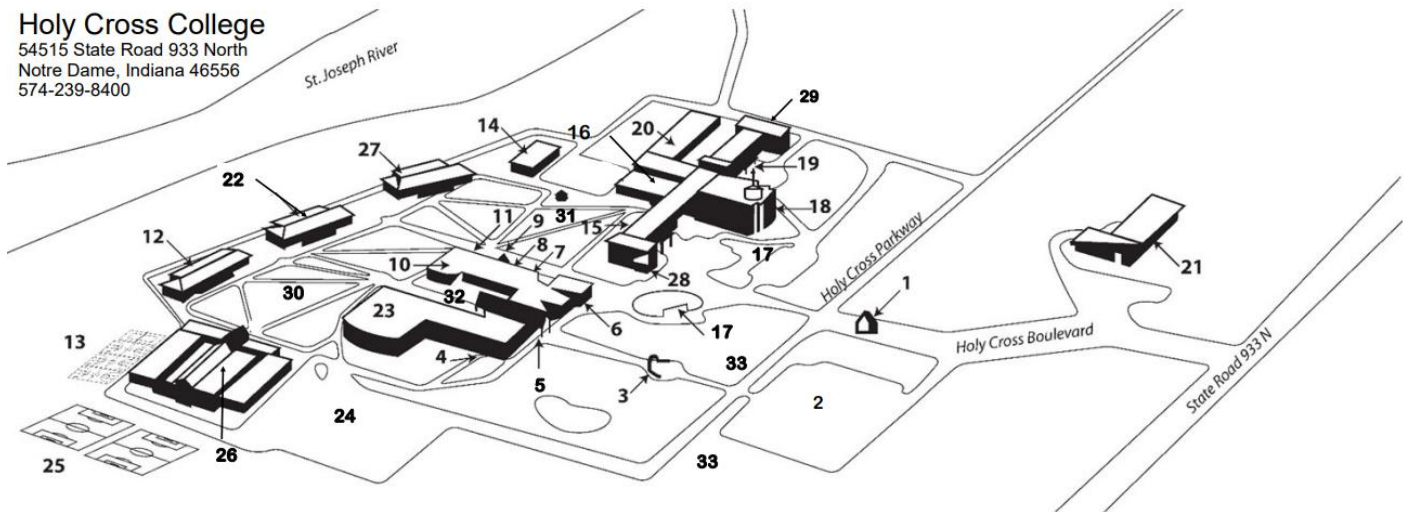
HOLY CROSS
COLLEGE 
at Notre Dame, Indiana

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

Campus Map

Holy Cross College

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



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|--|---------------------------------------|--|
| 1. Entry Gatehouse | 12. South Hall (Student Housing) | 24. Resident Student/Faculty Staff Parking |
| 2. Off-Campus Student Parking | 13. Outdoor Recreation Courts | 25. Ganger Athletic Fields |
| 3. Millennium Gateway Arch | 14. Maintenance/Storage Garage | 26. Pfeil Center |
| 4. Vincent Building | 15. James Hall (Student Housing) | <i>Athletics Offices</i> |
| <i>Office of the President</i> | <i>Campus Ministry Office</i> | <i>Athletic Trainer's Office</i> |
| <i>College Relations</i> | <i>Residence Life Office</i> | <i>Health Center</i> |
| <i>Classrooms</i> | 16. Siegfried Dining Hall | <i>McKenna Arena</i> |
| 5. Vincent Atrium | 17. Visitor & Handicapped Parking | 27. North Hall (Student Housing) |
| 6. McKenna Library | 18. St. Joseph Chapel | 28. Campus Safety and Security |
| 7. Driscoll Auditorium | 19. Basil Hall (Student Housing) | <i>574-239-8312</i> |
| 8. Driscoll Building | 20. Anselm Hall (Student Housing) | 29. Moreau College Initiative Office |
| <i>Admissions Office</i> | 21. Provincial Administrative Offices | 30. O'Connor Commons |
| <i>Financial Aid Student Accounts Office</i> | 22. Pulte Hall (Student Housing) | 31. James Quad |
| <i>Information Technology</i> | 23. Vincent Building | 32. Saints Square |
| <i>St. Joseph Art Gallery</i> | <i>Ave Brew Café</i> | 32. East Lawn |
| 9. Hammes Bookstore | <i>Faculty Offices</i> | 33. Hesburgh Grove |
| 10. Driscoll Student Lounge | <i>Classrooms</i> | |
| 11. Driscoll Business Offices | <i>SGA Office</i> | |
| | <i>Vincent Student Lounge</i> | |

~ TABLE OF CONTENTS~

HOLY CROSS COLLEGE MISSION STATEMENT	4
HOLY CROSS COLLEGE ALMA MATER	4
HOLY CROSS COLLEGE FIGHT SONG.....	4
NON-DISCRIMINATION POLICY.....	5
ON-CAMPUS HOUSING REQUIREMENT	5
ACADEMIC POLICIES AND PROCEDURES	6
..... Definitions....	6
..... Academic Structure....	7
..... General Academic Procedures....	8
..... Student Conduct....	11
..... Grading Policies....	13
..... Academic Probation & Dismissal...	15
FINANCIAL AID, TUITION, AND STUDENT ACCOUNTS	17
STUDENT SERVICES	23
CODE OF STUDENT CONDUCT	32
RESIDENCE LIFE	42
SEXUAL MISCONDUCT, HARASSMENT, AND TITLE IX POLICY	50
ANNUAL SECURITY REPORT.....	68
ANNUAL FIRE SAFETY REPORT.....	82

*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.

NON-DISCRIMINATION POLICY

Holy Cross College is committed to creating and maintaining a positive learning and working environment. It does not discriminate on the basis of race, color, national or ethnic origin, disability, veteran status, age, or sex in its education programs or activities.

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

Formal grievances must be submitted in writing within 180 days of the alleged occurrence. Grievances will be immediately and fully investigated once reported. Any person found to have violated this policy shall be subject to prompt and appropriate disciplinary action.

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

ON-CAMPUS HOUSING REQUIREMENT

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

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

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

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

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

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

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

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

ACADEMIC POLICIES AND PROCEDURES

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

DEFINITIONS

College Credit

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

Student Classifications

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

Full-Time, Part-Time Status

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

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

Degree Program

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

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

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

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

Earning a Second Bachelor's Degree

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

Curricular Track

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

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

ACADEMIC STRUCTURE

Academic Departments

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

The Office of Student Success

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

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

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

The Office of Student Success welcomes all students to come by any time to seek academic support, guidance, encouragement, or just to talk. They are easy to find in offices V-166 to V-174.

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

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

Department of Business (BUSI)

Chair: Mark Hagar, DBA.

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

Additional Minor: Marketing.

Department of Humanities (HUMN)

Chair: Angel Cortès, Ph.D.

Majors and Minors: B.A. programs in English, History, Liberal Studies, Philosophy, Politics & Public Service, Theology, and Visual Arts.

Curricular Tracks by Major:

English: Catholic Media.

History: Museum Studies.

Politics & Public Service: American Politics & Constitutionalism, Citizenship in the Philosophy, and Pre-Law.

Modern World, Political

Theology: Catholic Media.

Visual Arts: Catholic Media, Graphic Design, and Studio Art.

Additional Minors: Communication, Leadership, Spanish, and Sport, Culture, & Formation.

Department of Natural and Quantitative Sciences (NQSC)

Chair: Deborah Arangno, Ph.D.

Majors and Minors: B.S. programs in Biology, Computer Science, and Mathematics.

Curricular Tracks by Major:

Biology: Exercise Science, Neuroscience, Physical Therapy, and Public Health.

Computer Science: Artificial Intelligence, Cloud Technology, Cybersecurity, and Web Development.

Mathematics: Artificial Intelligence, Applied Math and Data Science, Computer Science, and Physical Science.

Additional Minors: Environmental Science and Public Health.

Department of Social Sciences (SOCS)

Chair: Cosette Fox, Ph.D.

Majors and Minors: B.A. programs in Elementary Education and Psychology.

Curricular Tracks by Major:

Elementary Education: School Psychology.

Psychology: Clinical, Neuroscience, and School Psychology.

Course Levels and Numbering

Courses numbered from 100 to 199 are designed as first-year courses. Courses numbered from 200-299 are considered sophomore courses, but first-year students may be admitted if course prerequisites have been satisfied. Courses numbered above 300 are upper-division courses. Some upper-division courses are open only to students admitted to certain major programs. Upper-division level electives are open to all students who have satisfied the appropriate prerequisites.

GENERAL ACADEMIC PROCEDURES

Incoming Credit Transfers

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

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

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

College Level Examination Program (CLEP) credits granted by Holy Cross College may be used to satisfy graduation requirements. Credit will not be granted if the student has previously received credit in a comparable course. The test may be taken prior to entry to Holy Cross College or during the period of enrollment. Holy Cross College credit may only be granted to students who have matriculated at the College. The minimum score to receive credit for CLEP exams is 50. Additional information about the CLEP program may be obtained from the Registrar.

Core Curriculum Requirements

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.”

Courses 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.

To that end, all students must complete the College Core Curriculum requirements for graduation. Transfer students with 24 or more transferrable credits are exempt from some Core requirements. Please see the *Academic Catalog* or Academic Advising Moodle site for more information.

Registering for Courses

Students work with their academic advisors to register for classes for each semester or session by the time indicated in the academic calendar. A student who has any “hold” issued by the College (e.g., through the Office of Financial Aid or Student Accounts) is not permitted to register for the subsequent term until the hold is resolved. A late registration fee of \$250.00 will be assessed on the returning student account if the student’s initial registration for a given semester occurs beyond the normal registration period.

Declaring a Major, Minor, or Track

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

Dropping, Adding, or Withdrawing from a Course

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

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

After the add/drop period, a student may withdraw from course(s) up until the date indicated on the academic calendar as the last day to withdraw from course(s), typically through week 10 of the semester. Withdrawn courses will remain on a student’s permanent record, and a grade of “W” will be recorded. Withdrawals do not impact a student’s grade point average (GPA). See the “GRADING POLICIES” section for the College grading scale and steps to calculating a student’s GPA.

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

Taking Courses at Other Institutions

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

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

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

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

Reserve Officer Training Corps (ROTC)

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

Independent Studies

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

Auditing Courses

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

Part-time students may audit classes. The cost for auditing a class is the same as the cost for taking the course for credit.

Students may change course registration from credit to audit or audit to credit only through the add/drop period indicated in the academic calendar. Students wishing to audit a course(s) for which they do not satisfy the listed prerequisites must obtain instructor permission.

Course Cancellation

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

Taking a 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 a 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 for health-related reasons may be requested at any time.

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 student is required to write to his or her academic advisor to explain the reason(s) for

requesting or renewing leave of absence. This written request is then approved by the Provost in consultation with the Dean of Students & Vice President of Student Life.

Students subject to dismissal will not be granted leave. Students on any kind of probation must adhere to all term of that probation upon their return to the College.

A student on a leave of absence must leave the campus community and is not allowed to participate in College-sponsored events or to use College facilities. Students on leave are considered guests of the College, and they must behave accordingly.

Students on leave must notify both their academic advisor and the Registrar of their intent to return to campus. Returning students are expected adhere to deadlines for registration, housing, student accounts, and financial aid.

STUDENT CONDUCT

Attending Class

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

Collegiate Conduct

Student conduct is to reflect the values and traditions of Holy Cross College and the Brothers of Holy Cross. Though specific standards for conduct in the classroom are established and enforced by individual faculty members, all students should contribute to the positive learning environment in all classes and refrain from distractive behavior. Expected behaviors include but are not limited to: prompt and regular attendance; appropriate and respectful language; full attention, refraining from side conversations and disabling all cell phones, personal alarms, etc.; and modest attire.

Academic Integrity

The academic culture of Holy Cross College is built on the basis of trust, which comes from the ongoing transparency, collegiality, and integrity of its members. "Integrity" means that something works to maintain itself as an integrated whole. As an academic community, we expect everyone to be honest and transparent in all their academic work and to encourage and uphold the honesty and transparency of everyone else. Students, by registering for courses, pledge the following:

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

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

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

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

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

- copying another person's answers;
- allowing someone to copy your work on assignments, quizzes, or tests, whether in paper or electronic format;
- supplying or receiving drafts or completed papers, outlines, or research for a grade by any person other than the student;
- supplying or receiving unauthorized information about the form or content of an examination prior to its administration;

- supplying or receiving, during an exam, partial or complete answers, or suggestions for answers, assistance in the interpretation of questions on any examination from any source not explicitly authorized;
 - using unauthorized technologies (computer, calculator, cell phone, etc.) on examinations and assignments;
 - altering any instructional materials or resources and thereby interfering with another student's work;
 - removing study or research materials and equipment intended for common use in assigned work without authorization.
- Plagiarizing is presenting another's words or ideas as one's own, either by repeating the language of the original exactly ("verbatim") without proper citation or by mixing one's language with that of an original in a way that obscures the original source.

To avoid plagiarism, *always* indicate when and where language or information comes from a source other than yourself. If you quote the source verbatim, you must preserve the exact wording and punctuation, including any mistakes, and identify the original locations clearly and accurately by means of citation.

Two main citation styles are used at the College. The first is the Chicago Style (CS), used in all Humanities courses. Within Chicago style are two possible formats: the Notes & Bibliography format and the Author-Date format. Professors here typically prefer the Notes & Bibliography format. The second common style is "APA" style of the American Psychological Association, a style used also by other fields in the Social Sciences. You are well-advised to learn both citation styles. Online resources are plentiful.

Paraphrasing (the restating of an idea or argument entirely in your own words) is legitimate and useful, but a paraphrase can still include some form of plagiarism. Making small changes in the wording or arrangement of source material for example does not prevent plagiarism. Students should remember: when you bring forward a fact or datum that is not common knowledge, or when you present some observation, insight, or argument that comes from somewhere else, you must always cite its *original* source. Standard academic practice is to be dissatisfied with secondary sources: whenever possible, trace all sources of information and language back to their origins.

If you do not use an established citation style, or misapply an established format, you expose your work to question and skepticism and will be given a warning.

Group projects are often 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 producing written and oral materials. Therefore, the violations of academic integrity listed above hold for the group as well as individual group members.

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

1. In the event of a suspected violation of academic integrity, the faculty member must contact the student and schedule a conference. The faculty member will present the student's work in question, along with any evidence that supports the violation.
 2. An Academic Integrity Incident Report is initiated outlining the violation, the resolution, and the agreed-upon penalty. The faculty member determines the appropriate penalty on the Report.
 3. The completed Report is then forwarded to the Dean of the College, whose Office keeps a record of all incidents. This information is kept confidential, shared only in the case of a repeated violation of the Academic Integrity Policy or at the request of the student, and is destroyed upon graduation.
 4. Depending on the nature and number of incident reports, a Formal Sanction letter may be sent to the student from the Dean of the College and copied to the Dean of Students & Vice President of Student Life. A Formal Sanction is confidential and retained for seven years after graduation and shared only: (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.
 5. All information and sanction letters will be sent before the end of each semester to the College's Dean of Students & Vice President of Student Life to be held in the student's official file until graduation.
- Addendum for Gateway, Driscoll Scholars, and Navy ROTC Prep (NPP) Programs

Gateway, Driscoll, and NPP students are expected to uphold the Academic Integrity Policy while enrolled at Holy Cross College. Any Formal Sanction letter regarding such a student will be shared proactively with the University of Notre Dame. Other information is kept on file for one month after the student leaves and College, and it will be made available if Notre Dame requests information about the student's academic integrity. All academic integrity information will be noted on the student's

College Official Report completed by the Dean of Students & Vice President for Student Life and shared with Notre Dame's Office of Undergraduate Admissions.

GRADING POLICIES

Grading Scale

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

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

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

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

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

Calculating Grade Point Average (GPA)

Two GPAs are computed for each student each semester: a semester GPA and a cumulative GPA. The grade points of the letter grades earned in each course are multiplied by the semester hours of credit per course to determine the quality points earned in the course. The sum of the quality points earned divided by the sum of the credit hours attempted during the semester determines the semester GPA. The cumulative GPA utilizes the total quality points earned divided by the total number of credit hours attempted. Courses numbered under 100 level are not included in the computation of averages.

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

Academic Standing

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

Midsemester Grade

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

Taking Final Exams

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

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

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

Appealing a Final Grade

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

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

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

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

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

Repeating a Course

A student who earns a grade of C- or below in a Holy Cross course may repeat the course one time. When a student repeats a course, 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.

Making the Dean's List

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

The cohorts are: 1) baccalaureate students with undeclared majors; 2) students majoring in Business, Humanities, Natural & Quantitative Sciences, and Social Sciences; and 3) students in Holy Cross-Notre Dame undergraduate articulation programs.

Graduating with Academic Honors

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

Requesting Transcripts

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

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

ACADEMIC PROBATION & DISMISSAL

Academic 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 2.0. 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.

A student placed in a suspension status may submit an appeal to be placed in a probation status. During the probation term, a student remains eligible for financial aid.

Dismissal from the College

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 courses of study. The following standards are used to determine whether a student will be dismissed for academic reasons:

- a first-year or sophomore student is eligible for dismissal if he or she has a semester GPA below a 2.0 for two consecutive terms or a cumulative GPA below a 2.0;
- a junior or senior is eligible for dismissal if he or she has a one semester GPA below a 2.0 or a cumulative GPA below a 2.0. If a student is dismissed for academic reasons, the student may submit a written appeal to the Provost stating the reason for the appeal. The Provost, in consultation with the dismissal appeals committee, will make the final determination to either grant or deny the appeal.

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

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

The following information must be included in the student's written appeal.

- 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;
- 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;
- 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.

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.

The student must submit the appeal in writing to the Provost. The appeal must be sent within five (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 dismissal appeals committee.

Within twenty (20) days of receipt of the student's appeal, the Provost will email the student with the decision of the dismissal appeals committee.

Withdrawing from the College

If, while a given semester is in session, a student determines that it is necessary to withdraw from the College, the student must notify his or her academic advisor. Notification may be by email or letter. This procedure ensures that the student is properly advised pertinent to the withdrawal process, the effect on the tuition and other fees, readmission process, etc. Students who receive financial aid are strongly urged to discuss the implications of their withdrawal with the Director of Financial Aid. Students who withdraw for any reason follow the same refund policy as students who are dismissed from the College or decide to leave housing voluntarily.

In extremely rare cases, an **administrative withdrawal** from the College may be merited. An administrative withdrawal must be approved by the Provost prior to the end of the semester. The student must initiate the process by first meeting with his or her academic advisor. The academic advisor will encourage the student to consult with other college support services to discuss options and then instruct the student that a formal request for an administrative withdrawal must be submitted in writing to the Provost. After careful consideration of input from college officials, the Provost may determine that a compelling case exists to approve the student's administrative withdrawal from the College.

Upon approval, the student will be directed to contact the Registrar and complete a college withdrawal form. Grades of "W" will be assigned for each class in which the student was enrolled, effective the last day of the semester. The administrative withdrawal applies to all of the student's classes including classes in which the student could have received credit. If the student does not complete the college withdrawal form, the grades assigned by each instructor will be recorded. If the student anticipates returning to the College in the future, he or she needs to submit an Application for Readmission.

FINANCIAL AID, TUITION, AND STUDENT ACCOUNTS

FINANCIAL AID

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

- State of Indiana: scholarships and grants administered by the State Student Assistance Commission of Indiana, including the Frank O'Bannon Grant Programs (Higher Education Grant, Freedom of Choice Grant), and the 21st Century Scholars Program.
- Federal Aid Programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct Student Loans, and the Parent Loan for Undergraduate Students (PLUS)
- Holy Cross College merit scholarships, need-based grants, and endowed scholarships.
- Holy Cross College is approved by the State of Indiana for the payment of Veteran's Benefits under Chapters 30, 31, 32, 35, and 106.

FINANCIAL AID ELIGIBILITY

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

HOW TO APPLY FOR FINANCIAL AID

- *State of Indiana Grants and Awards:* Indiana Grants and Awards are limited to Indiana residents. Application is by the FAFSA, which must be received by April 15 preceding the academic year of enrollment. The Title IV Code for Holy Cross College is 007263.
- *Federal Grants, Loans, Work-Study and Institutional Aid:* Students applying for financial aid should file the FAFSA form, and must indicate Holy Cross College, Notre Dame, IN, under the college Release section using the Title IV Code 007263.

The student will receive an acknowledgement from the federal processor via email and/or mail. As Holy Cross College is required by federal regulations to perform verification on files selected by either the school or federal processor prior to the disbursement of any financial aid, all students selected are required to supply the Office of Financial Aid with required documents before any funds will be disbursed.

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

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

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

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

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR STUDENTS WITH FINANCIAL AID

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

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

Minimum Cumulative Grade Point Average (GPA)

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

Pace to Graduate

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

Maximum Time Frame

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

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

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

Academic Warning

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

Academic Suspension

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

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

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

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

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

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

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

TUITION AND FEES/TERMS OF PAYMENT

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

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

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

The College accepts payment in the form of cash, checks, Visa, MasterCard, E-Checks (from national banks only), or wire payments (for international payments.) Credit card and E-check payments can be made through the Student Portal. There is a 2.75% processing fee for all credit card payments, and no charge for E-check payments.

TUITION PAYMENT POLICY

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

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

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

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

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

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

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

PAYMENT PLANS

Holy Cross College is committed to helping students and families finance their education. Nelnet offers a monthly payment plan (not a loan) for a small enrollment fee. The down payment is made to Nelnet during the enrollment process. Deadlines for enrollment and draw payment are on the 5th of each month. More information is available on the College website. *NOTE: Families utilizing a payment plan must pay the down payment and have their enrollment completed by the August 1/January 1 deadlines.*

PAYMENT EXTENSIONS

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

- 1.) The student was flagged for verification and they have provided all the information that they can to Financial Aid but the verification is not finalized.

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

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

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

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

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

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

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

Pell and Federal Loan Recipients (Title IV Recipients)

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

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

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

College Financial Aid Recipients:

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

Room and Meals College Financial Aid Recipients:

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

STUDENT SERVICES

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

BANKING/ ATM

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

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

BOOKSTORE

The Holy Cross College Hammes Bookstore is located in Driscoll 104 and is generally open 9:00 a.m. to 4:00 p.m. Monday through Friday. The most up-to-date hours can be found posted on the Bookstore entrance and the website. 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

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

CAMPUS MINISTRY

Holy Cross College recognizes the importance of a person's relationship with God. Campus Ministry provides opportunities for prayer and faith formation. The Campus Ministry office (C-108) is located next to the dining room, between Basil and James Halls. Daily and Sunday Mass takes place on campus. Campus Ministry provides opportunities to serve in various liturgical ministries, attend retreats and pilgrimages as well as Theology on Tap, participate in small faith groups, and other activities to 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 msherman@hcc-nd.edu or by phone at (574) 239-8305. Sacramental preparation (Confirmation, First Communion, and Baptism) is also available. (See also Chapel)

CHAPEL

St. Joseph Chapel, located between Basil and James Halls, is always available to students for prayer and personal reflection. Mass, adoration, and Confession are available for students to attend on a regular basis. A current Mass and liturgy schedule can be found on the website or the Campus Ministry Office. Students should dress modestly and appropriately for public services in the chapel.

CLASS CANCELLATIONS

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

COLLEGE FACILITIES/ ROOM RESERVATIONS

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

CONTACT INFORMATION

It is the responsibility of the student to ensure that the College has the correct home (permanent) and local address and telephone information. Any changes to an address/telephone number must be promptly reported to the Registrar's Office. Incorrect or outdated contact information may result in failure to receive important College information, including emergency notifications.

DINING HALL

The Siegfried Family Dining Hall is located directly west of St. Joseph Chapel and is available to all members of the Holy Cross College community. Non-resident students may purchase meal plans from Holy Cross Campus Dining. Please visit <http://www.hcc-nd.edu/dining> or contact the Holy Cross Campus Dining Office at 574-239-8330 for more information.

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

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

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

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

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

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

E-MAIL

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

EMERGENCIES AND CAMPUS SAFETY

In case of an emergency, dial **911**. Please **identify exactly where you are on campus** (i.e., Holy Cross College, James Hall, 2nd floor, room #), or the emergency crew may not be able to find you.

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

EMERGENCY CONTACT INFORMATION

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

FILING FORMAL COMPLAINTS AT HOLY CROSS COLLEGE

The College and its staff strive to improve student services and welcome input from students. All students are encouraged to resolve concerns or complaints directly with the appropriate faculty, staff, department chairs or deans in an informal manner

unless a formal College policy or procedure exists for doing so (*Financial Aid Appeal Process; Grade Appeal Policy; Appeal of a Student Conduct decision, Report of a Crime on Campus; Sexual Offense/Harassment Complaint*). If the informal communication does not adequately address a student's concerns, the student may file a formal complaint by contacting the Dean of the College for academic concerns or the Vice President of Student Life for all other concerns. Formal complaints must be written.

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

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

HEALTH INSURANCE

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

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

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

HEALTH SERVICES

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

Holy Cross College and Saint Joseph Regional Medical Center have a cooperative arrangement to offer primary care health services to Holy Cross College students. Students may choose to go off campus for healthcare services but at their own expense.

ID CARDS

All students receive a photo identification card at the beginning of the academic year at the time of enrollment. This card has a library bar code that is valid for the Holy Cross, Notre Dame, Saint Mary's, and Bethel University libraries. It is the responsibility of each student to obtain a Student ID no later than the first week of the semester. It must also be presented when dining at the Holy Cross, Saint Mary's College, and Notre Dame cafeterias. No more than three meals will be served to students with lost ID cards. The student ID card is proof of a student's status. It must be carried at all times and must be produced whenever requested by a college official.

It is the responsibility of the student to report lost or stolen ID cards to The Office of Residence Life and Housing. A new card will be issued upon payment of a \$35 fee, or that fee being assessed to the student account. If it is not reported and another individual uses the card, the student in whose name the card was issued is still responsible for any activity on that card. Because it could take up to two weeks before the new bar code is registered into the ALEPH library system, a student will lose the ability to check out books until a new card is issued.

LIBRARY

The McKenna Library, which is available to all members of the 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 6:00 p.m. to 11:00 p.m., Monday - Thursday 9:00 a.m. to 11:00 p.m., on Friday 9:00 a.m. to 4:30 p.m., and Saturday 12:30 p.m. to 4:30 p.m. The library is closed on college holidays and during most vacation periods. Hours will be posted for summer sessions.

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

The McKenna Library is committed to maintaining an atmosphere conducive to research and study. Individuals are asked to respect the rights of all library users and to keep their voices at a low 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.

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

Library Regulations and Policies:

1. All materials must be checked out at the circulation desk. They may be returned either to the circulation desk or placed in the book return box located near the Driscoll entrance. Your bar-coded ID card is required for checking out materials. Each borrower is fully responsible for all material borrowed on his or her ID card.
2. Ordinarily, books may be borrowed for 28 days; however, they may be renewed unless another student has submitted a request for the book. Books should be returned to the circulation desk or book return box and not to the shelves.
3. Failure to return books will result in a charge being assessed on the student's financial account. ***If a balance is shown on the student's account at the end of the semester, no grade report or transcript will be released.***
4. Students may request a recall for material that has been checked out by another person. Notice will be sent to the student when the material has been returned and is available for circulation.
5. Faculty members may place selected books or other items on reserve. Reserve items in print format are available at the circulation desk. Items reserved by an instructor are subject to the instructor's regulations and must be used in the library.
6. Reference books and periodicals are non-circulating and are for use in the library. However, for special reasons, after consultation with the librarian, some reference sources may be signed-out for overnight.
7. It is the responsibility of the student to return materials on time. Notices will be sent when material becomes overdue. When material is 4 weeks overdue, the items are considered "lost" and appropriate billing will take place.

LOST AND FOUND

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

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

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

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

MARKETING PHOTOGRAPHS

Occasionally, Holy Cross College will film or photograph students on campus/off campus in public areas for purposes of publications and marketing of the College. Your agreement to follow the policies of the Saints Way is 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, or Vice President of Student Life) 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 Vice President of Student Life must be immediately notified.

Upon determination that a student is missing, the designated emergency contact person or persons will be notified by the Vice President of Student Life or other designated official as soon as possible but no later than 24 hours after that

determination. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact, and the student is under 18 years of age and not an emancipated individual.

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

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

PFEIL RECREATION CENTER

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

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

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

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

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

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

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

Priority Usage - The regular schedule must always work around athletic and student activity 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 1/14 of a mile. The direction of the traffic on the running track will be indicated by a set of arrows near the entrance of the track. No track spikes are permitted on the running track. Runners should use the inside lanes while walkers/ joggers should use the two outside lanes.

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

Cardio Room (1st Floor) – Various cardio equipment is available for use. Please wipe down machines after use. Members and guests may use the room for personal fitness, stretching, or other approved activities by the 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 through the college conduct process.

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 information to parents regarding their student's conduct violations involving "acts of violence," and the use of drugs and/or alcohol. Students are expected to keep parents informed of both academic and conduct issues.

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

RECREATIONAL SPORTS AND FITNESS

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

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

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

RECYCLING

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

REPORT AN INCIDENT ON CAMPUS

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

In accordance with the Jeanne 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 Vice President of Student Life.

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 Vice President of Student Life or Campus Safety and Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information the College can maintain an accurate record of the number of incidents involving students to determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime report for the institution.

REPORT OF A THREAT

Members of the Holy Cross College campus community are highly encouraged to bring forward information about any activity that evokes concern about possible targeted violence. Those having information about threatening statements, writings, and behavior that indicates that an attack is being planned, or attempts to acquire weapons for such an attack, are instructed to contact the Vice President of Student Life at 574-239-8315 or apolaniecki@hcc-nd.edu immediately. If an attack appears imminent, call 911 and Campus Security (574-286-0137).

RETALIATION

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

SECURITY AND EMERGENCIES

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

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

SHARED FACILITIES AND SERVICES

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

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

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. Moreover, material located at Notre Dame libraries may be requested for delivery to Holy Cross Library after signing on to the shared catalog.

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

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

Recreation Facilities: In addition to the Pfeil Center, Holy Cross College students with valid ID have the privilege of using certain athletic and recreation facilities on an individual basis at the University of Notre Dame, such as the Rolfs Aquatic Center and the Rockne Center. Holy Cross College women have full use of the Angela Athletic facility at Saint Mary's College.

R.O.T.C. An agreement existing between the U.S. Army and U.S. Air Force R.O.T.C. detachments at the University of Notre Dame and Holy Cross College permits students attending Holy Cross to affiliate with the R.O.T.C. program and to take courses in military science and aerospace studies.

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

Tickets for Sporting Events: Holy Cross students will be notified when they may purchase Notre Dame season student football 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, however, students will not be notified directly of their availability.

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 Mr. Tom DeHorn, 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 publicly, and the Director of Counseling and Health will have a weekly schedule as well. There is no fee for 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 Counseling and Health, 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 cultivate cooperation among students and faculty and staff, as well as to provide all students at Holy Cross College with the opportunity for socialization and interaction which promotes unity and fellowship at the College. Additionally, students in SGA are given 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
- Social Concerns Committee
- Entertainment Committee
- Public Relations Committee
- Dog Pound Committee

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

STUDENT UNION

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

TORNADO PROCEDURES

A Tornado Watch or Severe Weather Warning means that 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 online local new sources- WSBT and WNDU are two local TV stations.

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

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

VENDING MACHINES

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

CODE OF STUDENT CONDUCT

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

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

The following policies apply to all Holy Cross College students.

ALCOHOL AND OTHER DRUGS

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

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

ATTIRE

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

CHEWING TOBACCO

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

CLASSROOM CONDUCT

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

1. Prompt and regular attendance,
2. Appropriate and respectful language,
3. Silencing of cell phones and appropriate use of technology,
4. Modest attire.

CLERY ACT

See Addendum B.

DRONES

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

DRUGS

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

ELECTRONIC CIGARETTES- See Smoking Section

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

FIRE

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

HAZING POLICY

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

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

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

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

HOVER BOARDS AND SCOOTERS AND BICYCLES.

Bicycles are not permitted in residence hall rooms, lounges, hallways, stairwells, foyers, or other common areas of campus. Bicycles should be locked and secured on outside bike racks or stored in the basement of James/ Basil halls. During the winter months, long-term storage is available through the Office of Residence Life and Housing.

The use, possession or storage of electronic skateboards including self-balancing boards/ scooters and other similar equipment is prohibited in the residence halls. Hall staff has the right to address any issues related to hoverboards/ scooters and bicycles with students.

RESPONSIBLE USE OF TECHNOLOGY

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

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

must be produced whenever requested by a college official. If a student loses their ID card a new ID card will be issued upon payment of a \$35 fee assessed to their student account.

PARKING AND DRIVING REGULATIONS

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

All students are required to register their vehicles and to display a current Holy Cross College parking sticker. The sticker must be clearly visible and displayed on the lower left-hand corner (driver's side) of the windshield. Students who fail to display Holy Cross College parking stickers are subject to fines, employment of wheel locks, and/or towing. Parking stickers are available in the Security office. The first sticker issued is free of charge. Additional or replacement passes are available for \$30.00 each. Students may not park in faculty-staff, visitor parking spaces, or in restricted areas. In compliance with fire safety regulations, parking is not permitted in the driveway areas. No Parking is allowed on the back drive behind North, Pulte or South unless loading/ unloading, no more than 15 minutes.

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

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

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

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

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

PERSONAL PROPERTY

The College assumes no financial responsibility for damage to or loss of personal property of students nor does it carry insurance on the personal property of students. If a student is not covered by the parents' policy, he or she may check with any general insurance agency for details for securing such insurance. The safekeeping of personal property is the responsibility of each student. Students are encouraged to clearly mark personal possessions and maintain records of serial numbers to discourage theft. Thefts should be reported immediately to Campus Security (574-286-0137).

SEXUALITY CODE

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

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

SEXUAL MISCONDUCT AND HARASSMENT POLICY See Addendum A.

SMOKING

Smoking is prohibited in all College buildings, entrance areas, and sidewalks. Smoking is permitted only in designated areas, and smokers are required to make appropriate use of receptacles. Smoking is only allowed in the area on the south end of the

maintenance garage. The College's smoking policy applies to e-cigarettes, "vaping" devices of any sort, hookah pipes, any devices used for recreational and/or non-medically prescribed inhaling, and smokeless tobacco products.

STUDENT RIGHTS

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

- The College does not discriminate based on race, color, national or ethnic origin, disability, veteran status, age or sex in its education programs or activities.
- Holy Cross College recognizes the "dignity of the human person" and calls for all members of the Holy Cross College community to act in ways that respect that dignity. The College will neither tolerate nor condone any form of sexually abusive behavior on the part of its community members whether physical, mental, or emotional. This includes any actions that are demeaning to others including, but not limited to, acquaintance rape, gang rape, harassment, or displaying pornographic material. Sexual behavior of any kind that occurs without the full, active, and informed consent of all participants is considered sexual assault.
- Holy Cross College considers freedom of inquiry and discussion essential to a student's holistic (intellectual, social, physical, spiritual, and moral) development. Thus, the College recognizes the right of all students to engage in discussion, to exchange thoughts and opinions, and to speak on any subject. Students may not incite others to violence, disrupt the educational process, or outwardly oppose the Catholic Christian principles upon which the College is founded.
- Students have the right to participate in the formulation of policy directly affecting students through representation on appropriate committees.
- In all referrals to student conduct, the student has the right to fundamental procedural fairness.

SUNBATHING

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

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. Kitchen knives and pocket knives less than 3" in length are permitted.

STUDENT CONDUCT PROCESS

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

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

Prohibited behaviors include, but are not limited to:

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

- Violation of the College Sexuality Code.
- Sexual assault, sexual misconduct, dating violence, domestic violence, stalking and/or hostile environment of sexually abusive behavior.
- Failure to follow directions or reasonable requests of a College or public official.
- Continued disruptive behavior.
- Harassment, threats, intimidation, verbal or written abuse, coercion and/or conduct of any kind that threatens or endangers the health and safety of others.
- Possession or use of firearms, explosive fireworks, other weapons, or dangerous chemicals on College premises.
- Arson or the irresponsible use of fire; setting a false fire alarm or issuing a bomb threat; misusing or interfering with the fire equipment, smoke detectors, extinguishers, and hoses; failing to follow a fire drill or other emergency procedures.
- Theft or other abuse of computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and/or password; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send obscene or abusive messages. (See computer Facilities and Equipment Regulations.)
- Hazing, to include but not limited to actions taken or situations arranged on or off campus, intended to create mental or physical discomfort, embarrassment, harassment, ridicule, or possible mental or physical injury.
- Rude or disrespectful behavior toward College officials.
- Attempting to incite or provoke violations of the code of student conduct.

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

The College's manner in handling student conduct is not a substitute for any civil or criminal action. As citizens in a larger society, students are subject to federal, state, and local laws, whether living on or off campus. Student conduct proceedings may be instituted against a student charged with a violation of law that is also a violation of College policies. College student conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Student conduct procedures may be instituted even if civil or criminal charges are dropped or were never filed. Where serious breaches of the law are involved, the College may suspend a student pending disposition of the court case. In College student conduct proceedings, a preponderance of evidence' standard (i.e., it is more likely than not that a violation occurred) for findings of responsibility will be used based on substantial information presented during the student conduct process. Discovery of additional violations of the Code of Student Conduct during these proceedings may be subject to separate student conduct action.

Procedure for Dealing with a non-Title IX Disciplinary Infraction.

Alleged violations of the College's standards of conduct are documented in an incident report, which is filed in the Office of Residence Life and Housing. Utilizing the preliminary information received about the conduct in question, the Office of Residence Life & Housing decides whether to proceed with a given report in the setting of either a Meeting, Conference, or 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*). More information and details about the Colleges Title IX policies and reporting can be found later in this document.

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

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

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

Section 1 – Meetings

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

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

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

Section 2 – Conference

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

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

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

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

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

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

Section 3 – 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 chairperson) evidence or information provided by witnesses.

If a student's presence constitutes a threat to the safety and well-being of the Holy Cross College community, the student may

be temporarily suspended by the presiding College official, resulting in the student being barred from campus until the 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 chairperson 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 chairperson may admit and give evidence that is helpful so as to arrive at a just decision. The chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
6. Witnesses may be called in to contribute relevant information. The 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 chairperson 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 Vice President of Student Life 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 be reported to a non-confidential source and documented in an incident report, which is filed in the Office of Residence Life and Housing. The investigating officer, ordinarily the Director of Residence Life and Housing or other designated staff member, will investigate the allegation to the greatest possible extent and either 1) determine that insufficient evidence is available to substantiate the allegation; or 2) schedule an Administrative Conference with the complainant and respondent to investigate the incident further. Regardless of the determination, the incident will be reported in the College's annual crime report. Because of the severity of most VAWA incidents, the College will address substantiated allegations in an Administrative Hearing. It is the student's right to decide if s/he will report the incident to law enforcement.

References to "Complainant" and "Respondent"

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

Section 1 – Administrative Conference

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

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

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

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

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

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

Administrative Hearing Procedures. Since an Administrative Hearing is an important College process, all reasonable procedures must be followed which will insure fundamental fairness. Precautions will be taken to protect a student's rights. Since it is a process of inquiry rather than advocacy, it is not bound to follow the guidelines for a civil or criminal legal proceeding. The Administrative Hearing committee may take whatever measures it deems necessary to determine the facts and truth of the case.

The Administrative Hearing will proceed as follows:

1. The presiding College official calls the Administrative Hearing to order, appoints the secretary, and chairs the committee.
2. The College official most knowledgeable about the situation, ordinarily the Director of Residence Life and Housing, briefs the committee members on the facts of the case.
3. The chairperson will advise the respondent of the alleged violation by reading it and then asking the student to respond.
4. A complete admission requires no further procedure other than to offer the student the opportunity to present at that time any evidence of character or scholarship that may have bearing upon the extent of the sanction to be determined. The sanction will then be determined by the Administrative Hearing committee in executive session (appointed committee members only) and relayed to the chairman.
5. The chairperson may admit and provide evidence that is helpful so as to arrive at a just decision. The chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
6. Witnesses may be called in to contribute relevant information. The respondent may be given the opportunity to contest information provided by witnesses via the Administrative Hearing committee chairperson.
7. The Administrative Hearing committee determines if the respondent is responsible in an executive session (only the appointed committee members).
8. If the Administrative Hearing committee finds a student responsible, a sanction is then determined by the committee. The chairperson may discuss the decision with the student; however, the committee's decision must be relayed in writing to the student within three days of the committee's decision.
9. In accordance with the Federal DOE guidelines, in cases of alleged domestic violence, dating violence, sexual assault, and stalking, both the complainant and respondent are entitled to the same opportunities to have an advisor present during a conference or hearing, to be simultaneously informed in writing of the outcome of the proceeding, to appeal the results, to be informed of any changes to the results that may occur, and when such results become final of any disciplinary proceeding held in the case of the respondent.

Administrative Hearing Sanctions may include, but are not limited to:

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

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

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

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

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

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

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

Requests for case review are submitted to the Vice President of Student Life 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.

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

RESIDENCE LIFE STAFF

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

Resident Assistant (RA). The Resident Assistant (RA) is one of 14 student staff members who share responsibility for the Holy Cross College Residence life program. The RAs live and work in the college's residence halls under the direct supervision of the hall directors. The primary role of an RA is to live alongside students, building community within the residence halls, enforce college rules and policies, and serve as a role model within the residence halls and campus community.

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

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

Director of Residence Life & Housing. The Director of Residence Life & Housing is responsible for all policies and procedures pertaining to residence life programs, services and the residence life staff. The director has budgetary oversight for residence fees and hall funds, responsibility for room assignments, inventory and damage reports, and housing contracts. The Director of Residence Life & Housing is responsible for adjudicating student conduct matters.

HOUSING POLICIES AND REGULATIONS

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

Absence from Campus. Students are to inform the hall staff if they plan to be away from campus 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 outside bicycle racks. Bikes may be stored inside in the basement of James and Basil. Contact a Hall Director or member of the Residence Life and Housing Office for storage purposes

Breaks and Vacations. The residence halls and dining hall are not open during scheduled breaks and vacations. These include Christmas and Summer Breaks; Fall and Spring Break. Students are expected to abide by the check-out instructions given during Hall Meetings for long breaks and to check-out in person with a member of the hall staff as instructed at the conclusion of the academic year. Students do not have access to their rooms during long breaks (which are checked for maintenance and safety concerns). *Students unable to travel home for Christmas Break must make alternative living arrangements outside of the residence halls.* Prior to leaving for vacation, residents should thoroughly clean their rooms, lock windows, and secure valuable items. During Christmas Break, refrigerators must be emptied of all perishables and cleaned. The residence halls will be open during Thanksgiving and Easter Breaks, but there will be limited meal service.

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

Contract for Residence. In order to live in a residence hall, a student is obligated to adhere to a Contract for Residence, which is an agreement between the individual student and the College. This is a binding, legal document that sets forth the conditions and terms of occupancy and may not be assigned to another person in any way. The student submitting the Contract for Residence is fully responsible for meeting the conditions and terms of occupancy set forth in the contract. Before submitting the contract, students are advised to read the document carefully. A \$750 Contract Cancellation Fee will be assessed to the account of any student who moves out of the residence halls prior to the expiration of the contract. Releases from residence life contracts will be granted only in the event of withdrawal from the College, or serious extenuating circumstances beyond the student's control. These reasons will be discussed with the Director of Residence Life and Housing.

College housing is available to full-time students. Continued housing for students falling below full-time status (12 hours) will be at the discretion of the Director of Residence Life & Housing and the Vice President of Student Life. Students who withdraw from the College or from all their classes must leave campus housing immediately.

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

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

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

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

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

Dart Boards and Axe Boards. Dart Boards and Axe Boards are prohibited.

Decoration of Rooms. Students are encouraged to personalize their rooms with plants and favorite items from home. Use only thumb tacks or blue painters' tape for hanging pictures/posters. Large nails, scotch tape, masking tape, cement, sticky putty, contact paper, and other materials that may damage paint or wood are not acceptable. Often 3M strips and hooks damage the walls of rooms. Avoid using 3M strips and hooks on walls. Additionally, 3M strip lights are prohibited. Flammable materials, including live Christmas trees, are not permitted. Small UL listed Christmas lights are acceptable. Room decorations that explicitly promote behaviors contrary to Holy Cross values and standards of conduct are forbidden. Prohibited items include, but are not limited to, sexually explicit material, nudity, images of drugs or drug usage, and any reference to drugs. References to alcohol may not be the focal point of room decorations. Alcohol shot glasses and flasks are prohibited. The Residence Life staff has the authority to determine what is acceptable material. Students are encouraged to ask Hall Directors if a certain decoration is permissible.

Doors, outside. In the interest of safety, main doors leading into the residence halls will be unlocked only at designated times. Propping open outside doors may allow unwelcome strangers into the residence hall and is not permitted. Lending of keys is not permitted. Students may only prop open doors when moving in/out of the hall and only if they have asked permission from a member of hall staff.

Electrical Appliances

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

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

Halogen lamps are banned. Small refrigerators of reasonable size are permitted in residence hall rooms. Hair dryers, curling irons, computers, printers, radios, TVs, stereos, and fans may be used. Students may use only UL listed cords and surge protectors. Appliances are subject to safety inspection by the hall staff. Hall staff will confiscate unauthorized appliances. Curling irons, straighteners, irons, and other small appliances must be equipped with an auto shut-off feature. Extension Cords- may not be plugged end to end. Power strips are recommended.

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

Furniture. Room furniture must be left in the room. Under no circumstances is hall furniture to be moved from common areas. This includes furniture in common lounges and hallways. Violation of this regulation is considered theft and will lead to disciplinary action. Only designated modular furniture may be stacked, allowing proper clearance for ceiling mounted fire safety equipment. Construction of lofts is not permitted. Residence may only bunk bed using proper bunking pins. Stacking of beds on other furniture (i.e., desks, wardrobes, dressers etc.) is not permitted. At move out, only college owned furniture may remain in room. Failure to remove non-college owned furniture is considered improper check out and may result in a Residence Life and Housing fine.

Guests. Occasional overnight guests of the same gender may stay free of charge in the host's room. Overnight guests may stay with (same gender) friends of the student host provided all parties agree. Guests are not permitted to sleep in the residence hall lounges. Students must register their guests with the hall director by 10:00 p.m. Guests 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 or over 24 years old may stay in the residence hall without permission of the Director of Residence Life & Housing. Prospective student guests should contact the Office of Admissions for campus tours and meal ticket for the cafeteria.

While guests are on campus, the student host will be held accountable for the guest's conduct. Guests are expected to abide by all College rules and regulations. Failure to do so will result in the guest being asked to leave campus immediately. Guests may stay for a maximum of two days unless the Director of Residence Life & Housing authorizes an extension of time. Their host will be held responsible for any damages caused by the guest to any college property.

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

Housekeeping and Maintenance Services. Residents are responsible for cleaning their assigned rooms and private bathrooms. The cleaning staff will clean public areas, common restrooms, and showers. The residents are asked to be considerate in the way that public areas are left after use. Health and safety checks of the residence halls will be conducted at any time to determine if unsanitary or unsafe conditions or unreported damages exists. If such conditions do exist, residents will be asked to correct the problem immediately. Failure to comply may result in a cancellation of the Contract for Residence. Residents with private baths are required to clean them before any long break.

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

Students are also issued a mail key and assigned a mailbox. Replacement of a mail key is also \$60. Please see below (mail and packages)

Laundry.

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

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

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

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

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

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

The college is not responsible for lost or damaged clothes.

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

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

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

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

Your Name

Holy Cross College

54515 SR 933 North

P.O. Box 782

Notre Dame, IN 46556-0782

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

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

Maintenance Requests. The maintenance staff works closely with residence hall staff in making routine repairs in the residence halls. Students needing maintenance service are to notify their hall director as soon as possible. Hall Staff may work with residents to fix any minor issues before submitting it to the maintenance department. Maintenance staff is authorized to enter the room and complete the repairs whether or not the student is in the room. Emergency repairs should be immediately reported to hall staff.

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

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

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

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

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

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

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

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

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

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

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

Personal Property. The College assumes no financial responsibility for damage to or loss of personal property of students nor does it carry insurance on the personal property of students. If a student is not covered by the parents' policy, he or she may check with any general insurance agency for details for securing such insurance. The safekeeping of personal property is the responsibility of each student. Rooms should be locked at all times with valuables properly secured. If students choose to leave their rooms unlocked, the college is not responsible for lost, stolen, or damaged property. Students are encouraged to clearly mark personal possessions and maintain records of serial numbers to discourage theft. Thefts should be immediately reported to the hall director or the Security Office.

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

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

Room Inspection, Entry and Search. The College reserves the right to enter a student's room to ensure proper maintenance and repair, to provide for the health and safety of the hall residents, and to investigate a possible violation of federal, state or local laws, or College policy. The Vice President of Student Life or official staff acting in his/her absence, such as a Hall Director or RA, will determine if it is appropriate to inspect or search a student's room. All rooms will be inspected during official College breaks and occasionally during. Occasional Health and Safety checks of residence hall rooms will be conducted by hall staff.

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

Severe Weather Information. In the event of severe weather, residents are encouraged to seek shelter in the basement stairwells of James and Basil and North Halls, or in the hallway of the first floor of each hall. Security or hall staff may give notice to residents if they are aware of an approaching severe storm. However, residents should not wait for college personnel to give official notification of danger. Students are encouraged to sign up for emergency alert text messages.

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

Service Animals and Emotional Support Animals- See Appendix A

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

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

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

Waterbeds. Waterbeds are not permitted.

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

Appendix A

Service Animals and Emotional Support Animals- See Appendix A

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 Learning and Accommodations Specialist to discuss this accommodation request in more detail. Requests for an SA/ESA are considered on a case-by-case basis; the Accommodations Specialist, Director of Residence Life and Housing, and the Vice President of Student Life 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 Learning and Accommodations Specialist 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. 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.

ADDENDUM A

SEXUAL MISCONDUCT, HARASSMENT, AND TITLE IX POLICY

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

- Sex-Based Harassment includes sexual harassment and gender-based harassment.
- Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- Unwelcome Conduct is conduct considered "unwelcome" if the student did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in a College's program or activity (e.g., administrators, faculty members, students, and campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. The College will also need to find that a reasonable person in the student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Title IX Sexual Harassment Policy and Procedures

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

INTRODUCTION

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

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

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

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

DEFINITIONS

The following terms and definitions apply to this Policy.

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

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

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

College Community	Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.
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POLICY DETAILS

I. SCOPE

A. Medium

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

B. Jurisdiction

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

C. Location

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

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

E. Policy Maintenance

- a. This policy is managed by the Office of Human Resources and the Title IX Coordinator.
- b. This policy and the associated procedures will be revised by the Title IX Coordinator.

II. RECEIVING SUPPORTIVE MEASURES

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

III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. The College designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the College.
- B. The following employees have been designated by the College as having the authority to initiate corrective measure on its behalf: :
 - a. Title IX Coordinator(s)
 - b. President of the College
 - c. Vice Presidents
 - d. Dean of Students
- C. When one of the above employees learns of alleged sexual harassment, that employee should contact the appropriate Title IX Coordinator as soon as possible.
 - Gwen DeMaegd – Title IX Coordinator for faculty or staff - 574.239.8349

gdemagdg@hcc-nd.edu or titleix@hcc-nd.edu

- Catherine Ficker – Deputy Title IX Coordinator for students - 574.239.8310

cficker@hcc-nd.edu

- Adam DeBeck– Deputy Title IX Coordinator for students – 574.239.8338

ADeBeck@hcc-nd.edu

- D. Employees may have additional reporting obligations provided by law and/or other College policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures

IV. EMPLOYEE DUTY TO REPORT (MANDATORY REPORTERS)

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

- A. All College employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report all known information immediately.
- B. In addition to the requirement of reporting incidents of Sexual Assault, the following members of the College Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five workdays of becoming aware of such information:

- a. Executive officers;
 - b. Deans, directors, department heads/chairs (including those serving in assistant or associate roles);
 - c. Supervisors who have hiring or firing power over at least three employees who are not student or post-doc employees;
 - d. Faculty and staff who serve as advisors to or coaches of College-recognized student groups;
 - e. Any individual, whether an employee or not, who serves as a coach of a club sports team;
 - f. All individuals working in Student Life, including resident assistants, as well as all individuals working in Athletics
 - g. Campus Security Authorities designed by the College under the Clery Act not otherwise specified in this provision; and
 - h. Individuals serving in any of the positions described above on an acting or interim basis.
- C. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the College:
- a. At public survivor support events including, but not limited to: "Take Back the Night," candlelight vigils, protests, and survivor speak-outs;
 - b. To student-employees when they are operating outside of their official work capacity; or

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

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

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

- 1. This definition applies even to professional counselors who are not employees of the College but are under contract to provide counseling at the College.
- 2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the College).

Tom DeHorn, L.M.H.C., L.C.A.C.
Director of Counseling and Health
574.239.8383 tdehorn@hcc-nd.edu
Or confidentially to: counselingservices@hcc-nd.edu

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

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

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

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

Gwen DeMaegd, Title IX Coordinator for faculty or staff

- a. In-Person: Driscoll room 104E
- b. Mail: 54515 St. Road 933 N. PO Box 308 Notre Dame, IN 46556
- c. Phone: 574-239-8349
- d. Email: gdemaegd@hcc-nd.edu or titleix@hcc-nd.edu

Catherine Ficker, Deputy Title IX Coordinator for students

- e. In-Person: Vincent 169
- f. Mail: 54515 St. Road 933 N. Notre Dame, IN 46556
- g. Phone: 574-239-8310

Email: cficker@hcc-nd.edu

Adam DeBeck, Deputy Title IX Coordinator for students

- h. In-Person: Vincent 170
- i. Mail: 54515 St. Road 933 N. Notre Dame, IN 46556
- j. Phone: 574-239-8338

Email: adebeck@hcc-nd.edu

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

Agency	Contact Information
St. Joseph County Police	574-235-9611
Campus Safety and Security	574-239-8312

VI. CONFIDENTIALITY AND PRIVACY

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

VII. RETALIATION

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

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

VIII. INVESTIGATION AND RESOLUTION OPTIONS

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

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

IX. REMEDIES

- A. When the College makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.
- B. Corrective Actions/Sanctions
 - a. When the Respondent is a student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
 - b. When the Respondent is an employee, corrective actions may be taken pursuant to the *Rules of Conduct and Progressive Disciplinary Procedure*. Disciplinary corrective actions may include a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge.
- C. Any corrective actions or sanctions will not take effect until any appeals have been completed.
- D. Interim Supportive Measures
 - a. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the College's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures

that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:

- a. No contact directives;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Modification of work or class schedules;
 - d. Change in work or housing locations;
 - e. Change in reporting relationship;
 - f. Consideration of leave requests.
- b. During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the College. If the Respondent is a student of the College, they may be removed from educational activities following an individualized safety and risk analysis determining that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
 - c. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other College employees with a need to know.
 - d. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.
- E. Other Remedial Measures
- i. When the College is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the College may refer the case to Student Affairs

X. FALSE ALLEGATIONS

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

XI. PROCESS ABUSE

- A. No member of the College Community may:
 - a. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
 - b. Make, in bad faith, materially false statements in or related to a process covered by this policy;
 - c. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
 - d. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XII. TRAINING

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

PROCEDURE

I. INITIAL ASSESSMENT

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

II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the College determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the College's educational program or activity, the investigation and formal complaint will be dismissed. Formal complaints may still be resolved through procedures set forth in the Student Code of Conduct.
- B. The College reserves the right to dismiss the formal complaint and stop the investigation if:
 - a. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their formal complaint;
 - b. The Respondent is no longer enrolled in or employed by the College; or
 - c. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).
- C. If the College dismisses the formal complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

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

IV. FORMAL RESOLUTION & HEARINGS

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

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

of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

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

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

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

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

D. Resolution

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

V. APPEALS PROCESS

- A. If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Decision Maker(s)'s written decision.
- B. Appeals may be filed due to:
 - a. A procedural irregularity that affected the outcome.
 - b. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
 - c. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).

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

VI. RECORDKEEPING

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

RESPONSIBILITIES

Position of Office	Responsibilities
Human Resources	Title IX Coordinator

RESOURCES

SUPPORT RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Anyone	Provides legal services (e.g. civil protection orders, crime victim compensation, and criminal proceedings guidance) to eligible Students	Family Justice Center of St. Joseph County 533 N. Niles Ave., South Bend, IN 46617	574-234-6900	Confidential
Anyone	Anti-sexual violence organization that partners with local rape crisis centers across the country. Two resources available: 1) National Sexual Assault Hotline (https://ohl.rainn.org/online/) online chat format; 2) National Sexual Assault Hotline – free, confidential services 24/7.	The Rape, Abuse and Incest National Network (RAINN) (rainn.org)	800-656-HOPE (4673)	Confidential
Anyone	Provides private counseling for an array of personal, work-related, and daily living challenges to current employees and students	Campus Counseling and Health Office V-174	Tom DeHorn 574-239-8383 counselingservices@hcc-nd.edu	Confidential
Anyone	Coordinates Title IX compliance; leads Title IX activities; provides education and training.	Title IX Coordinator D-104A Deputy Title IX	Gwen DeMaegd 574-239-8349 gdemagd@hcc-nd.edu Catherine Ficker	Non-Confidential

	Intakes Title IX student concerns or complaints.	Coordinator s V-169, V-170	574-239-8310 cficker@hcc-nd.edu Adam DeBeck 574-239-8338 adebeck@hcc-nd.edu	
Anyone	Responds to criminal conduct on campus	Campus Safety & Security	574-239-8312	Non-Confidential

MEDICAL RESOURCES

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

CONTACTS

Subject	Office	Telephone	Email/URL
Policy Questions	Office of Human Resources	574.239.8349	gdemaegd@hcc-nd.edu
To Make a Report	Office of Human Resources Title IX Deputy Coordinator Title IX Deputy Coordinator	574-239-8349 574-239-8310 574-239-8338	https://www.hcc-nd.edu/report-incident_or_titleix@hcc-nd.edu
Title IX Questions	Title IX Coordinator Deputy Title IX Coordinator	574-239-8349 574-239-8310 574-239-8338	gdemaegd@hcc-nd.edu cficker@hcc-nd.edu adebeck@hcc-nd.edu

2022 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 Vice President of Student Life 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 Vice President of Student Life 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 Vice President of Student Life.

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 Vice President of Student Life 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, 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.

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:

- 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 Vice President of Student Life 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 Vice President of Student Life.

Holy Cross College does not have any officially recognized student organizations with off-campus locations, and therefore, has no policy for the 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 Vice President of Student Life, 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 Vice President of Student Life 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 Vice President of Student Life) 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 Vice President of Student Life must be immediately notified.

Upon determination that a student is missing, the designated emergency contact person or persons will be notified by the Vice President of Student Life 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 people 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 forms 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, Vice President of Student Life, 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 Vice President of Student Life, 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 Vice President of Student Life.

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 Vice President of Student Life (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 Vice President of Student Life, faculty incidents are overseen largely by the Dean of the College, 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 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 Vice President of Student Life.

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 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 Vice President of Student Life.

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
Vice President of Student Life:	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 2021

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON- NEGLIGENT MANSLAUGHTER	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Violence Against Women: Domestic violence, dating violence, stalking	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
SEX OFFENSES, FORCIBLE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ROBBERY	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
BURGLARY	2020	0	0	0	0
	2021	1	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARSON	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POS SESSING, POS SESSING, ETC.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

ARRESTS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	4	0	0
	2022	0	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2020	0	19	0	0
	2021	0	15	0	0
	2022	0	12	0	0

HATE CRIMES:

2020: 0

2021: 0

2022: 0

The 2023 Crime Statistics report which includes the above data for the 2022 calendar year is submitted to the DOE, and will be made available for viewing by the DOE after October 15th, 2023, at:
<http://www.ope.ed.gov/security/Index.aspx>

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

2022 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:

2020

- No Fires reported.

2021

- No Fires reported.

2022

- No Fires reported.

FIRE DRILLS

Two fire drills were conducted in each of the residence halls during each academic year.

FIRE POLICIES:

Cooking. Cooking in James, Basil, North, 2nd Floor Pulte, 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, window air conditioners, space heaters, hot plates, and the like are not allowed. Halogen lamps are also banned. Small refrigerators, 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 firefighters, 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 574-239-8388

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.