

**2011 – 2012**  
***Student Handbook***



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

<b>PROBLEM SOLVERS</b>
------------------------

**When you need. . .**

**call or go to. . .**

- |   |  |
|---|--|
| 1. Emergency Phone Numbers                            | Security - 239-8312 or 274-2646<br>Office – 239-8395<br>Police, Fire, Ambulance - 911<br>(identify <b>exact</b> campus location)<br>Sex Offense Services (S.O.S.) - 289-HELP (4357)<br>Hospitals: St. Joseph Med Center - 237-7111<br>Memorial Hospital - 234-9041 |
| 2. To discuss residence life issues                   | Residence Life Director - 239-8390<br>Anselm / Basil Hall Director - 239-8398<br>James Hall Director - 239-8334<br>Pulte Hall Director - 239-8319<br>South Hall Director - 239-8333  |
| 3. To discuss student life issues                     | Dean of Students - Vincent 110A - 239-8409   |
| 4. A bank   | Notre Dame Credit Union ATM – Student Union  |
| 5. To fix a computer problem                          | Computer Lab – Vincent 246   |
| 6. A student I.D. card                                | Computer Lab – Vincent 246   |
| 7. A work study position                              | Center for Discernment & Prep - 239-8318   |
| 8. Books or supplies                                  | Hammes Bookstore – Driscoll 104 - 239-8411   |
| 9. First aid or have a medical emergency or illness   | Hall Director or<br>Associates in Family Medicine<br>837 E. Cedar St., Suite 100 - 237-7338  |
| 10. Financial aid assistance                          | Financial Aid Office – Driscoll - 239-8362<br>Administrative Suite - 239-8356  |
| 11. Information about Mass/spiritual direction        | Campus Ministry Office – C108 - 239-8315   |
| 12. Lost & Found                                      | Vincent faculty reception area - 239-8377  |
| 13. Personal counseling                               | Director of Counseling & Health Services - Vincent 168 - 239-8383<br>David F. Sonogo & Assoc. - 271-8222   |
| 14. To buy stamps                                     | Hammes Bookstore – Driscoll 104 - 239-8411   |
| 15. To obtain a parking permit sticker                | Greg Runnells – Security Office - 239-8312   |
| 16. To change a class or schedule                     | Your academic advisor  |
| 17. To make a suggestion for an activity or event     | Student Activities Office – Vincent 110B - 239-8343  |
| 18. To pay your bill                                  | Business Office – Vincent 149 - 239-8403   |
| 19. To report a change of address or telephone number | Registrar's Office – Vincent 155 or - 239-8401<br>Admissions – Driscoll 101 - 239-8400   |
| 20. Health records/health issues                      | Dean of Students – Vincent 110A - 239-8409   |
| 21. To request a transcript                           | Registrar's Office - Vincent 155 - 239-8401  |

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**~ GLOSSARY ~**

***College Community***

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

***College Official***

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

***Student***

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

*Information contained in this document is subject  
to change without prior notice.*

# Holy Cross College

## Mission



Holy Cross College is a Catholic community of higher learning that forms competent minds and courageous hearts for leading purposeful lives.

The College advances the apostolic mission of its founders, the Brothers of Holy Cross, through a practical, experiential liberal arts curriculum that applies timeless truths to contemporary life throughout the world.

### Educational Values

Holy Cross College will adhere to a set of *educational values* that emanates from the charisms of the Brothers of the Congregation of Holy Cross and addresses each person's holistic nature of mind, body, and spirit. In its educational programs and learning culture, the College will value and promote the high degree of *integration and synthesis* between:

- *Faith and understanding (reason)*, as discerned through the Roman Catholic intellectual tradition;
- The *curricular and co-curricular* in personal discovery, learning, and expressive opportunities;
- A strong *liberal arts core and the pragmatic application of knowledge* gained through the liberal arts;
- *A knowledge of self and a knowledge of a global society*;
- Recognition and development of *individual talents and the call to express those talents in society and the world at large*;
- An understanding of the *perennial questions and challenges* intrinsic to the human condition and the *particular challenges* of contemporary life and society;
- The *competency to see and the courage to act*.

### Educational Promise

Because of its mission, size, institutional orientation, and location, Holy Cross College can make the promises of an educational experience that:

- Places each student in *close relationship with faculty* members;
- Invites and celebrates the full recognition and expression of *personal talents and leadership* of each student;
- Encourages expression of personal talents in the *classroom*, in *co-curricular activities*, in *professionally-oriented experiences*, and in *service* to the larger (and global) community;
- Reflects, both in content and style of delivery, the *interdisciplinary nature of knowledge* and *contextualizes learning* and knowing both for an individual's intended professional and personal pursuits and for living in a contemporary global society;
- Teaches the knowledge and competencies of the liberal arts and the professions for each student's preparation for and *confident participation in the "real," free-market world*;
- Provides for each student's *personal transformation* consistent with her or his stage of development and across intellectual, spiritual, social, professional, and physical dimensions;
- Leverages to the best advantages of its students the rich academic, co-curricular, social, and spiritual resources of the *Holy Cross College-Saint Mary's College-University of Notre Dame community*;
- Carries forward, interprets, and extends the *Roman Catholic intellectual tradition, sacramental community, and personal call to service*, especially as interpreted and witnessed by the charisms of the Brothers of the Congregation of Holy Cross.

## 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 James Letherman*

Saints of Holy Cross we cheer you,  
We are proud to stand beside you  
As you strive to win fresh laurels for our loyal alma mater  
We, your loyal sons and daughters,  
Vie to render you those honors,  
Which embellish your renown for all the world to see,  
While our Saints march boldly forward to victory!



<b>ACADEMIC &amp; RESIDENCE LIFE CALENDAR</b>
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**Fall Semester 2011**

August 20	Saturday	Orientation & enrollment for new students Residence halls open at 9:00 a.m. for new students
August 22	Monday	Residence halls open at 10 a.m. for returning students
August 23	Tuesday	Classes begin
August 26	Friday	Last day to add or drop a class
September 5	Monday	Labor Day – classes in session
September 23	Friday	Presidential Inauguration
October 14	Friday	Fall break begins after last class Food service ends after noon meal
October 15	Saturday	Residence halls close at 6pm
October 15-23		Fall Break
October 23	Sunday	Residence halls open at noon Food service resumes at evening meal
October 24	Monday	Classes resume
October 24	Monday	Spring 2012 advisement and registration begin
October 31	Monday	Last day to withdraw from a class with a grade W
November 22	Tuesday	Thanksgiving holiday begins after last class Food service ends after noon meal
November 23-27		Thanksgiving Holiday
November 27	Sunday	Food service resumes at evening meal
November 28	Monday	Classes resume
December 9	Friday	Last day of classes Last day to withdraw from a class with a grade of WP or WF
December 12-14	Monday-Wednesday	Final Exams
December 14	Wednesday	Residence halls close at 6 pm Food service ends after noon meal
December 15- January 16		Christmas Break

### **Spring Semester 2012**

January 16	Monday	New Student Orientation Residence halls open at 10 am for new students Residence halls open at 12 pm for returning students Food service resumes with evening meal
January 17	Tuesday	Classes begin
January 20	Friday	Last day to add or drop a class
March 9	Friday	Spring break begins after last class Residence halls close at 6 pm. Food service ends after noon meal
March 10-18		Spring Break
March 18	Sunday	Residence halls open at noon Food service resumes with evening meal
March 19	Monday	Classes resume Summer and fall 2012 Advisement & Registration begin
March 28	Wednesday	Last day to withdraw from a class with a grade of W
April 5	Thursday	Easter holiday begins after last class Food service ends after evening meal
April 6-9		Easter Break
April 9	Monday	Food service resumes at evening meal
April 10	Tuesday	Classes resume
May 4	Friday	Last day of classes Last day to withdraw from a class with a grade of WP or WF
May 7-9	Monday-Wednesday	Final Exams
May 9	Wednesday	Residence halls close for non-graduating students at 6 pm
May 12	Saturday	Commencement Residence halls close for graduating students Last meal ends after brunch

### **Summer Session 2012**

July 1	Sunday	Residence hall opens for Summer Session
July 2	Monday	Summer Session classes begin
August 2	Thursday	Summer Session classes end
August 3	Friday	Final Exams Residence hall closes at 6pm

## **ACADEMIC POLICIES AND PROCEDURES**

### **ACADEMIC HONESTY POLICY**

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

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

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

Faculty members alleging or suspecting a violation of academic honesty are to conduct a conference with the student. Following the conference, if the student is found responsible for a violation of the academic honesty policy, the faculty member issues a commensurate sanction. The faculty member is to inform the student, Dean of Faculty, and Dean of Students in writing of the nature of the specific offense (including evidence) and the sanction within three (3) business days of the conference. The Dean of Students may then refer the case to a Conduct Board.

**Appeals.** Appeals of academic honesty decisions must be submitted in writing to the Dean of Faculty within three (3) working days of the original decision. Appeals 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, which, if heard, would likely have changed the outcome of the proceeding.
2. The original conference had a substantial procedural defect that rendered the proceeding unfair.

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

The Executive Vice President may deny the appeal or remand the decision back to the faculty member for further consideration. Decisions regarding appeals are final.

*“...In the full light of truth we live in God’s sight and try to commend ourselves to everyone’s good conscience.”*

2 Corinthians 4:2

### **ACADEMIC STANDING**

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

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

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

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

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

#### **APPEAL POLICY OF A FINAL GRADE**

A student may appeal a final course grade if he/she has sufficient reason to believe that the grade received was not an accurate reflection of the student's achievement of course objectives as outlined in the course syllabus. The following are the steps for appealing a final grade in a course:

1. The student must first discuss the assigned final grade with the professor in order to confirm or correct the assigned grade.
  - a. Should the professor choose to change the grade, he/she must follow the established grade change procedure.
  - b. Should the professor choose not to change the grade, the student may submit a written appeal to the Dean of Faculty.
2. Appeals of final grades must be submitted in writing to the Dean of Faculty within 30 days of the assignment of the given grade. Grade appeals must include a clear explanation of the following information:
  - a. The context and background of the original situation in the class that led to the grade that is being challenged.
  - b. The interactions, conversations, and clarifications between the student and the professor after the contested grade was posted.
  - c. The reason the student thinks the assigned grade is not consistent with the expectations and grading requirements for the course.
3. The Dean of Faculty will review the student's written appeal. If it meets the above requirements, the following steps will be taken:
  - a. The Dean of Faculty will forward the written appeal to an ad hoc committee of faculty to review the case and make an advisory recommendation to the Dean.
  - b. The professor who assigned the grade would be asked to submit his/her perspective on this situation to the Dean who will share it with the ad hoc committee.
4. The Dean of Faculty will review the recommendation of the ad hoc committee and the material provided by the student and the professor.
5. Within 10 working days of receiving the student's written appeal, the Dean of Faculty will render a decision and communicate the decision to the student, the professor and the Registrar.
6. Final appeals may be presented to the Executive Vice President only if it can be shown that one or both of the two following criteria are met:
  - a. There was a flaw in the manner in which the appeal process was implemented.
  - b. There is significant new and relevant information that was not available at the time the first appeal was evaluated, and, if considered, might change the outcome of the original grade appeal.

### ***ASSOCIATE OF ARTS DEGREE***

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

### ***AUDITING CLASSES***

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

### ***AVERAGE COMPUTATION***

Two grade point averages are computed for each student each semester: a semester grade point average and a cumulative grade point average. Courses numbered under 100 level are not included in the computation of averages.

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

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

### ***BACHELOR OF ARTS DEGREE***

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

### ***CLASS ATTENDANCE***

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

### ***CLASSIFICATION OF STUDENTS***

A student who has earned more than 30 credit hours is classified as a sophomore. A student who has fewer than 93 credits is classified as a junior. A student who has earned more than 93 credits is classified as a senior. A full-time student is one who is registered for 12 or more credits in a semester, and a part-time student is registered for fewer than 12 credits. A normal course load for full-time students is typically between 15 and 18 credit hours.

### ***CLASSROOM CONDUCT***

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

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

*"Let us be concerned for one another, to help one another  
to show love and to do good."*

Hebrews 10:24

### **CLEP (COLLEGE-LEVEL EXAMINATION PROGRAM)**

A maximum of thirty semester hours may be earned through the subject examinations of the CLEP program. Credits will not be granted when a student has previously received credit in a comparable course. Double credit may not be earned for duplicating subject matter in the subject examinations. The tests may be taken prior to entry to Holy Cross or during the period of enrollment. A minimum score of 50 must be earned for credit to be awarded.

### **COURSE ADJUSTMENTS**

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

### **COURSE NUMBERING SYSTEM**

*Courses numbered below 100 are remedial courses and are not given academic credit. Such courses are usually not transferable to other institutions.* Courses numbered from 100 to 199 are designed as first-year courses. Courses numbered from 200-299 are considered sophomore courses, but first-year students may be admitted if course prerequisites have been satisfied. Courses numbered above 300 are upper-division courses. Some upper-division courses are open only to students admitted to certain major programs. Upper-division level electives are open to all students who have satisfied the appropriate prerequisites.

### **COURSE SELECTION**

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

### **CREDIT HOURS**

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

### **FINANCIAL AID**

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

- State of Indiana: scholarships and grants administered by the State Student Assistance Commission of Indiana, including the Frank O'Bannon Grant Programs (Higher Education Grant, Freedom of Choice Grant), 21st Century Scholars Program, Hoosier Scholarship Award, and benefits provided through Indiana Rehabilitation Services.

- Federal Aid Programs: Federal Pell Grant and Academic Competitiveness Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Perkins Loan and the Federal Family Education
- Federal Family Education Loan Programs – Stafford and PLUS loans
- Holy Cross College and private educational grants.
- Holy Cross College is approved by the State of Indiana for the payment of Veteran's Benefits under Chapters 30, 31, 32, 35, and 106.

#### ***FINANCIAL AID ELIGIBILITY***

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

#### ***HOW TO APPLY FOR FINANCIAL AID***

- *State of Indiana Grants and Awards.* Indiana Grants and Awards are limited to Indiana residents. Application is by the FAFSA, which must be received by March 10 preceding the academic year of enrollment. The Title IV Code for Holy Cross College is 007263.
- *Federal Grants, Loans, Work-Study and Institutional Aid* - Students applying for financial aid should file the FAFSA form, and must indicate Holy Cross College, Notre Dame, IN, under the college Release section using the Title IV Code 007263.

The student will receive an acknowledgement from the federal processor via email and/or mail. As Holy Cross College performs 100% verification prior to the disbursement of any financial aid, all students are required to supply the Student Financial Services Office with tax forms and other required documents before any funds will be approved.

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

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

- Submit the FAFSA (Free Application for Federal Student Aid) prior to March 10<sup>th</sup> for the following academic year.
- Submit all completed, requested, and necessary verification documents in a timely manner (federal 1040's, W2's, and verification worksheet)
- Return all aid-related paperwork, such as loan request forms and master promissory notes, in a timely manner.
- Monitor your student account by using the portal via <https://www.sis.hcc-nd.edu> on a regular basis for any account activity or visit the business office pertaining to student account queries.
- Notify Student Financial Services as soon as you have any questions or concerns about aid.

Students have the right to cancel any portion of their Stafford and PLUS loans. If they wish to cancel their loan after funds have been disbursed, they must submit a request in writing accompanied by any loan disbursements they have received to the Office of Student Financial Aid within **14 days** from the date aid is disbursed to their account. Aid is usually disbursed right after the drop/add date during each semester. This disbursement can be monitored through a student's account online by using the portal via: <https://www.sis.hcc-nd.edu>

nd.edu. If you choose to make no changes, you are not required to contact the Office of Student Financial Aid.

In accordance with the Federal Refund Policy, students who completely withdraw from ALL their classes before completing 60% of the term, could owe a balance to Holy Cross College and/or their lender. The amount owed will be based on the calculation of return to Title IV.

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

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

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

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

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

To meet the quantitative component, the student must Federal regulations require a maximum time frame for completion of a degree that is not to exceed 150% of the normal requirements of that program. The Financial aid office will review student's eligibility at the end of each semester. If the student has attempted less than 150% of the course work at that time, he/she will be considered for Title IV aid for the following semester. If due to withdrawals, failed courses, etc., the student has exceeded the maximum number of attempted credits for his/her program, he/she will no longer be eligible for federal financial aid programs (grants or loans) for any future semester. For the purpose of determining a student's current status for the maximum time frame for completion only, the following criteria will be used in the evaluation of the student transcript, Remedial Course work - If after individual testing and evaluation a student is recommended to take non-credit remedial course work those courses may not be counted in the 150% maximum number of attempted credits based upon the individual circumstances of the student. Repeated Courses-If a student repeats a course, the course will count in the maximum number of attempted credits each time the course is taken.

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

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

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

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

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

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

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

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

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

## GRADING SYSTEM

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

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

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

## GRADUATION HONORS

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

- With Honors .....cumulative grade point average of 3.30
- With High Honors .....cumulative grade point average of 3.50
- With Highest Honors .....cumulative grade point average of 3.70

## GRADUATION REQUIREMENTS

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

1. A minimum cumulative grade point average of 2.00
2. At least 61 semester hours of credit
3. Specific academic requirements:
  - **Division I: Theology and Philosophy**  
*Nine Semester Hours*  
*THEO 140 plus one other theology course*  
*One philosophy course required*
  - **Division II: Humanities**  
*Six Semester Hours*  
*One composition course required*
  - **Division III: Social and Behavioral Sciences**  
*Six Semester Hours*
  - **Division IV: Sciences and Mathematics**  
*Seven Semester Hours*  
*One science course required*  
*One mathematics course above 101 required*
  - **Sufficient electives to total 61 semester hours**

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

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

1. A minimum cumulative grade point average of 2.00
2. At least 120 semester hours of credit.
3. Completion of the core courses, an approved international experience, an internship in an appropriate career field, a service learning practicum, and the senior Capstone.
4. A maximum of 60 semester hours of transfer credit may be counted for the bachelor of arts degree.

**Revocation of Admission and/or Degree.** Admission to, or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.

**Withholding Degree.** The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including completion of all sanctions imposed, if any.

#### **INDEPENDENT STUDY**

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

#### **MID-SEMESTER GRADES**

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

#### **N.I.C.E.**

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

#### **NON-DISCRIMINATION POLICY**

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

Inquiries or complaints concerning the application of the college's nondiscrimination policy may be directed to the Office of the Vice President for Operations, Attention: Mr. Dan

Haverty, Holy Cross College, Notre Dame, IN 46556, 574-239-8405. Formal grievances must be submitted in writing within 180 days of the alleged occurrence. Grievances will be immediately and fully investigated once reported. Any person found to have violated this policy shall be subject to prompt and appropriate disciplinary action.

### **REGISTRATION**

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

### **REPEATING COURSES**

A student may repeat a course for a higher grade. The student's permanent record will include the grades of both attempts in the course. The grade earned in the most recent attempt in the course is used in computing the grade point average.

### **RESERVE OFFICER TRAINING CORPS (ROTC)**

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

### **TRANSCRIPTS**

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

### **TUITION AND FEES / TERMS OF PAYMENT**

**All tuition and fees must be paid in full five days prior to the first day of class.** The Holy Cross College student account is available to access on the website portal at: [www.sis.hcc-nd.edu](http://www.sis.hcc-nd.edu).

All students will be required to pay in full five calendar days before classes begin, "The Original Due Date" of the fall semester is August 18; spring semester January 12. If a payment plan is approved by the Bursar, at least half the balance owed must be paid by the original due date, and the remaining half balance can be paid through automatic payment deduction from an eligible financial institution in the United States, in up to three equal installments. An additional fee of \$100 will be charged to all accounts whose balance is not paid in full by the original due date. There are a range of possible consequences that could result from failure to comply, including, but not limited to: student ID deactivated, student account suspension, scheduled classes can be dropped, and/or students can be referred for student judiciary action.

For the fall semester the original due date is August 18; on an approved payment plan the entire balance must be paid in full by November 1. Equal monthly payments on the remaining balance due September 1, October 1, and final balance paid November 1.

For the spring semester the original due date is January 12; on an approved payment plan the entire balance must be paid in full by April 1. Equal monthly payments on the remaining balance due February 1, March 1, and final balance paid April 1.

To make payment on your Account Statement follow these steps:

1. Logon to the Holy Cross College portal with your username & password
2. Mouse over the 'Billing Record' tab
3. Click on 'Select a Term'
4. Select the particular term from the 'Term' Drop Down Menu
5. Mouse over the 'Billing Record' tab and click on 'Account Statement –Estimated'
6. Scroll down and enter the amount you want to pay in the payment box. Enter only numbers.
7. Click the submit pay button and follow the directions.

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

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

#### **WITHDRAWAL**

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

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

#### **Fall 2011 Semester**

<u>Withdrawal is completed</u>	<u>Refund will be</u>
Before the start of classes - August 26, 2011.....	100% Tuition and Fees*

*\*\*Room and Board refunds will be pro-rated at per diem rate the first week only.*

August 29 – September 2, 2011 .....	75% Tuition/Room & Board
September 5 - 9, 2011 .....	50% Tuition/Room & Board
September 12 - 16, 2011 .....	25% Tuition/Room & Board
Thereafter .....	0% No Refunds

\* Excludes Application Fee and Room Deposit Fee

**Spring 2012 Semester**

<u>Withdrawal is completed</u>	<u>Refund will be</u>
Before the start of classes – January 20, 2012 .....	100% Tuition and Fees*
January 23 – 27, 2012 .....	75% Tuition/Room & Board
January 30 – February 3, 2012 .....	50% Tuition/Room & Board
February 6 – 10, 2012 .....	25% Tuition/Room & Board
Thereafter .....	0% No Refunds

\* Excludes Application Fee and Room Deposit Fee

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

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

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

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

*“Plan carefully and you will have plenty: if you act too quickly,  
you will never have enough.”  
Proverbs 21:5*

## **STUDENT SERVICES & CODE OF STUDENT CONDUCT**

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

### **ALCOHOL AND OTHER DRUGS**

**Alcoholic Beverages.** The possession, distribution, or consumption of alcoholic beverages by students is prohibited on the campus of Holy Cross College. Empty alcoholic beverage containers imply consumption of the contents, and collections of the containers are not permitted on campus. Intoxication will not be tolerated; inability to exercise care for one's own safety or the safety of others due in whole, or in part to being under the influence of alcohol and/or drugs is an infraction of college policy. Violators are subject to a fine of up to \$300 and mandatory alcohol education/treatment programs, in addition to any other recommended sanctions. Violations of this policy may be grounds for removal from the residence halls. Underage drinking or making alcohol available to underage drinkers on or off campus is a violation of the law and of the code of student conduct.

**Drugs.** Possessing, distributing, or 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 are subject to a fine of up to \$300, removal from residence halls, and suspension or expulsion from the college. Professional counseling is available to all students through the Director of Student Counseling and Health Services. Students convicted of possession or sale of a controlled substance may not be eligible to receive Federal or State Financial Aid.

### **ATTIRE**

Modesty and good taste are expected in student attire at Holy Cross College. Appropriate footwear must be worn in all buildings, excluding residence hall rooms. T-shirts or other garments with wording considered to be in poor taste or advertising drugs/illegal behavior are not permitted to be worn at any time. Gentlemen are to remove their hats in the Siegfried Family Dining Hall and the St. Joseph Chapel.

### **BOOKSTORE**

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

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

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

### **BUILDING HOURS**

#### Vincent and Driscoll Halls

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

### Student Union

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

Note: Hours may be expanded during final exams.

### **BULLETIN BOARDS**

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

### **CAMPUS MINISTRY**

Holy Cross College recognizes the importance of the human soul and a person's relationship with God. Campus Ministry provides opportunities for prayer and personal growth. The Campus Ministry office (C-108) is located next to the dining room, between Basil and James Halls. Daily and Sunday Mass takes place on campus. Students assist with the liturgies by acting as servers, lectors, Extraordinary Ministers of Holy Communion, and providing music assistance. In addition, Campus Ministry provides opportunities to go on retreat (Spes Unica Retreat) and plans and organizes numerous other events, lectures, and activities throughout the year that promote spiritual growth. Members of the campus ministry staff are available for prayer, support, and spiritual counseling and may be contacted by e-mail at [apolaniecki@hcc-nd.edu](mailto:apolaniecki@hcc-nd.edu) or phone at (574)239-8315. Sacramental preparation such as Confirmation, First Communion, and Baptism are also available. (See also Chapel)

### **CHAPEL**

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

### **CHECKING ACCOUNTS**

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

### **CHEWING TOBACCO**

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

### **CLASS CANCELLATIONS**

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

### **CLASSROOM CONDUCT**

Student conduct is to reflect the values and traditions of Holy Cross College and the Brothers of Holy Cross. Though specific standards for conduct in the classroom are established and enforced by individual faculty members, it is understood that students refrain from 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. Refraining from side conversations
4. Disabling of all cell phones, personal alarms, pagers, etc.
5. Modest attire

**CLERY ACT**

See Addendum B.

**COLLEGE FACILITIES**

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

**COMMUNITY STANDARDS**

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

*“Do for others what you want them to do for you: this is the meaning of the law of Moses and the teachings of the prophets.”*  
Matthew 7:12

**CONTACT INFORMATION**

It is the responsibility of the student to ensure that the college has the correct home (permanent) and local address and telephone information. Any changes to an address/telephone number must be promptly reported to the Registrar’s Office. Failure to submit current contact information may result in disciplinary action and failure to receive important college information, including emergency notifications.

**DINING HALL**

The Siegfried Family Dining Hall is located directly west of St. Joseph Chapel and is available to all members of the Holy Cross College community. Non-resident students may purchase meal plans from Sodexo. Please visit [www.holycrossdining.com](http://www.holycrossdining.com) or contact Jacob Tannehill at 574-239-8330 for more information.

Modest attire and appropriate manners are expected in the dining hall. Men are to remove their hats upon entering the dining hall and no sweatshirt hoods are to be worn in the dining hall.

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

Every student who enters the dining hall **must** have their ID (**NO EXCEPTIONS**). If you lose your ID, you must get authorization from Residence Life to eat at the dining hall until a new ID is issued.

Mealtime hours are:

	<u>Monday-Friday</u>	<u>Saturday-Sunday</u>
Hot Breakfast	7:30 - 9:30 a.m.	11:30 - 1:00 p.m. (Brunch)
Lunch	11:30 - 1:30 p.m.	
Dinner	5:00 - 7:00 p.m.	5:00 - 6:00 p.m.

(Hours are subject to change, please visit [www.holycrossdining.com](http://www.holycrossdining.com))

**Munch Money.** Students who live on campus may purchase “Munch Money”, which allows student ID cards to work like a debit card. “Munch Money” is accepted at the following locations: Cyber Café and Dalloway’s on the campus of Saint Mary’s College, and Papa John’s Pizza (South Bend Avenue location only). Offer is subject to terms and cannot be refunded if a student is removed from campus housing. For pricing and further details, contact Jacob Tannehill at 574-239-8330.

**Take Out / To Go Meals.** Any student is welcome to purchase items from our *Simply to Go* area in the Vincent Student Lounge (The Max), weekdays from 11:30 am – 1:30 pm. Residents on a meal plan, and commuters on a voluntary meal plan, may get a meal exchange with the swipe of their ID Card at this location **only**. Dining Hall items are not available for take-out unless it is a sick tray. All Items at the *Simply to Go* location are available to be purchased separately, while others will be available for combination purchase.

**Co-Exchange Meal Plans.** If you participate in certain activities at Notre Dame, you can get a meal exchange ticket at the dining hall’s front desk. You must be authorized by Residence Life and Notre Dame to be able to receive a **COEX Meal Ticket**. You can obtain a ticket from 7:30 a.m. to 2:30 p.m. Monday through Friday.

**Saint Mary’s College Meal Exchange tickets are also available, but on a limited basis. You must have your ID with you in order to eat at their facility.**

#### **DRUGS**

See *Alcohol and other Drugs*.

#### **E-MAIL**

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

#### **EMERGENCIES AND CAMPUS SAFETY**

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

The Campus Safety Office is located on the ground floor of James Hall and may be accessed on the outside, south end of James Hall. To reach Campus Safety you may call 239-8312 (312 from a campus phone) or 274-2646 (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 voicemail of any emergency that may arise on campus. In order for the system to be effective each student is to submit at the time of registration an emergency contact number via a communication device i.e. cell phone, blackberry, local phone, etc. Without this emergency number the college cannot guarantee students will be contacted when an emergency arises. Students are to submit the following information: *Student ID, Legal Last Name, Legal First Name, emergency contact device with appropriate contact number* i.e. cell phone 123-456-7890. The emergency response system will be tested annually. An announcement will be made via the college email system when the test will be made. Students not receiving the test emergency notice should contact the

Dean of Students, to give their emergency information to him. It is the responsibility of the student to supply this information to the college.

### ***FIRE***

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

### ***HAZING POLICY***

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

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

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

All participants in a hazing incident may be found in violation of the code of student conduct.

### ***HEALTH INSURANCE***

Students are to check with insurance carrier to be sure coverage is extended to students over the age of 18. Adequate health insurance coverage is required. For all college athletes, proof of insurance must be on file in the office of the Athletic Trainer.

### ***HEALTH SERVICES***

Holy Cross College and Saint Joseph Regional Medical Center have a cooperative arrangement to offer primary care health services to Holy Cross College students. Students who choose to take advantage of this service should contact the Family Medicine Center at 574-237-7338 to schedule an appointment. The Family Medicine Center is located in Medical Pavilion III at 837 E. Cedar Street, Suite 100 in South Bend.

### ***ID CARDS***

All students receive a photo identification card at the beginning of the academic year at the time of enrollment. This card has a library bar code that is valid for the Holy Cross, Notre Dame, Saint Mary's, and Bethel College libraries. It is the responsibility of each student to obtain a Student ID no later than the first week of the semester. It must also be presented

when dining at the Holy Cross and Saint Mary's College cafeterias. No more than three meals will be served to students with lost ID cards. The student ID card is proof of a student's status. It must be carried at all times, and must be produced whenever requested by a college official.

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

### ***LIBRARY***

The McKenna Library, which is available to all members of the college community, is located in the east wing of the Driscoll Building. The library is intended for research and study, leisure reading, and browsing. Library staff members are available to assist students in locating information.

During the regular school year, the library will be open on Sunday 1:00 p.m. to midnight., Monday - Thursday 8:30 a.m. to midnight., on Friday 8:30 a.m. to 4:30 p.m., and Saturday 1:00 p.m. to 5:00 p.m. The library is closed on college holidays and during most vacation periods. Hours will be posted for summer sessions.

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

The McKenna Library is committed to maintaining an atmosphere conducive to research and study. Individuals are asked to respect the rights of all library users and to keep their voices at a low conversation level. Cell phones should be used only outside of the library. The mezzanine of the library is designated as the 'quiet study area' in the library where individuals are asked to refrain from talking or disturbing others.

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

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

### ***Library Regulations and Policies:***

1. All books must be checked out at the circulation desk. They may be returned either to the circulation desk or placed in the book return box located in the Vincent Hall walkway. Your bar-coded ID card is required for checking out books. Each borrower is fully responsible for every book borrowed on his or her ID card.
2. Ordinarily, books may be borrowed for 28 days; however, they may be renewed unless another student has submitted a request for the book. The due date for the return of each book is stamped on the "date due" slip in the book. A fine may be assessed on overdue books. Books should be returned to the circulation desk or book return box and not to the shelves.
3. Failure to return books will result in a charge being assessed on the student's financial account. ***If a balance is shown on the student's account at the end of the semester, no grade report or transcript will be released.***
4. Students may request a recall for a book that has been checked out by another person. Notice will be sent to the student when the book has been returned and is available for circulation.

5. Faculty members may place selected books or other items on reserve. Reserve items in print format are available at the circulation desk. Items in eReserve format are accessible through the McKenna Library Moodle. Items reserved by an instructor are subject to the instructor's regulations and must be used in the library.
6. Reference books and periodicals are non-circulating and are for use in the library. However, for special reasons, after consultation with the librarian, some reference sources may be signed-out for overnight.
7. *FINES*: It is the responsibility of the student to return materials on time. A fine will be assessed on materials not returned by the date stamped on the date due slip. Notice will be sent when material becomes overdue. When material is 4 weeks overdue, the items are considered "lost" and appropriate billing will take place.
8. Full fines and service penalties are applicable for materials not returned by the end of the academic semester.

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

*"The man who does not read good books has no advantage over the man who can't read them."*

Mark Twain

### **LOST AND FOUND**

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

### **LOUNGE**

For the convenience of the students, vending machines are located in the Vincent Lounge and the Student Union. Snacks and refreshments are to be confined to the Vincent and Driscoll Lounges and the Student Union area.

### **MARKETING PHOTOGRAPHS**

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

### **MISSING STUDENT POLICY**

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

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

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

Upon determination that a student is missing, the designated emergency contact person or persons will be notified by the Dean of Students or other designated official as soon as

possible but no later than 24 hours after that determination. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.

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

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

### **NETWORK USAGE POLICIES**

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

Failure to adhere to this policy may result in temporary or permanent revocation or suspension of the offender's privilege of access. The amount of time of the revocation or suspension will be determined by the offense. The Holy Cross College IT Department will monitor student access to network services to assure compliance with this policy.

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

1. Spreading computer viruses. Students must use virus software and allow it to update itself to provide protection against virus attacks.
2. Not maintaining the computer's operating system with the latest security patches and Windows updates.
3. Setting up a separate wired or wireless network on the college campus.
4. Using personal hubs, routers, switches, or other network hardware anywhere on campus, including within, or among, residence halls or dorm rooms.
5. Running any server software, including DHCP, DNS, website hosting, FTP, SMTP, or any other services deemed disruptive.
6. Using profanity, obscenity, or offensive language in e-mail messages, chat rooms, bulletin boards, forums, websites, video games, and other online services.
7. Using another person's network, e-mail, Moodle, Portal or any other digital account.
8. Re-posting personal communications without the author's prior consent.
9. Sending messages to a third party under another person's e-mail address.
10. Sending anonymous e-mail messages.
11. Retrieval, storage, or distribution of copyrighted materials.
12. Using the network for financial gain or commercial endeavors.
13. Using the network to access materials or pursue communications which are inappropriate and not of educational value in the context of the mission of Holy Cross College.
14. Changing lab and classroom computer configurations, saving files on lab computer hard drives, and willfully damaging computer-owned equipment.
15. Using the college computer network for harassment purposes.
16. Using excessive amounts of the college's network bandwidth for non-academic purposes. This may include traffic from online video games and traffic generated from computers infected with viruses and spyware.
17. Use of peer-to-peer (P2P) software.

***Connection to the HCC Network:*** Each student that desires network access with their personal computer must have a valid network account, protection by up-to-date antivirus software, protection by up-to-date anti-spyware software, and all security patches and windows updates applied to the operating system. Failure to comply with these conditions

will result in a student losing access to the network and Internet. When a student plugs into a network port or uses a wireless connection they will be presented with a set of web pages that will require an authenticated logon and analysis of their computer to comply with the college's policies. If a student's computer does not comply with these policies they will be instructed on what to do in order to comply. Following the instructions should insure that the college's policies are satisfied. Students may be required to logon to the network daily, each time they connect to the network, or after a certain amount of computer inactivity.

The IT department actively blocks peer-to-peer (P2P) programs and websites, as well as pornographic material. If you feel that a website or program that you want to use is erroneously blocked, please see the IT Help Desk.

Questions: For more information about the Holy Cross Network, including steps for logging on, please refer to [www.hcc-nd.edu/technology](http://www.hcc-nd.edu/technology).

Student E-mail and Portal Accounts: The Holy Cross e-mail account is the primary source of communication between the college and the student. All students are required to check their e-mail daily when classes are in session, and to maintain their account for e-mail delivery.

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

Network Printing Account: Printing done on network printers will be monitored and charges will be made against each students printing account. At the beginning of the fall and spring semesters each student will be given \$15.00 worth of printing to be used against any printing done on network printers located throughout the college campus. Graphic Design students will be given an addition \$25.00 to cover the cost of color printing for the Graphic Design course. Black and white printing will be charge at a rate of \$0.05 per page and color printing will be charged at a rate of \$0.50 per page. Printing of PowerPoint presentations will not be permitted because of the amount of toner or ink used by this program. Printing jobs over 20 pages will not be permitted at any time to prevent excessive Internet printing. Jobs over 20 pages should be broken into segments of no larger than 20 pages at a time. Each student can determine the amount of money in their account by moving their mouse pointer over the print account icon located on the right side of the task bar. Adding funds to the account is accomplished by checking with the Business Office. A minimum of \$2.00 is required when a student puts money in their account. Money left in the account at the end of the semester will not be refunded or carried on to the next semester. A new account will be established for each student at the beginning of each semester.

Student Web Pages: Students may request web page space on the college's web server for personal use from the IT Department. See the Help Desk in the computer lab to sign up for this service. With the privilege of web space comes the responsibility to use that space in accordance with the Mission of Holy Cross College. Standards of intellectual and academic freedom that apply to traditional media also apply to publications in computer media. These publications (since they are open to public review) must be appropriate and in good taste. The Holy Cross IT Department will revoke the student's web page privilege and remove his/her account from the server if:

- The information presented on the student's web page involves illegal activity, commercialism, improper use of copyrighted material in any form, or use of software in violation of license agreements.
- The web page contains information or programs that in some way endangers computing resources of the college.

- The web page contains information or references about other students, faculty, or staff members which is considered inappropriate, involves the use of obscene, bigoted, or abusive material or information, or is not in compliance with the legal and ethical standards for network usage.

**Telephone Service:** Telephone service is provided by the college through the college's network via IP telephony. Each resident has the option of using their cell phone as the point of contact with the college or may request the college provide them with an IP phone. Each student whether they use the college's phone or their own cell phone must register their phone number with the resident hall staff. Hall staff must make sure that students return the college phone to the IT department during the check-out period.

**ID Cards:** All students receive a photo identification card at the beginning of the academic year at the time of enrollment. This card has a library bar code on the back which is valid for the Holy Cross College, Notre Dame, Saint Mary's and Bethel College libraries. It is also used for the cafeteria at Holy Cross and Saint Mary's Colleges and must be presented when students use the café for meals. The student ID card is to be carried at all times while on campus. It is used as proof of a student's status at Holy Cross College and must be produced whenever requested by a college official. If a student loses their ID card a new ID card will be issued upon payment of a \$25 fee. This fee must be paid at the Business Office. As a result of a lost ID card a student may lose their ability to check out books from ALEPH library system at Notre Dame, Saint Mary's or Bethel until their new information can be registered with the ALEPH system. This may take several weeks.

#### **PARKING AND DRIVING REGULATIONS**

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

All students are required to register their vehicles and to display a current Holy Cross College parking decal in the lower front driver's side windshield. Decals must be clearly visible. Students who fail to display Holy Cross College parking decals are subject to fines, employment of wheel locks, and/or towing. Decals are available in the business office and are not transferable to other vehicles without prior authorization from the Dean of Students. The first decal issued is free of charge. Additional or replacement parking decals 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.

Commuter Students: During business hours (6:00 a.m. to 4:00 p.m.) commuter students are to park only in the front lot, just east of Millennium Arch.

Resident Students: Resident students may park only in the back lot west of Vincent/Driscoll Halls.

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 Dean of Students at [safety&security@hcc-nd.edu](mailto:safety&security@hcc-nd.edu) within 72 hours of the citation. Be sure to provide the following information:

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

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

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

### **PERSONAL PROPERTY**

The college assumes no financial responsibility for damage to or loss of personal property of students nor does it carry insurance on the personal property of students. If a student is not covered by the parents' policy, he or she may check with any general insurance agency for details for securing such insurance. The safekeeping of personal property is the responsibility of each student. Students are encouraged to clearly mark personal possessions and maintain records of serial numbers to discourage theft. Thefts should be reported immediately to Campus Security (239-8312).

### **PFEIL RECREATION CENTER**

All students are required to present their valid student ID card at the main desk to gain access into the building. By checking in, you agree to comply with all the rules and regulations listed in the Pfeil Center brochure found at the main desk. All strength and conditioning facility users are expected to comply with the facility's requirements. Failure to do so may result in disciplinary action, which may include loss of privileges. Improper use of equipment and horse play will not be tolerated. Consult your physician to determine if it is appropriate for you to begin an exercise program. DO NOT begin an exercise program without determining from your physician what restrictions, if any, apply to you.

Located in the Pfeil Center are the offices of the Athletic Department (239-1066), the Athletic Trainer (239-1067), and the Development Offices.

Facility hours and availability are subject to change. Please check the Pfeil Center Calendar on the Intranet page or contact the Pfeil Center front desk at 574-239-1060 for availability. Current hours are posted at [www.hcsaints.com/f/Pfeil\\_Center.php](http://www.hcsaints.com/f/Pfeil_Center.php).

### **RECORDS ACCESS/RELEASE OF STUDENT INFORMATION**

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

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

### **RECREATIONAL SPORTS AND FITNESS**

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

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

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

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

*“Don’t you know that your body is the temple of the Holy Spirit, who lives in you and who was given to you by God? You do not belong to yourselves but to God; He bought you for a price. So use your bodies for God’s glory.”*  
1 Corinthians 6:19,20

### **RECYCLING**

Students are encouraged to be good stewards of their environment; therefore, they are encouraged to recycle bottles and cans, cardboard, and paper. All residence halls and common areas such as the Student Union, the Vincent and Driscoll Lounges, have large green containers into which all recyclable materials should be placed.

*“...He formed and made the earth – He made it firm and lasting. He did not make it a desolate wasteland...”*  
Isaiah 45:18

### **REPORT OF CRIME ON CAMPUS**

Any member of the Holy Cross College community who witnesses a crime, emergency, violation of the Code of Student Conduct, or public safety related incident on campus should report the incident immediately to a campus security authority. In accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Holy Cross College publishes and disseminates an annual security report. The report is submitted to the Department of Education in October of each year and can be accessed via the Holy Cross College web page under *Student Life*, then *Safety and Security*. Addendum B of the Student Handbook also contains a copy of this report. A hard copy of this report is available upon request in the Office of the Dean of Students.

**Confidential Reporting Process.** If you are a victim of or a witness to a crime and do not want to pursue action within the college’s judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students or the Director of Public Safety 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; determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime report for the institution.

**Pastoral and Professional Counselors.** As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” (Director and Assistant Director of Campus Ministry) and Campus “Professional Counselors”(Director of Student Counseling Services), when acting as such,

are not considered to be a campus safety or security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. This confidentiality will not be maintained if it is judged that there is a potential for imminent harm to self or others. As a matter of policy, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

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

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

### **REPORT OF A THREAT**

Members of the Holy Cross College campus community are highly encouraged to bring forward information about any activity that evokes concern about possible targeted violence. Those having information about threatening statements, writings, and behavior that indicates that an attack is being planned, or attempts to acquire weapons for such an attack, are instructed to contact Mr. Cochran, Dean of Students at 239-8409 or dcochran@hcc-nd.edu immediately. If an attack appears imminent, call 911 and Campus Security (239-8312).

### **RETALIATION**

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

### **SECURITY AND EMERGENCIES**

The Campus Safety and Security Office is located on the first floor of James Hall. To reach campus safety you may call 239-8312 (312 from an on-campus phone) or 274-2646 (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, 2<sup>nd</sup> floor, room #), or the emergency crew may not be able to find you. Caller ID at the dispatcher's office will only identify your general location as Holy Cross College.

### **SEXUALITY CODE**

The College embraces the Catholic Church's teaching that a genuine and complete expression of love through sex requires a commitment to a total living and sharing together of two persons in marriage. Therefore, sexual abstinence for unmarried students is an expectation that is consistent with the College's Catholic educational mission. Pornographic material threatens human dignity and the sanctity of human sexuality. Pornographic materials and NC-17 or X rated videos are not permitted on the Holy Cross Campus.

*"So God created human beings, making them to be like himself..."*  
Genesis 1:27

**SEXUAL ASSAULT AND HARASSMENT POLICY.** See Addendum A.

### **SHARED FACILITIES AND SERVICES**

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

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

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

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

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

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

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

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

### **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.

### **STUDENT CONDUCT**

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

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.

Behaviors for which students are subject to discipline 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, or any form 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 shall 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.

*“For he that rejecteth wisdom and discipline is unhappy: and their hope is vain, and their labors without fruit, and their works unprofitable.”*

Wisdom 3:11

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

#### **Section 1 – Conference**

1. The student conduct officer will meet with the student to investigate, discuss, and resolve the allegations. The accused student may request an opportunity to present witnesses on his/her behalf at the conference, relate his/her side of the incident, and appeal the decision of the administrator.
2. If, after the conference with the student, the student conduct officer finds the student responsible for a violation, sanctions may be applied or the student may be referred to a Conduct Board.
3. The student has the right to appeal to the Dean of Students if there was procedural error or if new information not previously known becomes available.

**Section 2 – Conduct Board.** The Conduct Board is composed of faculty/staff members and one student ordinarily selected from the SGA executive board. The Dean of Students chairs the Conduct Board.

Conduct Boards are closed to the public. All proceedings of the Conduct Board are confidential except as provided by law.

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

The student may elect to be privately counseled by an attorney; however, the attorney shall not be allowed to participate or be present at the conduct proceedings. The student may choose a member from the college community as an advisor. The advisor must be a currently enrolled student or a member of the faculty and/or staff currently employed. The advisor may be present, but may not participate in the conduct proceedings. The student may present witnesses, statements, or other evidence on his or her behalf, and challenge (via the board chairman) evidence or information provided by witnesses.

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

**Section 3 – Conduct Board Procedures.** Since a Conduct Board is an important college process, all reasonable procedures must be followed which will insure fundamental fairness. Precautions shall 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 Dean of Students calls the Conduct Board to order, appoints the secretary, and chairs the Board.
2. The secretary, ordinarily the Director of Residence Life, briefs the Board members on the facts of the case.
3. The chairman shall 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, bearing upon the extent of the sanction to be determined. The sanction will then be determined by the Conduct Board in executive session (appointed board members only) and relayed to the chairman.
5. The chairman may admit and give evidence that is helpful so as to arrive at a just decision. The chairman may exclude irrelevant, immaterial and unduly repetitious evidence.
6. Witnesses may be called in to contribute relevant information. The accused student may be given the opportunity to contest information provided by witnesses.
7. The Conduct Board determines if the student is responsible in an executive session (only the appointed board members).
8. If the Conduct Board finds a student responsible, a sanction is then determined by the Board. The chairman may discuss the decision with the student; however, the Board's decision must be relayed in writing to the student by the secretary within three days of the Board's decision.
9. In accordance with the Federal DOE guidelines, both the accuser and accused students must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Upon written request, the College will disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary proceeding held in the case of the accused student.

***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.

**Appeals.** Appeals of disciplinary decisions must be submitted in writing within three (3) working days of written notification. Appeals of conferences and Conduct Board 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.
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 involving academic honesty policy violations are submitted to the Office of the Dean of Faculty. All other appeals are submitted to the Dean of Students. If the original disciplinary sanction was issued by the Dean of Students or a Conduct Board, the appeal is reviewed by the Executive Vice President.

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.

*"Put into practice what you learned and received from me, both from my words and from my actions. And the God who gives us peace will be with you."*  
Philippians 4:9

### **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. Student Counseling services has a licensed, clinical social worker who is available to assist students in addressing any problems in a confidential manner. Students may seek counseling services either on or off campus. Students may contact Br. Chris Dreyer, Director of Student Counseling Services, and a licensed clinical social worker, at 574-239-8383 or CDreyer@hcc-nd.edu.

Students may also contact David F. Sonogo, MD, and Associates at 574-271-8222 for off-campus counseling services. Students may receive up to four counseling sessions with a Master's level therapist free of charge; students seeking further services of a psychiatrist or psychologist in that office are at their own expense. Professional confidentiality will be maintained under the laws of the State of Indiana. Counseling information is considered confidential and will not be shared without the student's written permission.

### **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 Br. Chris Dreyer, Disability Services Coordinator, and a licensed clinical social worker at 574-239-8383 or CDreyer@hcc-nd.edu. The Guidebook for Students with Disabilities may be accessed via this link: <http://faculty.hcc-nd.edu/cdreyer/Disability/index.htm>.

### **STUDENT GOVERNMENT ASSOCIATION**

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

The SGA is composed of the following standing committees:

- Executive Board
- Athletics and Fitness
- Commuter Association
- Committee for Social Concerns
- Entertainment Committee
- Residence Hall Council
- Tri-campus Commission

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

### **STUDENT RIGHTS**

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

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

### **STUDENT UNION**

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

### **TORNADO PROCEDURES**

A Tornado Watch or Severe Weather Warning means that tornadoes are possible. Be alert to changing weather conditions and be prepared to take actions if the weather situation is upgraded to a Tornado Warning. Monitor WSBT AM 960 or TV 22 (Holy Cross Channel 3), or WNDU TV 16 (Holy Cross Channel 2) for up to date weather reports.

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

1. Take shelter immediately. If there is not basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
2. Stay away from windows and areas with large expanse of glass. Do not open windows.
3. Avoid large rooms with free span roofs (auditorium, gymnasium)
4. Do not use elevators.
5. If disabled personnel cannot safely move to the lowest level, assist to an interior hallway away from windows and areas with a large expanse of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.
7. If in a vehicle, get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.
8. If outside with no shelter, lie flat in a ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries. Students are discouraged from travel until the tornado warning is lifted.

### **WEAPONS**

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

## **RESIDENCE LIFE**

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

*“Make the way known to me, wherein I should walk: for I have lifted up  
my soul to thee...Teach me to do they will, for thou art my God.”*

Psalm 143:8,10

### **RESIDENCE LIFE STAFF**

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

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

**Hall Director (HD).** The Residence Hall Director (HD) is responsible for working closely with other Residence Life staff members and students to develop and maintain an atmosphere that promotes academic, personal, and social growth. Hall Directors administer and enforce policies and procedures as outlined in the Hall Director Manual, Residence Life Contract, and the Holy Cross College Student Handbook. The responsibilities listed will be carried out under the supervision of the Director of Residence Life.

**Director of Residence Life.** The Director of Residence Life 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 is responsible for adjudicating student conduct matters and reports directly to the Dean of Students.

### **HOUSING POLICIES AND REGULATIONS**

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

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

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

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

**Bicycles.** Bicycles are not to be stored in stairwells, hallways or lounges and may not be brought into the residence halls or rooms. All bikes must be stored in the bicycle racks. To

store bicycles in hall storage for the winter, see the hall director. Bicycles found inside residence hallways will be confiscated.

**Breaks and Vacations.** The residence halls and dining hall are not open during scheduled breaks and vacations. These include Fall Break, Christmas Break, and Spring Break. Students are expected to check-out in person with a member of the hall staff by 8:00 p.m. on the last day of classes for Spring or Fall Break, or within two hours after completion of their last final exam prior to the end of either semester. Graduating seniors must check out no later than noon on graduation day. Students do not have access to their rooms during breaks (which are checked for maintenance and safety concerns). *Students unable to travel home for Fall, Christmas, or Spring Breaks must make alternative living arrangements outside of the residence halls.* Prior to leaving for vacation, residents should thoroughly clean their rooms, lock windows, and secure valuable items. During Christmas Break, refrigerators must be emptied of all perishables and cleaned. The residence halls will be open during Thanksgiving and Easter Breaks, but there will be limited meal service. Exceptions may be made for students who are participating in College sanctioned programs, such as varsity athletics. Any other residents requesting to remain in the residence hall during breaks are subject to a \$75 daily charge. Approval of such requests are pending availability of hall staff. During these breaks, meals are not served.

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

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

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

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

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

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

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

Each resident is responsible for keeping his or her room and its contents in good order and free from damage beyond normal wear and tear. Room Condition Reports will be completed by the resident and hall staff at move-in. Before moving out, the room is checked again for

damage that may have occurred during the occupant's residency. Damages to the room that are clearly beyond reasonable use will be billed to the responsible individual. Extraordinary cleaning required because of abuse of facilities and excess trash left in the room or in the hall will be at the expense of the residents and will be deducted from their damage deposit. Damages to rooms will be charged as discovered. Residents should expect occasional walk-through safety checks conducted by hall staff. Rooms will be inspected during breaks for maintenance, health, and safety purposes.

**Dart Boards.** Dartboards are prohibited.

**Decoration of Rooms.** Students are encouraged to personalize their rooms with plants and favorite items from home. Use only 4 penny nails (standard for picture hanging) or thumb tacks for hanging pictures/posters. Large nails, scotch tape, masking tape, cement, sticky putty, contact paper, and other materials that may damage paint or wood are not acceptable. Flammable materials, 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 alcohol. References to alcohol may not be the focal point of room decorations. The Residence Life staff has the authority to determine what is acceptable material.

*“...fill your minds with those things that are good and that deserve  
praise: things that are true, lovely, and honorable.”  
Philippians 4:8*

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

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

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

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

**Guests.** Occasional overnight guests of the same sex may stay free of charge in the host's room. Overnight guests may stay with (same sex) friends of the student host provided all parties agree. Guests are not permitted to sleep in the residence hall lounges. Students must register their guests with the hall director by 10:00 p.m. Guests must carry with them a

guest pass signed by the hall director. Guests may park in student parking areas with a guest registration form clearly displayed in the front windshield. No guest under 16 years old may stay in the residence hall without permission of the Director of Residence Life. Prospective student guests should contact the Office of Admissions for campus tours and meal ticket for the cafeteria.

While guests are on campus, the student host 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 authorizes an extension of time.

**Hallway, Lounge, Common Areas Conduct.** Students should conduct themselves in a respectful manner in the hallways, lounges, and other common areas. Out of courtesy for all, yelling, running, and wrestling are not permitted in the common areas. Examples of inappropriate indoor activities include, but are not limited to: games such as soccer, Frisbee, football, baseball, golf, rollerblading, etc., or shaving cream and water fights.

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

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

**Laundry.** Washers and dryers are located in the basement of James/Basil Halls, and on the 1<sup>st</sup> floor of Pulte & South Halls. These machines are for residents' use only. Report any problems to the Hall Staff. In addition, St. Michaels Laundry and Dry Cleaning will provide pick-up and delivery service to Holy Cross College for those students who choose to enroll for a fee. For further information, refer to [www.laundry.nd.edu](http://www.laundry.nd.edu).

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

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

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

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

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

Your Name

**Hall Name**

**Holy Cross College**

54515 SR 933 North

Notre Dame, IN 46556

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

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

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

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

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

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

**Room Changes.** Students requesting room changes will be charged a \$40.00 processing fee. The Director of Residence Life reserves the right to deny requests for room changes.

**Room Inspection, Entry and Search.** The college reserves the right to enter a student's room to ensure proper maintenance and repair, to provide for the health and safety of the hall residents, and to investigate a possible violation of federal, state or local laws, or college policy. The Dean of Students, or official staff acting in the Dean's absence, will determine if it is appropriate to inspect or search a student's room. All rooms will be inspected during official college breaks.

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

**Severe Weather Information.** In the event of severe weather, residents are encouraged to seek shelter in the basement between the residence halls, or in the hallway of the first floor of each hall. Security or hall staff may give notice to residents if they are aware of an approaching severe storm. However, residents should not wait for college personnel to give official notification of danger. Local weather information may be found at 574-651-2828 or at [www.weather.com/weather/today/ND+46556:4:US](http://www.weather.com/weather/today/ND+46556:4:US).

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

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

**Trash.** Out of courtesy and consideration for the good of the living environment, all residents are responsible for the proper, timely removal of the trash from their rooms. The dumpster for the apartments is located behind and just to the north of Pulte Hall. The dumpster for James, Basil, and Anselm Halls is located behind and just to the north of the maintenance garage. There are also trash dump carts located in the east vestibules of Basil and James Halls, and the Anselm Hall trash room.

**Visitation.** To ensure the safety, security, and privacy needs of all residents, there are limited visitation hours in the residence halls. Visitation hours in all residential halls by members of the opposite sex are from 10:00 AM until 12:00 Midnight, seven days per week. Pulte and South Hall Lounges may be utilized by hall residents to entertain guests after visitation hours have expired.

**Waterbeds.** Waterbeds are not permitted.

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

*“The peace that Christ gives is to guide you in the decisions you make; for it is to this peace that God has called you together in one body.”*

Colossians 4:15

## **ADDENDUM A**

### **SEX OFFENSE AND HARASSMENT POLICY 289-HELP (289-4357) - 24-hour help line**

Holy Cross College recognizes the “dignity of the human person” and calls for all members of the Holy Cross College community to act in ways that respect that dignity. 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 sex offense. 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, or verbal or written harassment.

Whether occurring on or off-campus, the college will assist students in reporting these acts to local police and/or college officials charged with investigating such conduct. A student may wish to consult with his or her hall director, the Director of Residence Life, the Dean of Students, the Campus Minister, the Director of Counseling and Health Services, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

#### ***Information & Support Services for Victims of Rape & Sex 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, Director of Residence Life, or Dean of Students, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of a sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. The victim should avoid showering, douching, using the toilet or changing clothes before seeking help at the emergency room as this may destroy physical evidence that will be collected during the exam.

#### ***Victim Options***

Whether occurring on or off-campus, the college will comply with the student’s requests for assistance in reporting these acts 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. A student may wish to consult with his or her hall director, the Director of Residence Life, the Dean of Students, the Campus Minister, the Director of Counseling and Health Services, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

A student may wish to file a complaint with the college in addition to or instead of filing a complaint with the local police. Discussing this option with the Dean of Students or the Director of Residence Life **does not obligate** the student to file a formal complaint. Making a complaint requires the student to submit a detailed written statement which outlines what occurred and names any persons who participated in or witnessed the alleged offense. The accused student and any known witnesses and any known witnesses also will be asked to submit a detailed written statement to the same effect. Based on what the investigation reveals, the Director of Residence Life may handle the matter administratively through a conference or refer the matter to the Conduct Board. Investigations of alleged sex offenses will be conducted in a timely manner, normally completed within 60 calendar days of receiving the official complaint. In accordance with Title IX guidelines, a preponderance of

evidence standard (i.e., more likely than not) will be employed in determining if a violation has occurred.

The Title IX prohibits any retaliatory action or harassment by the alleged perpetrator or his or her associates against a complainant of sexual harassment or violence. Name-calling and taunting are among the actions forbidden. Subsequent problems of this nature are to be reported to Campus Security or the Dean of Students.

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

1. *The accuser and the accused student are entitled to the same opportunities, to have and advisor present during a conference or Conduct Board.*
2. *Both the accused and accusing student (upon written request) will be notified in writing of the results of any conference or conduct board involving crimes of violence or non-forcible sex offenses. Victims of an alleged sexual offense will be provided with notification in writing of the final outcome of the disciplinary process against the accused student, as required by the Campus Security Act. This notification will normally take place within seven days of the conference or Conduct Board.*

Appeals, which may be filed by either the accused or accusing student, must be submitted within three (3) working days of written notification of the decision.

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

If a student requests, the college will honor changes in class and housing assignment, if reasonably possible and available. Changes should be made through the of the Dean of Students.

#### ***Title IX***

The Executive Vice President shall serve as the Title IX Coordinator at Holy Cross College. The Title IX Coordinator oversees all Title IX complaints and is available to meet with students as needed.

*“He will give every person what his thoughts and actions deserve. Because of the Lord’s mercy, his people will be happy when he has judged their case. In times of trouble his mercy is as welcome as rain after a long drought.”*  
Sirach 35:19,20

**ADDENDUM B**

**2011 ANNUAL SECURITY REPORT  
Holy Cross College**

On behalf of Br. John Paige, CSC, the faculty, staff, administration and trustees of Holy Cross College, I would like to welcome you to our campus. 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.

Each student must take responsibility for his or her own personal safety and security by learning and practicing basic precautions, thus making community awareness and cooperation essential elements to making Holy Cross College a safer place to live and learn. This along with the guidance and support of a well trained safety and security staff under the leadership of Officer Runnels 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 each individual's responsibilities as members of our community. If you have any questions or suggestions concerning this publication, please contact Campus Security at 574-239-8312, grunnels@hcc-nd.edu or come by my office at 110A Vincent Hall, or the Security Office in James Hall. I hope you enjoy a safe and rewarding experience here at Holy Cross College.

Sincerely,

Daniel Cochran  
Dean of Students

***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 building competent minds and compassionate hearts by helping promote, create, and maintain a safe, secure, and enjoyable campus environment for all members of the college community and its guests. We are dedicated and committed to helping the college create a civil place based on Catholic values and common good.

Uniformed safety and security officers are on duty 24 hours a day 365 days a year. Officers are available to provide assistance to students, employees and visitors and enforce college regulations. 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 may issue tickets for violations of parking and driving regulations. Tickets are billed to student's 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 Department.

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), organized to work with community leaders to improve safety and security in the 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 to Campus Safety and Security either in person or by telephone in an accurate and timely manner. Campus Safety and Security may be reached by dialing 239-8312 (312 from a campus phone) or 274-2646.

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 timely disclosure of crime statistics. If assistance is required from the St. Joseph County Police Department or the Notre Dame Fire Department, Campus Security will contact the appropriate unit.

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

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

### ***Confidential Reporting of a Crime***

If you are a victim of or a witness to a crime and do not want to pursue action within the College's student conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students 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 keep an accurate record of the number of incidents involving students to determine whether 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.

### ***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 and Assistant Director of Campus Ministry) and Campus "Professional Counselors" (Director of Student Counseling Services), when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. This confidentiality will not be maintained if it is judged that there is a potential for imminent harm to self or others. As a matter of policy, they are encouraged, if

and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor*

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

*Professional Counselor*

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

***Whistleblower Protection & Anti-Retaliation***

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.

***Crime Statistics Report***

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

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

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

***Timely Warnings and Evacuation Procedures***

Upon confirmation that a dangerous or significant emergency situation arises either on or off campus that may constitute an immediate or continuing threat to the health or safety of students or staff, a campus-wide warning will be issued without delay. The warning, normally issued from the office of the Dean of Students may consist of messages through the college email system and/or voice mail to emergency contact numbers of all students, faculty and staff, and include emergency response and/or evacuation instructions as necessary. Depending on the particular circumstances of the situation, especially one that could pose an immediate threat to the community and individuals, the Dean of Students may also post a copy of the notice in each residence hall and at various locations in the Driscoll and Vincent Classroom Buildings. Warnings may be withheld or delayed if in the judgment of responsible authorities they would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Anyone with information warranting a timely warning should report the circumstances to campus safety and security officials at 239-8312 (312 from a campus phone) or cell phone (274-2646). 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 in August 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. Security phones are located in the residence halls and classroom buildings. There is also an emergency telephone located in the commuter student parking lot east of the college.

#### ***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.

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

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

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

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

#### ***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 imply consumption of the contents, and collections of the containers are not permitted on campus. Intoxication will not be tolerated; inability to exercise care for one's own safety or the safety of others due in whole, or in part to being under the influence of alcohol and/or drugs is an infraction of college policy. Violators may be subject to a fine of up to \$300 and mandatory alcohol education/treatment programs, in addition to any other recommended sanctions. Repeat violations of this policy may be grounds for removal from the residence halls 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 may be subject to a fine of up to \$300, 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 Services. Students convicted of possession or sale of a controlled substance may not 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 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 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. 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 sex offense. 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 verbal or written harassment.

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, Director of Residence Life, or Dean of Students, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. The victim should avoid showering, douching, using the toilet or changing clothes before seeking medical help as this may destroy physical evidence that will be collected during the exam.

Whether occurring on or off-campus, the college will comply with student's requests for assistance in reporting these acts 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. A student may wish to consult with his or her hall director, the Director of Residence Life, the Dean of Students, the Campus Minister, the Director of Counseling and Health Services, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

In addition to assistance available from the Director of Student Counseling Services, the victim will have the option of speaking with a volunteer member of the Sex Offense Services (S.O.S.) who has been trained to assist victims of sexual assault.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual offense, if such changes are reasonably available.

In Student Conduct Proceedings involving an accusation of a sexual offense, both the accuser and the accused student are entitled to the same opportunities to have an advisor present as described in the Student Handbook.

#### ***Disclosures to Alleged Victims of Crimes of Violence or Sex Offenses***

Holy Cross College will disclose to the alleged victim of a crime of violence, or a sex offense, the outcome of any disciplinary conference or conduct board conducted by the college in the case of a student who is the alleged perpetrator of the crime or offense. The outcome is to include the final determination of responsibility, and any sanction that may be imposed against the accused. 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 disciplinary conference or conduct board to the victim's next of kin, if so requested. Appeals, which may be filed by either the accused or accusing student, must be submitted within three (3) working days of written notification of the decision.

#### ***Sex Offense Prevention***

The College educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. 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. It also requires sex offenders to provide notice to each institution of higher education in that State at which the person is employed or is a student.

In the State of Indiana, convicted sex offenders must register with the Indiana Sheriffs' Sex 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](http://www.sheriffalerts.com/cap_main.php?office=54872)

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

### **Additional Information**

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

### **Important Telephone Numbers**

Campus Security: 239-8312 (312 from campus phones)  
Campus Security cell: 274-2646  
Emergency: 911

Dean of Students: 239-8409  
Student Counseling Services: 239-8383  
Campus Ministry: 239-8315  
Residence Life: 239-8390

Family Medicine Center: 237-7338  
Sexual Assault 24 hour help line: 289-HELP (289-4357)

### **Crime Statistics Reporting Table 2011**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010				
SEX OFFENSES, FORCIBLE	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

SEX OFFENSES, NON-FORCIBLE	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2008	3	3	0	0
	2009	10	9	0	0
	2010	3	3	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2008	7	5	0	0
	2009	8	8	0	0
	2010	4	3	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2008	20	20	0	0
	2009	29	29	0	0
	2010	10	8	0	0

**HATE CRIMES:**

2010: One on-campus student housing facility burglary incident characterized by disability bias.

2009: No hate crimes reported

2008: No hate crimes reported

The 2011 Crime Statistics report which includes data from the 2010 calendar year is being submitted to the DOE, and will be made available for viewing after October 1, 2011 at: <http://www.ope.ed.gov/security/Index.aspx>

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

## **ADDENDUM C**

### **2011 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, 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 well-being 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:***

##### ***2010***

- No fires reported.

##### ***2009***

- One fire took place on the Holy Cross College Campus in 2009 when a stove in a student apartment was left unattended. No deaths or injuries resulted from this fire, and damage was limited to the burnt cookware.

##### ***2008***

- No fires reported.

This incident has also been documented in the 2010 DOE Campus Safety and Security Report: <http://www.ope.ed.gov/security/Index.aspx>

#### ***Fire Drills***

Fire drills have been conducted in each of the residence halls during the fall of 2010.

#### ***Fire Policies***

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

***Electrical Appliances.*** Electrical appliances that have an open heating element may not be used in residence hall rooms. Toasters, toaster ovens, air conditioners, space heaters, microwaves, hot plates, and the like are not allowed. Halogen lamps are also banned. Small

refrigerators of less 2.5 cubic feet, hair dryers, curling irons, computers, printers, radios, TVs, stereos, and fans may be used. Students may use only UL listed cords and surge protectors. Appliances are subject to safety inspection by the hall staff. Hall staff will confiscate unauthorized appliances. Curling irons, straighteners, and irons must be equipped with an auto shut-off feature.

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

#### **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 Security (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 announce 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. Camus Security or his designee will meet the fire department to give necessary information. After hours, the security officer on duty will meet the fire department at the entry to the affected building.***

- b. *Telephone the Notre Dame Fire Dept. (631-5555) and give your name, Holy Cross College, and specific location of the fire.*
  - c. *Instruct all personnel to remain well clear of the area affected by the fire to allow uninhibited access for firemen, both in and outside the building.*
  - d. *Use the telephones only for emergency calls.*
  - e. *Only the fire dept., \*Administrator or the Director of Facilities and Grounds will call an ALL CLEAR and silence the alarm and reset the fire system.*
  - f. *Convene Emergency Response Team.*
3. *The automatic fire sprinkler system – **Residence Halls***
  - a. *The sprinkler heads are activated automatically by a rise in temperature from ambient to 160 degrees.*
  - b. *The activation of a sprinkler head will automatically sound the fire alarm and call the fire dept.*
  - c. *Only the fire department or the Dir. of Facilities and Grounds 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 receive instruction at the beginning of each new school year with respect to escape routes, 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. **Pull** the safety pin.
  - b. **Aim** at the base of the fire.
  - c. **Squeeze** the handle.
  - d. **Sweep** 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 be provided by encouraging local students to volunteer to move home.

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

### **Non-Emergency Fire Reporting**

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

*Campus Safety and Security:* 574-239-8312

*Director of Residence Life:* 574-239-8390

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

**Plans for Future Improvements in Fire Safety**

Holy Cross residence halls will begin planning fire drills every semester starting with the 2011-2012 academic year.

The Annual Security Report may be found in Addendum B of the Student Handbook.