

2016-2017

Student Handbook

Office of Enrollment and Retention
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www.ccsj.edu



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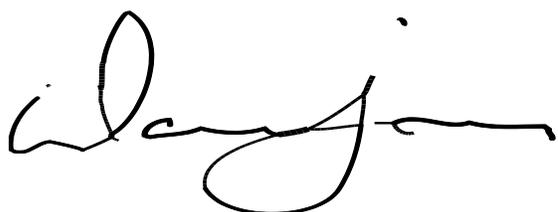
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PRESIDENT'S MESSAGE



As you review the contents of this handbook, I encourage you to think of your education at Calumet College of St. Joseph as transformational rather than as transactional in nature. Yes, most students are interested in a degree that will lead to employment. This is of vital importance. Education, however, is about more than a job. It is about who you are and who you will become as a person. Our mission statement speaks to this more than it does to a credential of one kind or another. More specifically, we promote "the inherent human dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning." These ambitious goals are indeed transformational.

Remember that all of us at Calumet College of St. Joseph - faculty, professional staff, support staff, and administrators - are here to help you along in your journey. We encourage you to take full advantage of the many opportunities the College provides, several of which are described in this handbook. Most importantly, we encourage you to participate actively in the full life of the College. This includes not only your classes, but the many support activities, clubs, athletic events, cultural opportunities, and other activities that mark the passage of an academic year. This is your education! It is your opportunity! Make the most of it, and let us know how we can be of assistance. We wish you the best!



Daniel Lowery, Ph.D.
President, Calumet College of St. Joseph

C.PP.S. AND COLLEGE MISSION STATEMENTS

C.PP.S. MISSION STATEMENT

We, the Cincinnati Province of the Missionaries of the Precious Blood, are an apostolic community founded in 1815 by St. Gaspar del Bufalo. We are united by a bond of charity and rooted in the spirituality of the Blood of Jesus. We are called to participate in the ongoing renewal of the Church and the realization of the Presence of God among ourselves and the people we serve. In our willingness to be flexible and responsive to changing needs, we fulfill our mission through:

- Supporting and nurturing one another,
- Embracing a life of prayer,
- Calling forth the gifts of the laity and working in collaboration with them,
- Preaching and witnessing to the Word of God,
- Promoting conversion and reconciliation, and
- Pursuing justice ever mindful of the poor and marginalized.

COLLEGE MISSION STATEMENT

Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.PP.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COLLEGE HISTORY

Calumet College of St. Joseph grew from humble origins. In 1951, Saint Joseph's College of Rensselaer, Indiana opened an extension in Lake County, Indiana. It was known as the Calumet Center. Most of its courses were taught in borrowed classrooms provided by Bishop Noll Institute in Hammond and St. John the Baptist Church in Whiting. In 1960, the Board of Control authorized the expansion of this two-year extension into a full four-year, degree-granting college. In doing so, the institution became the first college in the Calumet Region to offer baccalaureate degrees. At that time, St. Joseph's College Calumet Campus moved into a new home, a former furniture store in East Chicago. Classes and administrative work were conducted in this building, which served the College well for 15 years and later became the Administration Building.

The East Chicago Campus continued to grow throughout the 1960s. Buildings were donated or acquired on Indianapolis Boulevard and Olcott Avenue to provide classroom and office space, a library, laboratories, a theater, a communications center, and student recreational facilities.

In the summer of 1971, the College was renamed St. Joseph Calumet College. It officially separated from St. Joseph's College on November 15, 1973, when Articles of Incorporation were filed with the State of Indiana. On December 31, 1973, the American Oil Company deeded its research and development facilities and 256 acres of land to Calumet College. The College moved into its new facilities in January 1976 and is now using the largest of the 23 buildings on the site. In order to better reflect its Catholic identity, the name was changed in January of 1987 to Calumet College of St. Joseph.

The building underwent an initial \$2 million renovation. That, and ongoing improvement projects, have resulted in a facility that provides an excellent learning environment. The building is efficient and comfortable, and houses a chapel, an art gallery, a library, and numerous classrooms, science labs and meeting rooms. The building is fully accessible to the physically impaired.

Calumet College of St. Joseph's facilities can serve more than 2,000 students during any given semester. Library holdings have increased to more than 110,000 items. Parking is ample and free.

In the fall of 1997, the College launched a capital campaign with a goal of \$5 million over five years. The campaign exceeded this goal and significantly strengthened the College's ability to provide high quality educational programs for Northwest Indiana and Northeast Illinois. In the 2000-2001 academic year, the College launched its first intercollegiate athletic program and joined the National Association of Intercollegiate Athletics. The College now competes in 20 sports and has over 300 student athletes.

In 2001, the College was reaccredited for 10 years. In 2007, the College was accepted into the Alternate Quality Improvement or AQIP accreditation process.

In 2006, the College initiated a \$7 million capital campaign "Changing Lives, Growing the Vision." There were three components to this campaign: the construction of a student/community activity center, renovation of the 2400 New York Avenue site to include new science and computer labs, and an increase in the College's endowment. Through the efforts of its family, alumni, and friends, the campaign was successfully concluded in 2011. The Dennis and Leslie Rittenmeyer Athletic Center, dedicated in 2009, is the first new building in the College's history and testifies to the ongoing vitality and growth of the institution. Renovation of our vertical campus was completed in the fall of 2012, adding new science labs, art studios, a student activity center and a new café, and the endowment fund has been increased as proposed. This campaign changed the footprint of our campus.

Meeting the changing educational needs of the community with relevant, career-focused programs delivered in a friendly student-oriented environment is Calumet College of St. Joseph's formula for success. The curriculum continues to improve, and the College presently offers programs in some 20 fields of study. The College offers services designed to assist new students in adapting to the pressures and problems facing today's college students, and provides tutoring and mentoring services to ensure student success.

Years before it was fashionable, programs were practical and diverse, encompassing four-year baccalaureate degrees, two-year associate's degrees, and one-year certificates. Classes are offered during both the day and the evening.

The College is committed to eliminating time and space barriers that impede the pursuit of educational opportunities. Thus, it offers Saturday classes, a credit for Life Experience Program, and course offerings at different sites in Northwest Indiana and Chicago. The College's Accelerated Programs, started in the late '80s, now flourish in communities throughout Northwest Indiana and Chicago. Adults with two years of college credit can attend class one or two nights each week for approximately 12 - 18 months at locations near their homes or places of work to earn a B.S. degree in Organization Management, Public Safety Management, and Human Services. The School of Adult Learning now allows those with little or no college credit to earn their Bachelor's Degree in as little as five and a half years attending part-time.

The first Master's Degree program in Law Enforcement Administration began in 2002. Programs in Education, Psychology, and Management were added in 2006, 2011, and 2012 respectively.

The curriculum continues to be revitalized, and the College presently offers programs in some 20 fields of study. To this end, the Science program with concentrations in Biomedical and in Forensic Science was added to the curriculum and in a very short period of time has become one of our most popular majors. In this time, the program has developed a national reputation for excellence and innovation. In 2016, CCSJ was one of three universities to have their research project accepted for the International Space Station. Students and faculty are working diligently in anticipation of the launch. Moving forward by leaps and bounds, the Science Department has recently been renamed the Biophysical Chemistry and Math Department and in the fall of 2016 a Bachelor of Science degree in Biokinetics will be added to the curriculum.

Added in the summer of 2016 was a partnership with the Escuela de Organizacion Industrial (EOI) in Madrid, Spain to award a post-baccalaureate certificate in Global Management. This consists of several weeks spent in Madrid along with an online component.

The St. Gaspar's Honor's Program has had great success in attracting and retaining those higher achieving and highly motivated students who are eager for new experiences. An international study trip enhances this program and serves as additional motivation for success.

The College also offers services designed to assist new students in adapting to the pressures and problems facing today's college students, and provides tutoring, mentoring, and counseling services to ensure student success. Freshmen are grouped into learning communities and their schedules are structured within these communities for general education courses.

The student population includes one of the largest percentages of minority students of any independent college in Indiana. Student population in the College's master's, baccalaureate, and associate's degree programs is approximately one-third African-American, one-third Hispanic, and one-third Caucasian and our graduates reflect this population. U.S. News & World Report has named

Calumet College of St. Joseph as one of the most diverse four-year institutions of higher learning in the Midwest every year since 2000 and we are the only federally-named “Hispanic Serving Institution” in the state of Indiana.

The mission of the College has long been the education of those first generation students who live in the Calumet Region. However, in just the past few years, we have added over 30 international students to our college family, and that number continues to climb.

With the continued support of our alumni, the College continues to grow and adapt to best serve our students and community.

No matter where you happen to be on your road in life, one of our programs will be a perfect fit. “You Belong” at Calumet College of St. Joseph.

2016-2017 COLLEGE CALENDAR

Semester I (Fall)- 2016

August 22	Education Classes Begin
August 31	GENL 100A, College Survival: Orientation
September 1	GENL 100T, College Survival: Orientation
September 5	Labor Day-No classes
September 6	Accelerated Classes Begin
September 6	Traditional Classes Begin
September 6	Tuition payment due
September 13	Last day for class changes (add/drop)
September 15	Opening Liturgy New Academic Year
September 30	Last day to withdraw from a course without instructor approval
October 3	Mid-term
November 24-26	Thanksgiving recess
December 9	Last day to withdraw from a course with instructor approval
December 10	Traditional Classes End
December 12-17	Semester examinations
December 15	Accelerated Classes End
December 18	December graduation (ceremony in May)
December 19-23	Intersession Classes

Semester II (Spring)- 2017

January 2	Accelerated Classes Begin
January 9	Education Classes Begin
January 2-6	Intersession Classes
January 9	Traditional Classes Begin
January 9	Tuition payment due
January 16	Martin Luther King Jr. Observance Day-no classes
January 17	Last day for class changes (add/drop)
January 18	Opening Liturgy New Semester
February 6	Last day to withdraw from a course without instructor approval
February 6	Mid-term
February 27-March 3	Spring Break-no classes
April 14-15	Easter Break
April 21	Last day to withdraw from a course with instructor approval
April 22	Traditional Classes End
April 24-29	Semester examinations
April 27	Accelerated Classes End
May 20	Commencement

May 11 - Faculty Education Day

May 12 - Graduation Banquet

Semester III (Summer)- 2017

Session I:	May 1, 2017 – June 17, 2017 (7 week session)
Session II:	June 19, 2017 – August 5, 2017 (7 week session)
Session III:	May 1, 2017 – July 27, 2017 (Accelerated Classes)

NOTE: See published class schedule for registration information and graduation filing deadlines.

STUDENT RESOURCES AND PROGRAMS

ACADEMIC ADVISING

<http://www.ccsj.edu/advising>

The Office of Academic Advising is here to assist students in selecting and registering for courses, as well as to discuss the program requirements for their academic major(s) and minor in order to achieve their educational and career goals. The Office of Academic Advising also assists students in finding the various resources on-campus to help students excel in college (such as tutoring with Academic Support Services or internship assistance with Career Services) and guides students in the application for graduation process (which must be completed by the deadline listed in the Schedule of Classes). The Office of Academic Advising is located in room 100 and is open during daytime and certain evening hours.

Students are also strongly encouraged to consult with the program director for their major(s) for supplemental advising in academics and careers. All full-time faculty members are available for consultation and their office hours are normally listed in course syllabi and posted on their office doors. The Office of Career Services also provides guidance and information regarding career paths.

ATHLETICS

<http://www.ccsj.edu/athletics>

The Athletic Department provides co-curricular opportunities for student-athletes who have the skill and ability to compete in athletics at the intercollegiate level. Calumet College of St. Joseph is a member of the National Association of Intercollegiate Athletics (NAIA) and competes in the Chicagoland's Collegiate Athletic Conference (CCAC). The Crimson Wave Athletic Department officially sponsors 20 varsity male and female teams. The Athletic Department supports the mission of the College by promoting high quality levels of competition in a broad range of intercollegiate sports while emphasizing academic excellence in the classroom. All student-athletes, coaches and staff must meet the eligibility requirements outlined by the NAIA as well as abide by the rules of the association. Information related to the NAIA can be found at www.NAIA.org

BOOKSTORE

www.ccsj.edu/bookstore

Calumet College of St. Joseph's bookstore has gone virtual and we have chosen Follett Virtual Bookstore as the official textbook supplier for our students. Below are some answers to commonly asked questions regarding the process.

Q: Where do I find my books?

A: Enter your student ID number (as represented below) to view your textbooks or visit the virtual bookstore at www.ccsj.bkstr.com to manually place an order. If you enter your ID#, your course schedule will appear along with the textbooks required.

**To view and order textbooks needed for your classes,
enter your student ID#**

Id#: <input type="text"/>	Find Textbooks
---------------------------	----------------

Q: What if I don't have internet access?

A: You can also fax your order to 800-621-4187 or call us at 800-621-4088 and we'll take your order over the phone. Also, you may use the computer resources available through the college to access www.ccsj.bkstr.com and place your order.

Q: What are the book options?

A: Most books are available New or Used. Select books are also available to rent, saving about half the regular price!

Q: How do books ship?

A: All orders can be shipped to your home or another address provided via FedEx.

Q: Can I return the books?

A: Follett will accept book returns up to 14 days from purchase, or 14 days from the first day of class, whichever is later. Call 800-621-4088 for return authorization and processing.

Q: What payment methods are accepted?

A: We accept American Express, MasterCard, Visa, Check, FlexPay (Textbook Voucher) or Money Order.

Q: Do I have to use Follett to purchase my textbooks?

A: No. You can purchase them from wherever you wish. You do have to have them by the first day of class and they need to be the same edition. Always verify that you have the correct textbook by using the ISBN# provided when purchasing your textbooks.

BOOK BUY BACK

Follett will conduct a textbook Buyback during the week of finals each semester (fall, spring and summer). Specific date, time and location will be posted approximately one week prior. Custom Textbooks do not qualify for book buyback. Qualifying books must meet the following requirements to be bought back:

- Books must be in good condition
- Books will be used for the following semester
- Book is not scheduled to go into a new edition

There will be no refund/exchange on any opened software or electronic products or supplies that show any signs of usage. **If you have any other questions, please call Cheryl Davis at 219-473-4321 or email at cdavis@ccsj.edu. You may also contact Follett directly at 800-621-4088.**

BUSINESS OFFICE

www.ccsj.edu/busoffice

TUITION PAYMENT

All students who attend Calumet College of St. Joseph are accountable for payment in full of their student account. Students are encouraged to actively pursue all financial assistance for which they may be eligible. Calumet College of St. Joseph accepts personal checks, cash, money orders, American Express, Visa, MasterCard and Discover as payment. Payments can be made through My CCSJ Online Services. In addition to online access, students can submit payment through US Mail, by phone or in person at the Business Office, room 123.

All tuition and fees must be paid in full by the first day of class of each term, including balances that exist after financial aid has been applied. Students who have a balance on their account will not be allowed to register for future terms until the balance for the current semester has been paid in full. Financial obligations include tuition and fees, bookstore charges and library fines. Degrees, transcripts and letters of honorable separation are withheld from those students who have not settled their financial obligations to the College.

It is the policy of the Business Office not to send out monthly statements. Therefore, it is extremely important that students check their Student Online Services Account to obtain detailed account information and their balances.

The College reserves the right to refer a delinquent student account to an attorney for collection of debt. Should this action take place, the student will be responsible for all collection costs, including court costs, interest, agency fees and attorney fees incurred in the collection of monies due Calumet College of St. Joseph.

PAYMENT PLAN POLICY

Students who are unable to pay for their tuition and fees must enroll in the Calumet College of St. Joseph Tuition Payment Plan. With participation, you are able to pay your account balance in convenient and interest free monthly payments. There is a nonrefundable fee to enroll. **Please call Adam Raven at 219-473-4394 or email at araven@ccsj.edu to arrange your Tuition Payment Plan.**

Students failing to pay past-due balances or make payment arrangements are assigned to an attorney for collection of debt. The debt is reported to the credit bureaus by the attorney. Attorney fees, interest and court costs will be the responsibility of the student.

The collection process is not applied to those students who are making regular payments on their account in a timely manner.

RETURNED CHECK POLICY

The return of a check issued to Calumet College of St. Joseph will result in a fifty dollars (\$50.00) service fee per check placed against the account of the student on whose behalf the check was presented. Each student will be allowed two (2) returned checks per Calumet College of St. Joseph's

academic year, after which any payment by check will not be accepted. All returned checks will be forwarded to an attorney if the amount of the check plus the service fee has not been paid within ten (10) days of the nonpayment.

ERROR ON ACCOUNT

Each student is responsible for payment of additional tuition and fees in the event of class changes and/or errors in calculations upon completion of the audit.

REFUND POLICY

During the first four weeks of a fall or spring term, a percentage of payment is required based on the date of withdrawal. Each week the percentage changes; therefore students are encouraged to note the refund schedule posted for each term in the course schedule, with the registration form and in the academic planner. All weekend classes have a separate refund schedule. Students are encouraged to contact the Registrar's office for details.

REFUNDS & REPAYMENTS FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID

Refunds and returns are calculated using federally mandated formulas. All funds remaining on a student's account as a result of finalized financial aid will be calculated according to federally mandated guidelines. (See college catalog for more details.)

REFUNDS & REPAYMENTS FOR STUDENTS RECEIVING STATE FINANCIAL AID

Students who are receiving state funding and completely withdraw within the first four weeks of a semester will not be eligible for state aid. After the fourth week of class, the state mandated calculation for refunds will apply.

EMPLOYER TUITION REIMBURSEMENT

Students whose employers provide a tuition reimbursement benefit should verify this information with the Business Office at the time of registration. Any tuition or fees that the student's employer will not reimburse (e.g. differential in tuition attributed to grade received, graduation and technology fees, etc.) are the responsibility of the student.

CAREER AND INTERNSHIP SERVICES

www.ccsj.edu/career

The Office of Career and Internship Services maintains a wide range of current occupational information, internship and job listings, and career assessment materials designed to help students and recent alumni explore career opportunities. Books, videos, articles, and resources regarding fields of study, job markets and outlooks, job search skills, and graduate schools are available. Job preparation workshops and consultations are offered along with general internship and career guidance.

SERVICES PROVIDED

- Career Self-Assessment Tools
- Internship Planning and Assistance
- Career Advising and Coaching
- Internship and Job Preparation Workshops

- On-site Campus Recruitment
- Job Fairs
- Electronic Resume and Job Posting Services for Students, Alumni, and Employers
- Resume and Cover Letter Development and Review

JOB POSTINGS

Although a Job Bulletin Board is located on the first floor of the College, electronic posting of resumes and job listings can be accessed by going to www.collegecentral.com/ccsj

INTERNSHIP PROGRAM

The College provides opportunities for students and employers to collaborate in developing career-related experiences. Through practical, "hands-on" experience, students are able to apply the knowledge gained in the classroom to real life situations, develop additional knowledge and skills, network with professionals in the field and earn academic credit.

Any student may seek an internship but one is required for students who major in Human Services, Psychology, Criminal Justice, Paralegal Studies, Social Science, Communications, Media and Fine Arts and English (refer to College catalog for more details regarding the requirements for these areas of study). These students must meet the GPA requirement for their specific department and **obtain approval** from their Program Director to begin an internship. **Students should begin planning their internship at least one semester prior to their desired start date since some organizations require students to obtain liability insurance.** This cost can be applied to a student's financial aid award.

Traditional Internship

Students can begin an internship either in their Junior or Senior year; and internships are for one semester (14 weeks). Students are expected to devote a minimum of 10 hours per week to their internship for a total of **90 hours**. Students are expected to assume tasks that allow them to apply the principles and knowledge they are learning in the class to tasks that will be assistance to the organization. Since most internships are UNPAID, students will receive course credit for the internships.

Requirements:

- Approval from Program Director
- A minimum GPA of 2.0

Experiential Learning Internship

The Enterprise Expansion Opportunity Network (EEON) Internship Program provides Calumet College of St. Joseph's most talented students with a **two year experience** (i.e., **600 hours**) that will prepare them for a successful post-graduate career by applying the knowledge gained from the various courses taken in the classroom to a practical work setting. Students participating in this program will also receive an annual stipend. All majors are accepted!

Requirements:

- Be classified as an academic junior with full-time status
- Possess a minimum GPA of 2.75 or above in all courses; 3.0 in major
- Be available to work 10 hours a week

Coordinated Practicum

Additional experiential learning opportunities are available to any student in the College through a Coordinated Practicum. Unlike internships, a Coordinated Practicum is not required, but it offers students an opportunity to obtain credit for experiences in their place of employment or an assigned organization. A Coordinated Practicum is monitored by the Program Director.

Students interested in applying for a Coordinated Practicum, or general internship can do so after successful completion of at least one academic semester. Those interested in completing an internship in their major can apply in their junior or senior year of study.

OFFICE HOURS

Services are offered from 8:30am-4:30pm Monday through Friday. Appointments are suggested, but walk-ins are welcomed. We try to accommodate the student schedule if an appointment is needed outside of regularly scheduled office hours. Students can also complete a request form for career assistance and will be contacted for an appointment.

FOR MORE INFORMATION, CONTACT

Diane Bartko, Administrative Assistant

219-473-4352

dbartko@ccsj.edu

Kelli Watson, Career Services Coordinator

219-473-4253

kwatson@ccsj.edu

DISABILITY SERVICES

www.ccsj.edu/disabilities

CCSJ seeks to provide opportunities for equal access in programs, services and activities. Students with documented disabilities requiring support to access academic activities are encouraged to contact Disability Services. CCSJ and Disability Services strive to meet the needs of all students, providing academic services in accordance with the Americans with Disabilities Act (ADA) guidelines. The ADA states that a disability "*must place substantial limitations on an individual's major life activities.*" A person with a disability is any person who has a physical or mental impairment that substantially limits one or more major life activities and has a medical record of such impairment.

The following are examples of services which are available:

- Note taking support, readers, scribes as needed
- Assistive Technology
- Coordination of classroom and testing accommodations
- Tutoring
- Informational Resources

"Reasonable accommodations" as stated by the ADA must be provided on a case by case basis to individuals with disabilities. The accommodations must be reasonable and effective. Students must meet with the Coordinator of Academic and Disability Services to complete the Intake Form to request accommodations. The accommodation requests must be completed as soon as possible for each semester or beginning of a new class.

It is the student's responsibility to contact the Disability Services office to request accommodations. When requesting accommodations, students are to provide professional documentation of their disability. Examples of sufficient documentation are:

- Formal medical statement from a doctor verifying the disability including contact information.
- Copy of the most recent psychological testing explaining the disability completed by a qualified evaluator including descriptions of treatments, medications, and academic accommodations recommended.
- Documentation from the Vocational Rehabilitation Services (VRS) or other agency supplying testing need or verification of disability.

After the student's intake form and documentation have been submitted, the documents will be reviewed. If determined eligible, Disability Services will notify the student regarding eligibility. The student will then be required to meet with the Coordinator of Academic and Disability Services to complete the faculty accommodations request, Permission to Release Information, and FERPA. If the student has not been contacted by Disability Services within a timely manner, the student needs to follow up with the Disability Services office. Documentation requirements vary for different disabilities and additional documentation may be needed. Students must contact Disability Services to complete faculty accommodations request, Permission to Release Information, and FERPA each semester. Students with disabilities are required to meet the same academic standards as other students. If you have any questions, contact the Coordinator of Academic and Disability Services at 219-473-4349 or visit the website at www.ccsj.edu/disabilities.

ENROLLMENT

www.ccsj.edu/admissions

Calumet College of St. Joseph promotes a one point of contact for prospective and current students. When a student meets with a Recruitment and Enrollment Specialist, he or she will not only learn about the College but also have a contact and mentor available throughout their educational experience. Each Recruitment and Enrollment Specialist is responsible for recruiting and guiding students through the admission process. Additionally, the Recruitment and Enrollment Specialists maintain a relationship throughout the student's college experience. Students are also strongly encouraged to consult with the program chair in their major for supplemental advising in academics and careers. All full-time faculty members are available for consultation. Their office hours are normally listed in course syllabi and posted on their office doors located on the 5th Floor.

The Office of Enrollment is located in Room 116 and is open Monday, Thursday and Friday from 8:30 am - 5:00 pm, Tuesday and Wednesday from 8:30 am- 7:00 pm Persons interested in seeking admission to Calumet College of St. Joseph are urged to visit the campus. Visitors will be able to meet privately with a Recruitment and Enrollment Specialist and will be given a tour of campus. Appointments are encouraged but not required.

All transcripts and correspondence related to admissions should be addressed to:

Office of Enrollment

Calumet College of St. Joseph

2400 New York Avenue

Whiting, IN 46394-2195

Phone: 219-473-4215 or 773-721-0202. Ext. 215

Fax: 219-473-4336

Web Site: www.ccsj.edu

School of Adult Learning and Degree Completion Programs

The School of Adult Learning and Degree Completion Programs at Calumet College of St. Joseph provide access to higher education for non-traditional and working adult students beginning or completing their undergraduate degree. The goal of these programs is to support adult learners in their pursuit of academic, intellectual, career and personal success and to enhance their educational experience at Calumet College of St. Joseph. Adult students with no transferrable college credit can complete an accelerated associates degree in 20 months and then transition into one of the accelerated degree completion programs to complete their bachelor's degree in an additional 12-25 months depending on the program. For program specifications, go to www.ccsj.edu/academics.

Graduate Programs

The Master of Science in Public Safety Administration is an innovative and practitioner-oriented degree offering. The program complements and expands the institution's historic commitment to addressing the educational needs of individuals engaged in law enforcement and related fields. Structured as an accelerated, adult-learning initiative, the degree program removes the time and space barriers that often prevent working professionals from competing graduate level education.

The Masters of Arts in Teaching is an alternative route to receiving a teaching license. This program provides people who currently possess a Bachelor's or Master's degree and are already skilled in their specialty the opportunity to make a smooth, efficient transition to the education profession. Classes are delivered in an accelerated, adult learning format on Saturdays. The program is divided into two phases: the initial phase results in an elementary education or secondary education certification and the final phase completes the Masters degree.

The Masters of Arts in Psychology is a two-tiered program incorporating current theoretical and clinical practices. Completion of the Terminal Project course will prepare students to sit for professional licensure or certificates offered by the states of Indiana and Illinois. The program's design will enable students to create their own professional development plan while gaining expertise in the fields of research and practice.

The Master of Science in Management is designed with twelve core courses. The curriculum is broad-based, practitioner-oriented designed for mid-career professionals and structured to address the needs of working adults. It is competency based and adheres to the principles and practices of adult learning with respect to instructional strategies, curricular design and student services. Furthermore, students will be utilizing the flexibility of a hybrid class structure that incorporates both distance learning and classroom instruction. The program has an accelerated format, in which each class is only 7 weeks long.

Students can contact the Office of Enrollment at 219-473-4215 or 877-700-9100 or reference information from the internet at www.ccsj.edu/admissions/graduate and www.ccsj.edu/academics.

Tuition Freeze Policy

You work hard to make money and manage your finances. You may even have a family to support. Calumet College of St. Joseph's tuition freeze program can help; it means that you may be able to keep the same tuition rate until you graduate.

The tuition freeze program is for first-time, full-time degree-seeking students (not transfer students) who start in any fall term. In order to qualify for the tuition freeze, you must stay on track to graduate with a bachelor's degree in four years by completing at least 30 credit hours per year. That's 30 credit

hours after year 1, 60 after year 2, 90 after year 3, and 120 at the end of year 4, which is the number of credits required to graduate with a bachelor's degree.

With Calumet College of St. Joseph's tuition freeze program, you will know exactly what your education will cost – AND you will graduate in four years. For more information, please contact an admissions representative by calling (219) 473-4215 or by emailing admissions@ccsj.edu.

FINANCIAL AID

www.ccsj.edu/finaid

The cost of an education at Calumet College of St. Joseph is very modest compared to that of private colleges in our tri-state area. Nevertheless, we recognize that many students need financial support. In fact, approximately 90% of our traditional student body receives some form of financial aid and scholarship assistance. We encourage all students who need help in meeting their college expenses to apply for financial aid and scholarship opportunities.

Students at Calumet College of St. Joseph can apply for federal and state grants, federal student loans, and work study opportunities to assist in meeting their college costs. In addition, the College will award over \$3,200,000 in institutional grants and scholarships this year. While most awards are "need based," a number of aid options are also available to students who show academic promise. In most cases, the aid package awarded is a combination of grants, scholarships, loans, and/or employment benefits. Staff in the Office of Financial Aid is committed to assisting in the completion of all required forms and to meeting financial need as fully as possible given constraints of program regulations and funding availability. A complete list of all scholarships, grants, and loans (as well as award eligibility and restrictions) is available in the Office of Financial Aid, in the Student Catalog, and on the CCSJ website.

To be considered each year for federal, state, or institutional aid, students must: be academically eligible, be degree seeking, complete the Free Application for Federal Student Aid (FAFSA) as early as October 1 of each year but at least by March 10 for state awards, supply all required verification documents to the Office of Financial Aid, not be in default on a federal loan or owe a refund on a grant, and be a U.S. citizen or eligible non-citizen.

If a student is concurrently attending another institution, staff in the Office of Financial Aid must be informed.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Effective date July 1, 2011

Federal legislation governing all federal financial aid programs requires that students receiving federal financial aid make satisfactory academic progress (SAP) toward a degree in order to maintain eligibility for this aid. It is the policy of Calumet College of St. Joseph that all recipients of all financial aid programs, including state and institutionally funded programs, are subject to the same satisfactory academic progress standards as those for federal financial aid.

Satisfactory academic progress at CCSJ is monitored at the end of each fall, spring and summer semester. All SAP standards are reviewed based on all classes in all semesters taken at CCSJ.

Additionally, all accepted transfer credits from regionally accredited colleges and universities are included in the calculation of the Percentage of Credits Completed Standard. If a student changes majors or seeks to earn additional degrees, the calculations remain the same. However, if a student receives a Bachelor's degree or Master's degree, the calculations will start over the semester following degree completion. (Please note: SAP standards are the *minimum* criteria for maintaining financial aid eligibility. Certain forms of financial aid may carry other requirements for renewal.)

SAP consists of three parts:

- **Qualitative standard based on GPA:** All undergraduate students are required to maintain a cumulative 2.0 GPA and all graduate students are required to maintain a 3.0 GPA. Any student falling below that standard for any enrolled term will be placed on academic warning but will still qualify for financial aid. If a student continues below the standard in a subsequent term, that student will be placed on financial aid suspension and will not qualify for any form of financial aid.
- **Quantitative standard based on rate of completion:** Rate of completion is evaluated after each enrolled term by dividing the cumulative credit hours earned by the cumulative credit hours attempted or enrolled. Students are required to maintain a rate of completion at 67% to meet SAP standards. Repeated courses, withdrawals, and incompletes do not count toward a student's GPA but do count toward credit hours enrolled. Transfer hours accepted toward completion of a student's program count as both credit hours enrolled and credit hours completed.
- **Maximum Time Frame Standard**
Students are expected to complete all academic requirements for a degree within 150% of the published length of the educational program in which the student is enrolled. Accepted transfer credit hours are included in the calculation of the Maximum Time Frame Standard.

Below are examples of maximum time frame requirements:

<u>Required Hours to Complete Degree</u>	<u>Maximum Attempted Hours</u>
Associate	58-60
Bachelor	87-90
Master	118-120
	36-67
	177-180
	54-101

SAP Evaluation

1. SAP is calculated at the end of each fall, spring and summer semester for qualitative and quantitative progress.
2. Students meeting the standards listed above when calculated will be in SAP good standing.
3. The first semester a student does not meet the standard, the student will be placed on SAP Warning. The student will still qualify for financial aid.
4. The second consecutive semester a student does not meet the standard, the student will be placed on SAP Suspension. The student will not qualify for financial aid. The student will have to submit an appeal to be considered for financial aid reinstatement.

Grades

1. Courses taken at CCSJ are counted as hours attempted regardless of grades assigned. This includes incompletes, failures, or withdrawals.
2. Only courses earning passing grades for progressing toward degree completion will be counted as earned. (Example: A, B, B+, B-, C, and P)
3. Courses graded with an F, FW, W, or I count as credit hours attempted but not earned. Additional courses with non-passing results are counted similarly.
4. All courses designated as repeated for grade improvement are counted as hours attempted and if passed as hours earned.
5. Audit and non-credit classes are ineligible for financial aid and do not count in SAP calculations.

Additional Earned Credits and Remedial Courses

1. Credit hours earned by testing and other non-standard means are counted in the SAP calculation as both attempted and earned. This includes hours earned from Credit by Exam, CLEP, LEAP, AP courses, Dual Credit Courses, ACE credits and Military Experience Credits.
2. All credits attempted through consortium agreements with other institutions counts as both attempted and earned if passing grades are received.
3. Remedial courses count in both attempted and earned hours calculations even though credits may not apply toward completion requirements. Remedial courses also impact GPA calculations.

SAP Appeal Process

1. SAP Suspensions may be appealed if unusual or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service, or other circumstance deemed appropriate for consideration by the SAP Appeals Committee.
2. The student must submit a SAP Appeal Form to the Office of Financial Aid explaining in detail why they failed to meet the minimum academic standards and what unusual and/or mitigating circumstance caused the failure and how their situation has changed or improved.
3. The student will be notified by email of the decision made to the appeals committee.
4. All appeal approvals are accompanied with an academic plan that outlines conditions by which a student can regain SAP Good Standing status and it requires a student's signature. The student will qualify for financial aid and will be on SAP Probation as long as the conditions of the approved appeal is met and until the student meets the SAP requirements.
5. All decisions of the SAP Appeals Committee are final and a student is limited to 2 appeals.
6. All students who raise their cumulative standards to equal or exceed the minimum requirements will be reinstated to SAP Good Standing.

PAYMENT PLAN POLICY

Students who are unable to pay for their tuition and fees through outside funding sources must enroll in a College sponsored payment plan by visiting the Office of Student Accounts (219-473-4394). The balance is to be paid over the course of the semester, including a tuition plan enrollment fee and semester-specific tuition and fees. Students who fail to fulfill the terms of the payment plan will not

be allowed to enroll in future classes and may have their account turned over to collection for asset recovery.

CONTACT THE CCSJ OFFICE OF FINANCIAL AID

It is the goal of the Calumet College of St. Joseph Office of Financial Aid to help make your experience at CCSJ as successful as possible. Contact us at 219-473-4296 or visit us in Room 116 of the CCSJ Building (2400 New York Avenue, Whiting, Indiana) if you have any questions regarding the financial aid Satisfactory Academic Progress standards.

It is also recommended that you contact your academic advisor if you feel you need help with a study plan to improve your academic performance while enrolled at CCSJ.

NOTICE OF ELECTRONIC NOTIFICATIONS/COMMUNICATION:

It is the policy of the Office of Financial Aid to notify and communicate with students strictly via electronic means. Students will receive email notifications to their CCSJ email for all updated award letters, missing document items, and any important messages from the Office of Financial Aid. Therefore it is extremely important that students check their CCSJ email account and their Student Online Services Account on a daily basis.

INTERNATIONAL STUDENT SERVICES

www.ccsj.edu/Admissions/traditional/international

CCSJ provides international students with a warm welcome to the campus community and supports their transition to help them comfortably adjust to their new life on campus and in Whiting. We conduct New Student Orientation for all new international students and also coordinate various intercultural, educational and social programs and events. All of these services help ensure that international students have the greatest opportunity to achieve their academic, personal and professional goals during their time at Calumet College of St. Joseph. For more information contact Becky Leevey at 219-644-7207 or via email at rlleevey@ccsj.edu. International Student Services is located in Room 104 of the Rittenmeyer Athletic Center.

MISSION AND MINISTRY

www.ccsj.edu/ministry

The offices of Mission and Ministry offer service and encouragement in light of ecumenical spirit and Catholic identity. The Chaplain celebrates daily Mass in the St. Gaspar Chapel located on the first floor. Students of all faiths are welcome to attend liturgical events and use the chapel as a place of personal reflection at any time. Both offices offer personal counseling and are able to direct students to other sources of help in the students' journey in the college years.

In addition, Mission and Ministry serves as an office of student advocacy for students seeking counsel or procedural advice relating to a complaint or grievance. The Mission and Ministry office is located in room 408.

We are Family Guatemala Trip- May 1 - 8, 2017

Calumet College of St. Joseph will be going to Guatemala to give a helping hand to the people of the country at the Missionaries of the Precious Blood parish La Sangre de Cristo in La Labor, Guatemala. The group hopes to help out Fr. William Beuth, C.P.P.S, and the pastor of the parish in a variety of ways. There are ministerial and building projects going on constantly in the 13 villages that the parish encompasses. Hopefully, the group this year will consist of students, faculty, staff and alumni and can be of service to the poor people of Guatemala. The trip is part of Calumet College of St. Joseph's Alternative Break Immersion Program. The people of the group will be able to learn from participating in a cross-cultural experience where they do justice, keep faith, build community and encourage simple living, the four main goals of the outreach program. Students interested in participating in this experience should contact Br. Jerry Schwieterman, Director of Campus Ministry for further details.

REGISTRAR

www.ccsj.edu/registrar

The Registrar's office is the official repository of all student records. Services of the office include processing and verifying registrations, posting of grades, recording transfer credit, determining grade point average and class rank, providing grade report sheets, issuing transcripts, offering Veterans Assistance, verifying eligibility for degree conferral and issuing student grade reports as well as the Dean's and President's lists. Students are urged to call this office if questions arise concerning any of the following.

REGISTRATION

Credit cannot be given for any course without the student being correctly registered. After a student has registered, changes in courses or class selections are initiated and processed in the Academic Advising/Education Offices.

SEMESTER SCHEDULE

A student's semester schedule of classes is not considered final until it has been processed through the Academic Advising Office and/or Education Office. Opportunity for necessary adjustments (add/drop) in class schedules is provided during the first week of classes in each semester. A student may, with consent of the Academic Advising office, change a schedule by adding or dropping courses during the first week of classes in Terms I, II and III. Summer terms have a shorter time to add or drop a course. Courses dropped during these periods do not appear on the student's permanent record. Note: Adult Student Services Program student schedules are unique to their group and add/drop dates vary.

AUDITING A COURSE

Students who wish to attend class without obligation of regular attendance, outside class work, tests, or examinations may audit a course if space permits. Students register to audit a course in the same manner as for a credit course. The total number of credit and audit hours combined for which a student registers may not exceed eighteen each semester. The fee to audit is the regular tuition rate per semester hour. For full-time students, the fee for auditing a course is \$15.00 for each semester hour in excess of twelve hours of credit and audit work combined. Auditing is available only to students who have been admitted to the college.

WITHDRAWAL FROM CLASSES

After the last day for class changes has passed (see College calendar), students may withdraw from a course in which they are registered with permission from the faculty member conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the Academic Advising Office. The written request for withdrawal must be received by the Academic Advising Office by the last day of classes prior to the final examination dates specified in the catalogue. The request is forwarded to the faculty member, who makes the final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied, the notification will indicate why the withdrawal is disallowed. An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without written permission automatically incurs an "FW-Failure to Withdraw" grade.

SPECKER MEMORIAL LIBRARY

www.ccsj.edu/library

Specker Library is located on the first floor of Calumet College of Saint Joseph and has a wide range of materials and services available to students, faculty and staff. Feel free to ask for assistance about using them or to inquire about services not mentioned below. For more information, see the Library's web page: www.ccsj.edu/library/

LIBRARY HOURS (Check signs and our website for changes)

Fall & Spring Terms:

Monday – Thursday	8:30 a.m. - 8:30 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

Intersession/Summer Hours (check library website as they are subject to change):

Monday, Wednesday, Thursday & Friday	8:30 a.m. - 5:00 p.m.
Tuesday	8:30 a.m. – 7:00 p.m.
Saturday	8:00 a.m. – 1:00 p.m.

Specker Library is closed on Sundays and all holidays.

LIBRARY PHONE NUMBERS

Library & Circulation Desk	219-473-4373
Reference & Electronic Resources Librarian	219-473-4376

Please feel free to forward questions by e-mail to: library@ccsj.edu

GENERAL COLLECTION

The Library owns about 100,000 books, videos, DVDs, and periodicals. The books are arranged by Library of Congress classification and can be found using Pegasus, the Library's online catalog (see below). Books and periodicals are shelved on the first floor and in the towers. Audio-visual items such as DVDs and VHS tapes are located behind the circulation desk.

LOAN PERIODS

- Books 3 weeks
- DVDs, CDs and Videos 1 week
- Reserve materials As specified
- Reference books & Periodicals Do not circulate

Materials may be renewed in person, over the phone at 219-473-4373, or online. There is a book drop outside the library doors on the left side of entrance if you need to return materials when the library is closed.

REFERENCE MATERIALS

Specker Library has a Reference section which includes materials such as encyclopedias, dictionaries, and handbooks. The reference section is located at the entrance of Specker Library. While reference materials cannot be checked out, students may make copies using the library's copier.

ONLINE CATALOG

The library's online catalog is called Pegasus. Pegasus allows you to search for materials (books, DVDs, etc.) in the library by keyword, author, title, subject, and more. To use the online catalog, go to the library web page (<http://www.ccsj.edu/library>) and click on "Library Catalog."

ELECTRONIC RESOURCES

The library provides students access to millions of full-text journal articles and over 7,000 eBooks. Electronic resources can be accessed from home (students will be prompted to enter their student ID and last name) or on campus by visiting the library's website and clicking on "Databases." The Library's electronic databases are organized by program of study to allow students to easily select databases that are relevant to their research needs.

RESERVED MATERIAL (For Short-Term Use)

Instructors may place items on reserve for classes at the Circulation Desk in three categories: for In-Library Use Only, Overnight, or on Three-day checkout. To ensure that students have equal access, there is a \$2 per day overdue fee for any Reserve items that are not returned on time.

AUDIO-VISUAL MATERIALS

Audio-Visual materials, such as videos, DVDs, and CDs are listed in Pegasus, the library's online catalog. Audio-visual equipment (cameras, camcorders, DVD players, etc.) is available for faculty and staff to check out in the Library. Please reserve them in advance by calling 219-473-4373.

REFERENCE & RESEARCH ASSISTANCE

Research assistance is available to all students and staff. Students can receive individualized help with their questions, class assignments and projects. Help is available with locating materials, research topics, research strategies and more. Reference and research assistance is available during Library hours, via e-mail at reference@ccsj.edu, through the library's online chat service, or by phone at 219-473-4376. You may also ask for help at the Circulation Desk.

LIBRARY INSTRUCTION

The library can provide instruction to individual students or classes as a whole. Library instruction can cover a wide range of topics, including an introduction to library resources and services, effective search strategies, topic development, basics of Blackboard and more. Instructors are encouraged to

contact Milan Kolundzija (Reference and Electronic Resources Librarian) at 219-473-4376 or Dr. Qi Chen (Library Director) to create a session tailored specifically to their course or research assignment.

INTERLIBRARY LOAN (ILL)

The library's interlibrary loan service allows students, faculty and staff to request books and articles that are not available in the library or in full-text, from other libraries. Requests can be made by visiting our website, clicking on "Interlibrary Loan," and filling out the form on that page. Alternatively, students may submit a request while using the library's databases. In some cases you will notice an icon with the text "Request this item through interlibrary loan" in your search results. This icon appears when we do not currently have access to that particular article. To request this article, click on the icon and fill out the form on the next page. Once you have submitted a request, a book will usually come to the library within 7 to 14 days. An article will be sent to your student email within seven days. If you need help with this process or have any questions, please contact the library at 219-473-4373 or send us an email at reference@ccsj.edu

INTERNET ACCESS

Internet access is available for students, faculty, and staff on Library computers and in computer labs on the 4th floor. Library guests: please sign in at the Circulation Desk and a staff member will help you log in as a guest.

PHOTOCOPIER

There is a photocopier machine in the Library available for student and faculty use. It is 10 ¢ for black and white copies and 25¢ for color copies.

STUDENT IDs

New students will receive a photo ID during New Student Orientation. After that time, ID's will be issued to registered students through the Library. There is a \$5 fee for replacing a lost ID. Students must pay the fee in the Library to obtain a replacement ID. The photo identification card serves as the Library card and must be presented in order to check out Library materials.

LOST AND FOUND

Lost items may be turned in and recovered at the Circulation Desk in the Library.

STUDENT ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES

www.ccsj.edu/stuclubs

Student organizations and extracurricular activities are a very important part of the college experience. CCSJ students possess the ability to engage in multiple interests offered through the 20+ student organizations and clubs found on campus. Participation provides opportunities to find commonality through diverse interest. Student engagement outside of the classroom creates lasting friendships, while enriching the social, cultural and educational experiences necessary for career advancement.

In an ongoing effort to build strong bridges, CCSJ's club members engage in many public and community service outreach initiatives within the local area each year such as Association for the Wolfe Lake Initiative, Habitat for Humanity, Sojourner Truth House, Arc Bridges, CCSJ Food Pantry and Clothing Closet, and the Salvation Army to name a few.

The 20+ clubs and organizations at Calumet College of St. Joseph span the following areas:

Athletic/Recreational	Ethnic/Cultural	Music/Dance/Creative Arts
Careers/Para-professional	Fraternities/Sororities	Political/Social Awareness
Community Service	Media/Publications	Religious/Philosophical

Our list of clubs and organizations is always growing; CCSJ students are encourage to start their own club to meet their interests should one not already be available.

Student Organization and Club List

Black Student Union	Intramural Football
Criminal Justice Club	Los Amigos
Drama Club	Media and Fine Arts Club
Education Club	Rowing Club
Delta Sigma Theta Sorority, Inc.	Paralegal Club
English/Creative Writing Club	Philosophy Club
G.I.V.E. (Get Involved, Value Everyone)	Psychology Club
Glee Club	SHRM (Society of Human Resource Managers)
International Club	Science Club
Intramural Basketball	Student Government

Scholarship opportunities may be available for student leaders who serve as president or vice president of a student club or organization. Additionally, the College newspaper “Shavings” and the literary magazine “Against the Grain” provide students opportunities to publish their written work. All questions and inquiries should be directed to Diane Bailey, Director of Student Activities, by phone at 473-4222 or by email d Bailey@ccsj.edu.

STUDENT SUCCESS CENTER
www.ccsj.edu/student serv/tutoring

The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with faculty tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grades, and to promote continuing education and career advancement.

Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. Tutoring is open to all students at Calumet College of St. Joseph at no charge and is available to support most introductory courses. For more information, contact the Student Success Center at 219-473-4287 or visit room 166 (in the Library).

TESTING SERVICES

www.ccsj.edu/support/testing

CLEP and CASA IBT

Calumet College is a national testing site for the College Level Examination Program (CLEP) and Core Academic Skills Assessment Internet Based Test (CASA IBT). The CLEP exam allows students to receive college credit by testing in an area of proficiency. The CASA IBT is the teacher candidate state exam. Both tests are by appointment only. For additional information about CLEP and CASA testing, contact Emily Nagy at 219-473-4258.

STUDENT CODE OF CONDUCT

ANTI-BULLYING POLICY

Calumet College of St. Joseph does not tolerate bullying in any form and all incidents will be treated seriously and dealt with expeditiously. A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of another, or other, more powerful persons, often on the grounds of "difference," and he or she has difficulty defending himself or herself. These differences can be related to culture, ethnicity, gender, sexuality, sexual orientation, ability or disability, religion, body size and physical appearance, personality age or economic status.

Any form of cyber-bullying, invasion of privacy, or harassment through the use of CCSJ technology resources and/or personal technological devices will not be tolerated. Additionally, please be aware that the University reserves the right to limit, restrict, or remove computing privileges from anyone who violates the College's computer policies, as well as local, state, and federal laws. Students are not permitted to use mail or messaging services to harass, intimidate, or otherwise provoke another person, for example by broadcasting unsolicited messages or sending unwanted mail. Therefore, this behavior may result in judicial sanctions, ranging from a warning to expulsion, in addition to any possible criminal charges that may be filed against the person(s) responsible for such actions.

ANTI-HAZING POLICY

Certain forms of hazing are criminal offenses in Indiana. Indiana Hazing Law (§ 34-30-2-150) is defined as "Hazing means forcing or requiring another person, with or without the consent of the other person; and as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury. Class B misdemeanor; Class A misdemeanor if includes the use of a vehicle; Class D felony if it is committed while armed".

All forms of hazing are prohibited both on and off campus. Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that creates a substantial risk of physical harm; and/or substantially or seriously demeans or degrades any person; or interferes with any person's scholastic activities.

Any hazing allegation against a student will be investigated by the College. If found guilty in a disciplinary action, the hazing student organization may incur a disciplinary penalty. University action occurs whether or not civil or criminal actions take place. In addition to action taken against a student organization, the College may take action against individual students for hazing when their conduct falls within the Student Expectations section (outlined under the Policy on Student Responsibility and

Conduct). Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of Student Life.

CHILD CARE

Unattended children are prohibited inside the College. Although some students have childcare issues, Calumet College of St. Joseph is not in a position to supervise unattended children. Under no circumstances will children be permitted to roam the halls and/or occupy the Library, the Student Lounge, or the Student Center.

Security staff will approach unattended children in order to determine the reason for their presence in the building. If a child is a dependent of a student who is attending class, security staff will accompany the child to the student's classroom and ask the parent to leave class in order to assume responsibility for the child.

CLASSROOM MISCONDUCT

Instructors are responsible for setting both the academic and behavioral standards for their courses. Students are expected to comply with established class standards as well as the Student Code of Conduct. Students who display disruptive, threatening or abusive behavior in class are subject to student discipline. Faculty may eject a student from a single class session when necessary to end seriously disruptive or threatening behavior.

COMPUTER USE

<http://www.ccsj.edu/computerservices/>

Computer use is an essential part of many Calumet College of St. Joseph activities. This policy applies to all users of computer data networks and stand-alone computers owned and administered by the College. It also represents the general ethical principles of the College community and indicates what privileges and responsibilities are characteristic of the College's computing environment. The Computer Services Department is responsible for providing and maintaining all of the College's computing tools. General policies regarding resources provided by the College are outlined below.

General Policy Pertaining to Computer Use

College computing resources are to be used for purposes related to the College's mission of education. All classes of users (faculty, staff and students) may use computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, or other sanctioned activities. Commercial use for personal gain is prohibited. Blackboard accounts are to be used for authorized educational use only.

Censorship

Free expression of ideas is central to the academic process. The computer system administrator will not remove any information from individual accounts or from electronic bulletin boards maintained on them unless the administrator finds that:

- The presence of the information involves illegality (e.g. copyrighted material, software in violation of a license agreement, etc.);
- The information in some way endangers computing resources or the information of other users (e.g. a computer worm, virus, or other destructive program); or

- The information is inconsistent with the mission of the College, involves the harassment of others including the use of obscene, bigoted, or abusive language or images, or is otherwise not in compliance with legal and ethical use policies described below.

Confidentiality

Information stored on computers is considered confidential unless the owner intentionally makes the information available to other groups or individuals. Computer Services will maintain the confidentiality of all information stored on the College's computing resources. However, there are legitimate reasons for persons other than the account holder to access computer files or computers or network traffic (e.g., ensuring the continued integrity, security, or effective operation of the College's computing systems; to protect user or system data; to ensure effective departmental operations; to ensure appropriate use of the College computing systems; or to satisfy a lawful court order). Requests for disclosure of confidential information will be reviewed by the administrator of the computer system involved. Such requests will be honored only when approved by College officials or when required by state or federal law. Except when it is inappropriate to do so, computer users will receive prior notice of all such disclosures.

Every user is assigned an individual account on the computer network. These accounts are restricted for the exclusive use of the owners. E-mail and any other type of electronic message transmitted to other users should always identify the sender. Obscenities should not be transmitted. The College reserves the right to inspect, copy, and store the contents of electronic mail messages at any time. However, it will do so only to prevent or correct improper use, to satisfy a legal obligation, or to ensure proper use of electronic mail facilities.

Facilities Usage

College computing resource users can facilitate computing in many ways. Collegiality demands the following:

- The regular deletion of unneeded files from one's accounts on central machines;
- Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity;
- Refraining from overuse of interactive network facilities;
- Refraining from the unauthorized or unlicensed use of personal software; and
- Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

Ethical Standards

Computing resources should be used in accordance with the high ethical standards of the College community. The following uses are prohibited:

- Violation of computing system security;
- Unauthorized use of computer accounts, access codes, or computer identification accounts assigned to others;
- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (e.g., randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, etc.);
- Use of computing facilities for personal or private business purposes unrelated to the mission of the College or College life;
- Academic dishonesty (e.g., plagiarism, cheating, etc.);
- Violation of software license agreements;
- Violation of network usage policies and regulations;

- Violation of another user's privacy; and
- Attempts to harm or thwart the operations or business of the College or College activities.

Legal Standards

Computer resources may not be used for purposes that violate federal, state or local statutes.

Examples of illegal purposes include:

- Intentional harassment of other users;
- Intentional destruction of or damage to equipment, software, or data belonging to the College or other users;
- Intentional disruption or unauthorized monitoring of electronic communications; and
- Unauthorized copying of copyrighted material.

Computer Accounts and E-mail Messaging

All users are issued accounts consisting of a username and a password. Users are prohibited from sharing their account information with others for the purpose of allowing them access to the College's computing resources. Users are not allowed to log others onto the network.

User names and user-IDs are included in each message. Users are responsible for all electronic mail originating from their user-ID. The following practices are not allowed:

- Forgery or attempted forgery of electronic messages;
- Attempts to read, delete, copy, or modify the electronic messages of other users;
- Attempts at sending harassing, obscene and/or other threatening messages to other users;
- Attempts at sending unsolicited junk mail, "for-profit" messages, or chain letters; and
- Attempts to harm or thwart the operations or business of the College or College activities.

Students and employees are expected to check their CCSJ e-mail on a frequent and consistent basis in order to stay current with campus-related and/or class-related communications and activities. Through the use of these accounts, students and employees have an inherent responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail" or e-mail returned to CCSJ with "mailbox full" or "user unknown" messages are not acceptable circumstances for missing official campus communications.

Users may not under any circumstances use the College's e-mail address(es) or any College e-mail account(s) to impersonate a campus office, faculty/staff member, or student.

Users of the College's e-mail accounts should exercise extreme caution in using e-mail to communicate confidential or sensitive matters. It should not be assumed that College e-mail is private and confidential. It is especially important that users send messages only to the intended recipient(s). Particular care needs to be taken when using the "reply" command in e-mail correspondence.

Network Security Policy

In order to promote ethical and facilitative computing, Calumet College of St. Joseph's network users must adhere to the following guidelines:

- Use of systems and/or networks in attempts to gain unauthorized access to CCSJ's network systems or remote systems is prohibited and is a punishable disciplinary offense.
- Use of systems and/or networks to harm or thwart the operations or business of the College or College activities is prohibited.
- Decryption of system or user passwords is prohibited.
- The copying of system files is prohibited.

- The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.
- The running of unauthorized services is strictly prohibited on client machines.
- The willful introduction of computer “viruses” or other disruptive/destructive programs into the organization network or into external networks is prohibited.

Wireless Networking Policy

The Networking Services area of the Computer Services Department is charged with the responsibility for managing the infrastructure of all CCSJ wired and non-wired data networks. This policy was drafted to ensure that any person who utilizes the CCSJ wireless network is aware of the benefits, risks and assumed responsibilities that are incurred when connected.

The Calumet College of St. Joseph wireless network is designed to be a convenient supplement to the wired network for general functions including web browsing and email services. Wireless access points located around the CCSJ main campus allow suitably configured computers equipped with wireless network cards to make wireless connections to the Internet.

Wireless radio signals are shared by everyone connected to the same wireless access point. As the number of wireless connections increases, the bandwidth available to each connection decreases and performance deteriorates. Distance from the access point, buildings or objects shielding the access point, signal interference, quality of your equipment, battery power and other factors may also impact performance.

Applications that generate high network traffic do not work well on wireless networks and negatively impact performance for everyone connected to the same access point. In addition, wireless networks are highly sensitive to overlapping frequencies and can present a risk to the integrity and security of the CCSJ wireless data network.

To promote efficient and secure wireless network access, the Network Services area maintains strict standards for the deployment of wireless devices at Calumet College of St. Joseph.

Restrictions:

- All wireless access points not operated or installed by Computer Services, including wireless access points designed for networking homes or small offices are not permitted on CCSJ wireless and wired data networks.
- Broadcast frequencies used by the wireless network may be monitored on CCSJ property. Devices that interfere with the wireless network may be subject to restriction or removal.
- Only authenticated access to the CCSJ wireless network is permitted. Typically, authentication is by an assigned CCSJ username and password. Logs may be used for assessing network problems or identifying unauthorized or unacceptable use of the wireless network.
- All data transmitted across the CCSJ wireless network may be monitored.
- Any effort to circumvent any security systems and systems designed to prevent unauthorized access to any CCSJ wireless network may result in the suspension of all data network access and an appearance before the appropriate disciplinary board.
- Use of the wireless network is subject to the general restrictions as outlined in the Calumet College of St. Joseph Computer Use Policy.

- Connection and use of the CCSJ wireless network may be subjected to machines meeting certain criteria such as the installation of Anti-Virus software, operating system security patches and or Service Packs in addition to machine registration.

Limited Support:

- The wireless network's maximum data speed is less than 1/10th of the speed of the campus wired network. High bandwidth applications like large file transfers, Microsoft Windows system updates, and streaming media applications are not supported.
- Performance varies and cannot be guaranteed. Off-campus connections to the wireless network are not supported.

Sanctions

Violations of the College's Computer Use Policies will be dealt with seriously. Violators will be subject to the established disciplinary procedures of the College, and the loss of computing privileges may result. Illegal acts involving the College's computing resources may also be subject to prosecution by state and federal authorities.

COPYRIGHT AND PEER-TO-PEER (P2P) FILE SHARING

The Higher Education Opportunity Act (HEOA) of 2008 requires academic institutions to communicate to students on an annual basis about copyright infringement and peer-to-peer (P2P) file sharing. Calumet College of St. Joseph is committed to taking reasonable steps to avoid misuse of its computer networks, including use of the computer networks to violate the Copyright Law of the United States.

Campus computer networks are often used to reproduce and distribute copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks. P2P file sharing applications allow a computer to connect to a P2P network, and once connected, make it possible to download and share files with other users on the network. P2P networking has been around for many years, but the wide variety of file sharing applications have made it easy to trade files with people around the world.

What kinds of activities are probable violations of the Copyright Law?

Any of the following activities, if done without permission of the copyright owner:

- Copying and sharing images, music, movies, television shows or other copyrighted material.
- Purchasing a CD or DVD and then making copies for others.
- Posting or plagiarizing copyrighted material on your personal Web space.
- Downloading anything of which you don't already own a copy (software, MP3s, movies, television shows, etc.).

Copyright law applies to a wide variety of works, and covers much more than is listed above. If you're in doubt about a particular work, assume that it is copyrighted!

How could I get caught if I violate Copyright Law or Calumet College of St. Joseph policy?

- Calumet College of St. Joseph system administrators must respond to formal legal complaints they receive. Additionally the Computer Services department will investigate any computers that are excessively consuming network resources.
- Organizations such as the Recording Industry Association of America (RIAA) frequently police internet traffic for the transmission of copyrighted material belonging to the artists/studios they represent.
- Computer users are under the impression that their activity on the Internet is largely anonymous or untraceable, but this is untrue. In fact, almost all your activity on the Internet is logged across many different networks. This logged data can be used to confirm or implicate users in illegal activity.

What will happen if I get caught?

College disciplinary action for students:

- Copyright infringement can subject a student to disciplinary action.
- First offenses will result in a notice from Computing Services to cease illegal activity.
- Failure to comply or further incidents of infringement may result in referral to the Vice President of Enrollment and Retention's Office and loss of network access for the infringing device. Sanctions may include suspension of network access (meaning loss of e-mail and course web site access) and formal college disciplinary action.

College disciplinary action for faculty and staff:

- The supervisor of the faculty or staff member identified in the complaint will be notified and will determine appropriate disciplinary action for the faculty or staff member.
- The computer identified in the complaint will be cleaned of any applications being used to retrieve or distribute copyrighted material and the copyrighted material itself will also be removed.

DRESS CODE

Calumet College of St. Joseph understands and fully supports students' right to self-expression. The College also has an obligation to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community.

The policy states that the following standards must be adhered to by all members of the campus community:

- Dress that is neat and casual is the minimum requirement at all times in all public areas.
- No sagging pants.
- Hats may be worn but the bill must be straight to the front or back.
- Clothing that is provocative or contains obscene messages or messages that are contrary to the mission of the college will not be permitted.
- No undergarments exposed.
- Proper footwear with a sole should be worn for safety reasons.

DRUG, ALCOHOL AND TOBACCO-FREE POLICY

Calumet College of St. Joseph is committed to maintaining a drug, alcohol and tobacco-free environment. CCSJ will provide a safe and productive work environment for its staff and students. The Drug Free Schools and Communities Act of 1989 requires that educational institutions provide educational programs that will combat substance abuse through prevention, rehabilitation and punishment. The following sections are the response of Calumet College of St. Joseph to inform students of the Act itself and to indicate the manner in which Calumet College fulfills its obligations under this Act. Note: Please check current state and local ordinances for any changes or revisions in these laws.

Standard Of Conduct

The following actions are prohibited at the College facility or while engaged in College related activities. The Drug-Free Workplace Policy prohibits the illegal use, sale, transfer, dispensing, distribution, possession, unlawful manufacture, or being under the influence of controlled substances while on the job or on Calumet College's premises. These include, but are not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates.

- Any such controlled substances found on CCSJ's premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand and warning, or termination.
- All faculty, staff and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.

Calumet College of St. Joseph's Statement on Alcohol

The possession and/or use of alcohol on CCSJ premises is prohibited. Being under the influence of alcohol on CCSJ's premises is also prohibited. Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on CCSJ's premises. Violators will be subject to disciplinary action up to and including termination.

Legal Sanctions

Indiana and Federal Laws

In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender's past record for such offenses, and a variety of other factors.

Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:

- fines up to \$10,000 (Indiana)
- fines up to & \$250,000 (Federal)
- imprisonment up to 50 years (Indiana)
- imprisonment up to life (Federal) and confiscation of property

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of All Other Schedule		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual,</p>		

IV Drugs (other than one gram or more of Flunitrazepam)	\$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.

1 to 49 marijuana plants	Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

For more specific information on legal sanctions, you may visit the Drug Enforcement Administration (DEA) website at www.dea.gov.

Health Risk

Risk of addiction for all substances

Drug Type	Common Name	Health Risks
Alcohol	Booze, beer, wine, coolers, liquor	High blood pressure, higher risk of sexually transmitted diseases & unplanned pregnancy, depression, lowered resistance to disease, insomnia
Marijuana	Grass, reefer, pot, weed	Damage to heart, lungs, brain, lung cancer, decreased motivation, depression, paranoia, impaired memory
Steroids	Anabolic/Andreno-genic (roids, juice)	High blood pressure, liver and kidney damage, acne, artrophy of testes, breast enlargement in men, breast reduction in women, aggressiveness, mood swings
Solvents-Inhalants	Acetone, freons, nitrous oxide	Heart failure, respiratory arrest, liver and brain damage
Depressants	Alcohol, ludes, barbiturates	Liver damage, convulsions, depression, disorientation, insomnia
Hallucinogens	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks
Stimulants	Cocaine, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures
Narcotics	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea
Tobacco		Lung cancer, emphyzema, oral cancer

Provided by Minnesota State University

Counseling, Rehabilitation and Treatment

Drug, Tobacco and Alcohol-Free Awareness Program

Calumet College of St. Joseph, as well as the Administration, is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students under their jurisdiction have access. Topics for this program will include but not limited to:

- College tobacco and drug-free workplace policy
- Health effects of controlled substances and drug abuse
- Community resources for employee and student rehabilitation from drugs or controlled substance abuse

Through the resources of local, national and System based efforts, assistance is available for those individuals with alcohol and drug abuse problems. CCSJ offers the following drug and alcohol abuse information, counseling, assistance, and services:

Locally Offered Programs

- In an emergency: call 9-1-1.
- Regional Mental Health Centers www.regionalmentalhealth.org
 - Stark Center (East Chicago location) 219-398-7050
 - Strawn Center (Merrillville location) 219-769-4005
 - 24 Hour Crisis Line 219-769-4005
- Narcotics Anonymous www.na.org
 - North West Area (Gary location) 219-765-5327
 - South Shore Area (Valparaiso location) 219-793-6262
- Alcoholics Anonymous of the Hammond Area (219)-844-6695 or www.aanwi.org

National Resources

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour Hotline 1-800-950-7226
- Department of Drug Enforcement: Drug Fact Sheets
http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf

Additional Assistance for Students

CCSJ offers a Student Assistance Program (SAP). The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP serves as an excellent resource for addressing issues such as substance and alcohol abuse and school conflicts. Additionally, the SAP provides training opportunities for students. For more information, contact Delia Lopez, SAP Counselor, at 1-855-330-1900 or 219-736-4067.

Additional Assistance for Employees

- Health insurance coverage is available for treatment of alcohol and drug abuse. Employees should contact their individual health plan representative for information about insurance coverage.

FILING COMPLAINTS OR CHARGES WITH THE VICE PRESIDENT OF ENROLLMENT AND RETENTION

All disciplinary matters should be resolved in a rational manner at the lowest level of institutional involvement possible. The Vice President of Enrollment and Retention is the college's liaison empowered to investigate and make decisions regarding consequences or recommendations to the President for sanctions as outlined in Section VII of this Student Code of Conduct.

Students will be notified by the Vice President of Enrollment and Retention as to the decision made concerning the breach of expectations. Notice of the decision of the Vice President of Enrollment and Retention is effective when communicated to the student or when written notice is mailed to the student at the address on file with the institution; this is known as the mailbox rule. The student,

upon receiving the decision, has 10 days to file an appeal of said decision with the Judicial Review Committee. The letter of appeal must be sent directly to the President of the college.

ALTERNATIVE CONFLICT RESOLUTION

Alternative conflict resolution provides an opportunity for individuals affected by minor violations or alleged violations of this Code of Conduct to resolve disciplinary matters among themselves at the lowest level of institutional involvement. Students who participate in a method of alternative conflict resolution, instead of the Judicial Panel Review and successfully fulfill their obligations may, upon completion of their obligations, have their student conduct record regarding the matter expunged. Students have two options for alternative conflict resolution: mediation and restorative justice.

Mediation. Mediation is encouraged as an alternative means to resolve minor allegations of Student Code of Conduct violations. The Vice President of Enrollment and Retention will inform the victim/accused/accuser about the availability of mediation resources. The Vice President of Enrollment and Retention, in the exercise of the VP's sole discretion, may, except in cases of alleged Academic Misconduct, decline to process a complaint until the parties make a reasonable attempt to achieve a mediated resolution.

(1) To be binding under the Code of Conduct, any mediated resolution must be approved by the Vice President of Enrollment and Retention. Any agreement will be enforced by the Vice President of Enrollment and Retention.

(2) Students wishing to pursue mediation shall notify the Vice President of Enrollment and Retention within fourteen (14) calendar days of receiving written notice of the violation.

(3) The Vice President of Enrollment and Retention may determine if an accused student must acknowledge responsibility as a condition of the Vice President's approval of a mediation option.

If the Vice President of Enrollment and Retention requires an accused student to acknowledge responsibility as a condition to approving the mediation, the Vice President of Enrollment and Retention will not proceed until the accused student has provided the Vice President of Enrollment and Retention with that acknowledgement.

(4) The Vice President of Enrollment and Retention will determine whether others affected by the alleged violation are willing to participate in mediation. Parties agreeing to mediation must sign a waiver allowing the Vice President of Enrollment and Retention to receive information from the mediator regarding the progress of the mediation.

(5) Once the necessary parties agree, the Vice President of Enrollment and Retention will approve a mediator and set a date for a report from the mediator regarding progress. If the Vice President of Enrollment and Retention, in the VP's sole discretion, determines that mediation is unlikely to be successful, the Vice President of Enrollment and Retention may inform the necessary parties and initiate other procedures.

Restorative Justice. This process enhances maturity and at the same time provides students with the opportunity to learn from their mistakes. It also provides the opportunity for reconciliation of those who have been injured or estranged. It encourages students to take responsibility by holding them accountable for their actions including making restitution for damages. And finally, it enables the restoration of an individual to his or her place in the community.

1. The Vice President of Enrollment and Retention will consider approving Restorative Justice in the following circumstances:

(a) The accused student acknowledges responsibility for the Code of Conduct violation;

- (b) There are clearly identifiable negative impacts on either individuals or the community resulting from the minor violation; and
- (c) The accused student and those impacted by the incident agree to participate in Restorative Justice.

2. A Restorative Justice outcome shall not be binding unless approved by the Vice President of Enrollment and Retention. An agreement reached through Restorative Justice will be enforced by the Vice President of Enrollment and Retention.

3. The Vice President of Enrollment and Retention may initiate procedures to make a determination of responsibility or, in the VP's discretion, to proceed with a different method of conflict resolution if an accused student who participates in alternative conflict resolution fails to fulfill an obligation or otherwise fails to comply with the approved resolution.

4. Upon timely completion of a student's obligation arising from alternative conflict resolution, a student may provide to the Vice President of Enrollment and Retention documentation of completion. If the Vice President of Enrollment and Retention concludes the student fulfilled the student's obligation in a timely fashion, the Vice President of Enrollment and Retention will remove information regarding the violation from the student's record.

FILING COMPLAINTS OR CHARGES WITH THE JUDICIAL REVIEW PANEL

I. Definitions

The **Accuser/Victim**: Any student who feels he/she has been treated contrary to the expectations that we have by another student, staff member or faculty member, has the right to bring that complaint to the authorities through the following procedure. A student who feels he/she has been harassed or discriminated against may also confide in someone with whom he/she feels comfortable in order to have support in the following procedure. A person, other than the victim, who has knowledge of an infraction, may also initiate proceedings, with written permission of the victim, in the manner outlined below. This person is the "accuser."

The **Judicial Officer** is appointed by the President of the College; the appointment will not be someone involved in the judicial process (e.g. the Vice President of Enrollment and Retention or the President). It is a one (1) year, renewable appointment.

The **Judicial Review Panel** will consist of five (5) members. These members will be: two (2) students (appointed by Student Government), one (1) faculty member (appointed by faculty), one (1) C.P.P.S. member and one (1) administrative/staff member (appointed by the President). The Chair will be selected by the panel. The actual panel will be selected at the beginning of each academic year. Attempts should be made to have the panel reflect the make-up of the College at large with regards to gender, race/ethnic background, and age.

Verbal warning means an oral reprimand.

Written warning means a written reprimand.

Disciplinary probation means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops

and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

Suspension means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time. Suspension can be without refund of tuition or without pay.

Expulsion means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

II. Procedure

1. The victim/accuser/accused files complaint with the President to request a Judicial Review Panel.
2. The President forwards request to the Judicial Officer.
3. The Judicial Officer calls for the Judicial Review Panel to conduct investigation.
4. The Judicial Review Panel is briefed on the case. The panel must be educated as to the type of charges which might be brought before it (e.g. harassment and discrimination charges).
5. The Judicial Review Panel makes a decision and the Judicial Officer forwards decision to the victim/accuser/accused and the President. The victim/accuser/accused is notified in writing and by phone.
6. If victim/accuser/accused is satisfied with decision, the investigation ends and penalties and sanctions are implemented.
7. If victim/accuser/accused is not satisfied with decision, they can file an appeal with the President.
 - The victim/accuser/accused files an appeal with the President
 - The President reviews the case and recommends penalties and sanctions.
 - The President forwards the penalties and sanctions to the Judicial Officer.
 - The Judicial Officer notifies the victim/accuser/accused in writing of the penalties and sanctions and the investigation ends.

III. The victim/accuser

The victim/accuser can terminate the procedure at any time in the process. The victim/accuser has the right to consult counsel/outside sources, but must represent him/herself. The victim/accuser does not have to confront the accused face-to-face during the procedure of making charges and the following investigation. After the Judicial Officer finishes the investigation and accomplishes a report of findings and recommendations, the victim is informed of the results of the report. The President of the College will also receive the investigating officer's report and recommendation, and may implement recommendations therein. The victim/accuser may demand a Judicial Review by the Judicial Panel if he/she is not satisfied with the investigating officer's report and recommendation. The Judicial Officer may recommend a Judicial Review Panel if he/she feels it would expedite the investigation. These procedures in no way intervene with the victim's prerogative to exercise local, state or federal procedures.

IV. The Accused

The accused will be notified of the charges and be furnished a copy of the investigative report by the Judicial Officer after formal charges are placed. The accused has the right to know the name of his/her accuser and the results of the investigation at the point when formal charges are given. The accused has the right to consult counsel/outside sources but must represent him/herself.

V. Judicial Review Panel

The Judicial Review Panel is the second level of appeal available by written request to the Judicial Officer to either the victim/accuser and/or the accused if either party is not satisfied with the report and/or recommendation(s) of the Judicial Officer. If the charges are brought at a time when the full college is not in session (e.g. summer) and panel members are not available, the Vice President of Enrollment and Retention may appoint appropriate substitutes according to above guidelines for sex, gender, race and ethnic considerations.

VI. Time Frame for Bringing Charges

1. From the time of the alleged violation to the filing of charges, a victim/accuser has seven (7) class days. Sexual harassment or discrimination are excused (according to law) from the requirement of seven (7) class days as it may take time for that pattern to become established or for the victim/accuser to feel comfortable enough to bring charges.
2. From the Judicial Officer receiving the charges to the completion of the investigation, no more than thirty (30) class days should elapse. Everyone involved will wish for a speedy and efficient resolution of the charges. At times, however, thirty (30) days may not be enough time for a complete investigation and the Judicial Officer may allow for an extension. Also, if the case is closed, it may be reopened with new evidence even if the thirty (30) days have elapsed.
3. From the Investigating Officer's report and recommendation, the victim/accused, the accuser, or the President of the College has five (5) class days to file a written request for a Judicial Review Panel.
4. From the filing of the request for a Judicial Review Panel to the beginning of the Judicial Review Panel process, no more than fifteen (15) class days shall elapse.

VII. Penalties and Sanctions

The following list indicates who has the power to implement which penalties and sanctions.

1. The Vice President of Enrollment and Retention can implement the following penalties and sanctions:
 - a. Warning
 - b. Probation
 - c. Suspension (without refund of tuition/without pay)
2. The Judicial Review Panel can implement the following penalties and sanctions:
 - a. Warning
 - b. Probation
 - c. Suspension (without refund of tuition/without pay)
3. The President of the College can implement the following penalties and sanctions:
 - a. Warning
 - b. Probation
 - c. Suspension
 - d. Expulsion

All findings of professional misconduct which result in a Judicial Review Panel recommendation for sanction of tenured faculty must be forwarded to the Tenure Judiciary Committee for review and action. Restitution/Reparations for vandalism or damage can be dictated at all levels. Fines can be dictated at all levels.

NONDISCRIMINATION/TITLE IX COMPLIANCE STATEMENT

Calumet College of St. Joseph (CCSJ) complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

CCSJ also complies with all other anti-discrimination protections that might be provided by particular states in which it operates educational programs; questions about the scope of any such protections should be addressed to the Compliance Officer/Title IX Coordinator and/or the on-site administrative representative for the particular program at issue. The Compliance Officer/Title IX Coordinator coordinates CCSJ's efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. Discrimination complaints are processed in accordance with the procedures set forth in CCSJ's Harassment-Free Workplace Policy.

TITLE IX OFFICER AND DEPUTY COORDINATORS

CCSJ has identified Diane Bailey as the Title IX Coordinator and four deputy coordinators; the Director of Human Resources, the Vice President of Enrollment and Retention, Director of Enrollment and the Assistant Athletic Director. All deputy coordinators are authorized to take reports of harassment and discrimination. All reports taken are forwarded to the Title IX Coordinator who oversees the Title IX investigative process. CCSJ assures it will take steps to prevent reoccurrence of sexual misconduct.

Title IX Coordinator: Director of Student Life

Diane Bailey, dbailey@ccsj.edu, 219-473-4222, Room 155, 1st floor

Athletic Deputy Coordinator: Assistant Athletic Director

Ashley Lake, alake2@ccsj.edu, 219-473-4326, Room A101, Rittenmeyer Athletic Center

Employee Deputy Coordinator: Director of Human Resources

Sharon McGuire, SPHR, smcguire@ccsj.edu, 219-473-4328, Room 612, 6th floor

Student Deputy Coordinator: Vice President of Enrollment and Retention

Dionne Jones-Malone, Ph.D., djonesmalone@ccsj.edu, 219-473-4305, Room 611, 6th floor

Student Deputy Coordinator: Director of Enrollment

Andy Marks, amarks@ccsj.edu, 219-473-4295, Room 107, 1st floor

COMPLAINT PROCESS

1. Complaint filed and submitted to Title IX Coordinator (room 157, 219-473-4222 or titleix@ccsj.edu)
2. Title IX Coordinator reaches out to complainant/victim to schedule intake meeting

3. Title IX Coordinator completes intake with complainant/victim
 - a. Confidential Source offered
4. Title IX Coordinator and complainant/victim determine best course of action
 - a. Title IX Coordinator will assign investigator (Title IX Coordinator or Deputy), if victim wants to continue process
5. Investigator conducts the investigation process
6. Resolution is completed and outcome letter is submitted within five (5) to fourteen (14) days from intake meeting
7. Victim has the option to submit an appeal if they are not satisfied with the final determination
 - a. Appeal is submitted to the President within five (5) business days of outcome letter
 - b. President assigns a Title IX appeal officer
 - c. Title IX appeal officer reviews the appeal and a decision is made
 - d. Final outcome letter is sent to both parties

CCSJ will take prompt action to investigate and adjudicate the complaint. Our goal is to complete the investigation and adjudication within 21 calendar work days. In most instances, the process will be resolved sooner. However, there may be times where the process may take longer (i.e. when requested by law enforcement authorities to wait until they complete their investigation), if that occurs, the institution will communicate on an on-going basis with the complainant and respondent parties in a realistic timeline, and the circumstances regarding the same.

A full description of the policy, consent, investigation process, and conduct can be found on the website www.ccsj.edu/StudentLife/TitleIX.php

DEFINITION OF TERMS

I. PROHIBITED CONDUCT

The following are the definitions of conduct that is prohibited under this policy. If you have any questions about the definition or application of any of these terms, the policy, in general, or the resources available to you as a member of the College community, please contact a Title IX Coordinator. The contact information for these individuals, as well as other individuals at the College who can provide support is provided.

- A. **SEXUAL HARASSMENT**. Sexual harassment consists of two basic types:
 1. **Quid Pro Quo Harassment**. Any action in which submission to or rejection of unwelcome conduct of a sexual nature is made, either explicitly or implicitly, a term or condition of an individual's education, grades, recommendations, extracurricular programs or activities, or employment opportunities.
 2. **Intimidating or Hostile Environment**. Any unwelcome conduct of a sexual nature that is severe, persistent or pervasive, and creates an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual's employment, academic performance, education or participation in extracurricular programs or activities.

In either type of sexual harassment noted above, the effect will be evaluated from both a subjective perspective, as well as the objective perspective of a reasonable person in the position of the person who experienced the conduct.

In some cases, sexual harassment is obvious and may involve an overt action, a threat or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated. Examples include, but are not limited to, the following:

- (a) Sexual harassment can occur between persons of equal power status (e.g., student to student, staff to staff) or between persons of unequal power status (e.g., faculty member to student, coach to student-athlete). Although sexual harassment often occurs in the context of the misuse of power by the individual with the greater power, a person who appears to have less or equal power in a relationship can also commit sexual harassment.
- (b) Sexual harassment can be committed by (or against) an individual or by (or against) an organization or group.
- (c) Sexual harassment can be committed by an acquaintance, a stranger, or people who shared a personal, intimate or sexual relationship.
- (d) Sexual harassment can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.

Examples of behavior that might be considered sexual harassment include, but are not limited to:

- (a) Unwanted sexual innuendo, propositions, sexual attention or suggestive comments and gestures; inappropriate humor about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality, gender, gender identity, sexual orientation or gender expression; insults and threats based on sex, gender, gender identity, sexual orientation or gender expression; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome.
- (b) Written graffiti or the display or distribution of sexually explicit drawings, pictures or written materials; sexually charged name-calling; or the circulation, display or creation of e-mails, text messages or websites of a sexual nature.
- (c) Display or circulation of written materials or pictures degrading to an individual or gender group where such display is not directly related to academic freedom, or an educational/pedagogical, artistic or work purpose.
- (d) Unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.
- (e) Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances.

- (f) Use of a position of power or authority to: (i) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (ii) promise rewards in return for sexual favors.
- (g) Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping.

B. ADDITIONAL FORMS OF PROHIBITED CONDUCT

1. **Sexual Violence.** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Physical sexual acts include, but are not limited to, vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact. This definition includes rape, sexual assault, sexual battery, and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship (relationship violence), or may involve individuals not known to one another.
2. **Other Inappropriate Sexual Contact.** Having or attempting to have sexual contact of any kind other than that defined as "sexual violence" with another individual without consent. Other inappropriate sexual contact may include kissing, touching or making other inappropriate contact with the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner and without permission.
3. **Teacher-Student Consensual Relations.** It is a violation of this policy if faculty members, coaches, advisors or other staff members become involved in amorous or sexual relationships with students who are enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Likewise, it is a violation for a supervisor and a directly reporting employee to have a consensual amorous or sexual relationship with each other. Whenever a teacher is or in the future might reasonably become responsible for teaching, advising, or directly supervising a student, a sexual relationship between them is inappropriate and must be avoided, regardless of whether the relationship is consensual.
4. **Undergraduate Students.** No teacher shall have a sexual or amorous relationship with any undergraduate student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.
5. **Sexual Exploitation.** Any act committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, personal benefit or advantage or any other illegitimate purpose. Sexual exploitation may involve individuals who are known to one another, have an intimate or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to, observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.

6. **Inducing Incapacitation.** This includes the provision of alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or intoxication.
7. **Media-Based Misconduct.** Photographing or taping someone (via audio, video or otherwise) involved in sexual activity, or in a state of undress, without his or her knowledge or consent. Even if a person consented to sexual activity, photographing or taping someone without his or her knowledge and agreement goes beyond the boundaries of that consent. Dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress, without his or her knowledge or consent constitutes a separate and additional act of sexual misconduct.
8. **Miscellaneous.** The inappropriate behaviors listed above are not an exhaustive list. The College may consider any other conduct that has a sexual or gender-based connotation under this policy.

C. **STALKING**

More than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, texts or similar forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

D. **RELATIONSHIP VIOLENCE (DOMESTIC VIOLENCE AND DATING VIOLENCE)**

Relationship violence is any intentionally violent or controlling behavior of one individual by a person who is currently or was previously in a relationship with that individual. Relationship violence may include actual or threatened physical injury, sexual violence, psychological or emotional abuse and/or progressive social isolation.

E. **RETALIATION**

Engaging in conduct that may reasonably be perceived to:

1. Adversely affect a person's educational, living or work environment because of his or her good faith participation in the reporting, investigation and/or resolution of a report of a violation of this policy; or
2. Discourage a reasonable person from making a report or participating in an investigation under this policy, any other College policy, or any other local, state or federal complaint process (e.g., filing a complaint with an entity like the U.S. Department of Education).

Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this policy. Retaliation may include abuse or violence, other forms of harassment, and/or making false statements about another person in print or verbally with intent to harm their reputation.

Retaliation can be committed by any individual or group of individuals, not just a responding party (i.e., a person who has been accused of behavior that violates this policy) or a complaining party (i.e., a person who allegedly has been the victim of a violation of this policy). Retaliation may constitute a violation of this policy even when the underlying report made did not result in a finding of responsibility.

II. CONSENT

Consent is a freely and knowingly given agreement to the act of sexual conduct or sexual penetration in question. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Silence cannot be assumed to indicate consent. Lack of verbal or physical resistance or submission resulting from the use of force or threat of force by the accused shall not constitute consent.

A. GUIDANCE FOR CONSENT.

1. One is expected to obtain consent to each act of sexual activity prior to initiating such activity. Consent to one form of sexual activity does not constitute consent to engage in other forms of sexual activity.
2. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
3. When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive.
4. If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify verbally the other's willingness to continue before continuing such activity.
5. Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
6. Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a

relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

7. Consent is not valid if it results from the use or threat of physical force, intimidation or coercion, or any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact.
8. An individual who is impaired by alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware or otherwise physically helpless is considered unable to give consent.

F. **SEXUAL HARASSMENT**. Sexual harassment consists of two basic types:

1. **Quid Pro Quo Harassment**. Any action in which submission to or rejection of unwelcome conduct of a sexual nature is made, either explicitly or implicitly, a term or condition of an individual's education, grades, recommendations, extracurricular programs or activities, or employment opportunities.
2. **Intimidating or Hostile Environment**. Any unwelcome conduct of a sexual nature that is severe, persistent or pervasive, and creates an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual's employment, academic performance, education or participation in extracurricular programs or activities.

In either type of sexual harassment noted above, the effect will be evaluated from both a subjective perspective, as well as the objective perspective of a reasonable person in the position of the person who experienced the conduct.

In some cases, sexual harassment is obvious and may involve an overt action, a threat or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated. Examples include, but are not limited to, the following:

- (e) Sexual harassment can occur between persons of equal power status (e.g., student to student, staff to staff) or between persons of unequal power status (e.g., faculty member to student, coach to student-athlete). Although sexual harassment often occurs in the context of the misuse of power by the individual with the greater power, a person who appears to have less or equal power in a relationship can also commit sexual harassment.
- (f) Sexual harassment can be committed by (or against) an individual or by (or against) an organization or group.
- (g) Sexual harassment can be committed by an acquaintance, a stranger, or people who shared a personal, intimate or sexual relationship.
- (h) Sexual harassment can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.

Examples of behavior that might be considered sexual harassment include, but are not limited to:

- (h) Unwanted sexual innuendo, propositions, sexual attention or suggestive comments and gestures; inappropriate humor about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality, gender, gender identity, sexual orientation or gender expression; insults and threats based on sex, gender, gender identity, sexual orientation or gender expression; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome.
- (i) Written graffiti or the display or distribution of sexually explicit drawings, pictures or written materials; sexually charged name-calling; or the circulation, display or creation of e-mails, text messages or websites of a sexual nature.
- (j) Display or circulation of written materials or pictures degrading to an individual or gender group where such display is not directly related to academic freedom, or an educational/pedagogical, artistic or work purpose.
- (k) Unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.
- (l) Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances.
- (m) Use of a position of power or authority to: (i) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (ii) promise rewards in return for sexual favors.
- (n) Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping.

POLICY ON STUDENT RESPONSIBILITY AND CONDUCT

Calumet College of St. Joseph is committed to maintaining a close and caring sense of community and a supportive learning environment that contributes to the academic success of students and the overall quality of the institution. Membership in the College community, whether student, faculty or staff, requires respect and support for the traditions, objectives, programs and policies established by the College.

The student's acceptance of admission to Calumet College of St. Joseph reflects his/her desire to be a part of the total community, not simply a request for participation in the academic programs of the College. When this agreement is broken and the quality of the environment is disrupted, the College reserves the right, through due process, to take action against those responsible.

Student Expectations

1. Treat all with dignity and respect.
2. Refrain from the use of offensive, abusive language.

3. Respect the property of all.
4. Abide by all local, state or federal laws while on campus or engaged in college-related activities.
5. Conduct ourselves in a manner that assures the safety of others.
6. Do not disrupt classes or impinge on students' unhindered access to classes or other sources of information.
7. Refrain from the use of hate speech, physical and verbal abuse, and other provocative actions.

NOTE: Calumet College of St. Joseph recognizes the right of members of the College community to engage in the exercise of constitutional freedoms or other legitimate forms of expression (such as distributing literature or holding rallies). Thus, the exercise of constitutional freedoms is permitted where it does not interfere with the freedom of members or guests of the College community to engage in usual and scheduled activities.

STATEMENT OF PLAGIARISM AND OTHER ACTS OF ACADEMIC DISHONESTY

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of this handbook that addresses student grievances. Please be aware that your paper may be submitted for examination for plagiarism to Turnitin.com or SafeAssign.

Calumet College of St. Joseph adheres to citation guidelines as written in the Publication Manual of the American Psychological Association, Sixth Edition. A copy is available from the Calumet College of St. Joseph Library. This text outlines how to cite references from a variety of sources, including electronic media. Citation guidelines are also available on the Library website at www.ccsj.edu/library/guides/php.

STUDENT GRIEVANCES

Grade Appeals

The responsibility for measuring student achievement and assigning a grade rests with the faculty; and except for the most extreme circumstances or in case of an incomplete, the grade awarded is the final grade. The following procedure for appealing a grade offers recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. A student may also challenge a grade that has been reduced for alleged scholastic dishonesty. Note: In appealing a grade, the burden of proof lies with the student, except in the case of alleged scholastic dishonesty where the instructor must support the allegation.

To appeal a grade, the student is first directed to discuss the appeal with the instructor who awarded the grade. If the student is not satisfied, the student may discuss the appeal with the department chair under whose department the course is offered or that has primary responsibility for the class if the class is cross-listed in more than one division. It is recommended that the student keep a written record of these discussions.

If these informal actions do not resolve the issue, the student may file a formal grievance with the Vice President of Academic Affairs. The following information is provided to explain the actual grievance procedure.

Non Academic Grievances

If a student has a grievance against another student, agent or employee of Calumet College of St. Joseph that is not academically related, then he or she may file a complaint using the procedures.

Faculty Student Grievance Committee (FSGC)

Membership

1. Two faculty members, appointed by the Vice President of Academic Affairs.
2. The President of the Student Government and one other member of the Student Government elected by the Student Government. In case the President of the Student Government is not in office, both student members shall be appointed by the Director of Student Activities by a lottery.
3. A member of the C.P.P.S. Community, as decided by the community.

Responsibility

Faculty-Student Grievance Committee (hereafter referred to FSGC) adjudicates issues between students and faculty (in case of academic programs that have their own policy statements, between the student and appropriate group), involving academic performance and behavior, i.e., grades and academic integrity (breaches of academic honesty and plagiarism).

Before the FSGC accepts a case, the following preliminary steps must be taken by the student:

1. The student must attempt to resolve the issue with the faculty member directly.
2. If acceptable results are not obtained, the student may request in writing mediation by the appropriate Department Chair.
3. If a resolution of the issue is not achieved through mediation, the student may petition the Vice President of Academic Affairs in writing for review by the FSGC.
4. The same preliminary procedure must be followed by the faculty member, initiating a case against the student for breach of academic integrity.
5. The Vice President of Academic Affairs will convene the FSGC.

FSGC Procedures

1. FSGC shall choose a chairman and a recording secretary from among the members of the committee.
2. FSGC deliberations shall be confidential and only the cases and their disposition shall be reported annually to the Academic Senate.
3. FSGC may request the parties to submit all available evidence and present the issues in writing.
4. FSGC will dispose the cases brought by the students as well as the faculty in cases of breach of academic behavior.
5. All grade appeal cases must be resolved by the end of the twelfth week of the regular semester following the semester in which the questioned grade was given. (See Grade Appeal Procedures below.)

Judgment of the FSGC

1. The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general.
2. Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades and/or academic behavior.
3. Uphold the instructor's decision.

4. In cases of breaches of academic integrity, recommended academic suspension, probation or dismissal of the student. In such judgments, the case is automatically petitioned to the Vice President of Academic Affairs and/or to the President of the College for final disposition.

Unresolved Grade-Related Grievances

In certain instances, grade-related grievances (appeals) may remain unresolved due to the faculty member's death, incapacity, or documented refusal to participate in the grievance process. In order to insure fairness and justice in such situations, the Faculty Student Grievance Committee (FSGC) will continue to proceed as stated above. The faculty member's role may be assumed by a faculty designated by the appropriate department chair. No further action is necessary if the FSGC judgment is:

1. "The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general," or
2. "Uphold the instructor's decision."

If the FSGC judgment is "Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades or academic behavior," the FSGC will submit its recommendation to the appropriate Department Chair, who, in consultation with at least two faculty members in the appropriate discipline, will act on the recommendation and inform the Vice President of Academic Affairs. The Vice President of Academic Affairs will inform the Registrar of the decision. The Registrar will make any necessary adjustments on the academic records.

PROCEDURES SPECIFIC FOR GRADE APPEALS

Preamble

1. In academia, grades are a measure of student achievement toward fulfilling course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and generally the course grade given.
2. The grade appeal system provides recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. Additionally, a student may challenge the reduction of a grade for alleged academic dishonesty.
3. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation.
4. The Faculty Student Grievance Committee (FSGC) hears the grade appeals.
5. A hearing by the FSGC means that the particular grade will be reviewed; it does not mean that the grade will necessarily be changed.

Procedures

1. A student who wishes to appeal a grade should meet with the instructor to attempt to resolve the issue. If the issue is still not resolved, the student should meet with the appropriate Department Chair. These meetings should occur shortly after the grades are issued, but not later than the fourth (4th) week of the regular semester following the semester in which the questioned grade was given.
2. If a mutually acceptable solution cannot be reached at these levels, the student may petition the Vice President of Academic Affairs, in writing, for a formal hearing. This written petition must include the date, course, semester, name of the instructor, and a statement as to why the grade given was inappropriate. This written notice must be filed with the Vice President of Academic Affairs by the end of the seventh (7th) week of the regular semester following the semester in which the

- questioned grade was given. The Vice President of Academic Affairs will forward copies of the petition to both the instructor and the chair of the FSGC, who will convene the FSGC.
3. The hearing must conclude by the end of the twelfth (12th) week of the semester.
 4. The chair of the FSGC shall submit the committee's recommendation to the Vice President of Academic Affairs. Copies of this report shall be placed in the files of both the student and the instructor.
 5. The recommendation of the FSGC is final.
 6. If the decision of the FSGC is "Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades," the faculty member must submit in writing to the Vice President of Academic Affairs a statement about his/her response (action) to the recommendation and the rationale for the response. This should occur before the end of the semester. The Vice President of Academic Affairs may overrule the response of the faculty member.

Grade Appeals Schedule

End of Semester-original grade

Next Semester

By the end of the fourth (4th) week:

- Student meets with instructor
- Student meets with Department Chair, if necessary

By the end of the seventh (7th) week:

- If formal hearing desired, student must file petition with the Vice President of Academic Affairs

By the end of the twelfth (12th) week:

- Decision of FSGC

Before end of the semester:

- Faculty member's report to the Vice President of Academic Affairs

WEAPONS/FIREARMS POLICY

No weapons of any kind shall be permitted on Calumet College of St. Joseph property, nor at Calumet College of St. Joseph functions, which may be held on property not owned by the College. The exceptions to this policy are those weapons which may be carried by sworn officers. Any individual acting in violation of this policy will be subject to immediate disciplinary action.

OTHER ACADEMIC POLICIES AND PROCEDURES

ACADEMIC RECOGNITION

Dean's List

Students with at least 12 consecutive hours in graded courses with an index between 3.25 and 3.99 are placed on the Dean's List, which is published at the end of each term.

President's List

Students with at least 12 consecutive hours in graded courses with an index of 4.00 are placed on the President's List, which is published at the end of each term.

POOR ACADEMIC PERFORMANCE, WARNING, AND SUSPENSION

Traditional Academic Programs: Satisfactory Academic Progress (SAP) Policy

Qualitative standard based on GPA: All traditional undergraduate students are required to maintain a cumulative 2.0 GPA. Any student falling below that standard for any enrolled term will be placed on academic warning but will still qualify for financial aid. If a student continues below the standard in a subsequent term, that student will be placed on academic suspension along with financial aid suspension and will not qualify for any form of financial aid. If the student is placed on academic suspension the student will need to submit an appeal to be considered for academic reinstatement.

Accelerated Degree Programs: Probation And Dismissal

Students who fail to maintain a 2.0 or better grade point average may be subject to academic penalties, including placement on probation or dismissal from the Accelerated Degree Program.

Appeal Process

SAP Suspensions may be appealed if unusual or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service, or other circumstance deemed appropriate for consideration by the SAP Appeals Committee. The student must submit a **SAP Appeal Form** to the Office of Financial Aid explaining in detail why they failed to meet the minimum academic standards and what unusual and/or mitigating circumstance caused the failure and how their situation has changed or improved. The student will be notified by email of the decision made by the appeals committee. All appeal approvals are accompanied with an academic plan that outlines conditions by which a student can regain SAP Good Standing status and it requires a student's signature. All decisions of the SAP Appeals Committee are final and a student is limited to 2 appeals only. All students who raise their cumulative standards to equal or exceed the minimum requirements will be reinstated to SAP Good Standing.

Permission To Study Elsewhere

Students in good standing who wish to take courses at another institution must first secure permission from the Registrar. If the student is in the final 30 hours of a baccalaureate program or the final 15 hours of an associate program, permission must be secured from the Vice President of Academic Affairs.

BUCKLEY AMENDMENT

Calumet College of St. Joseph is in full voluntary compliance with Public Law 93-380, Family Education Rights and Privacy Act of 1974, as amended. All educational records shall be made available to students, upon request, in accordance with the "General Education Provision Act, Title IV, Public Law 90-247 and Public Law 93-380" as amended. Likewise in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student. By definition, educational records are found in the following offices: Alumni, Academic Affairs, Career Services, Enrollment Management, Financial Aid, and the Registrar. All other student records are declared non-educational records and are regulated according to the policies of those individual offices as stipulated in the act.

All student records are open to inspection and review by the individual student with the following exceptions: confidential letters written prior to January 1, 1975; those records held by law

enforcement personnel; counselor and other psychological records held on a student; private records in the sole possession of the maker; or financial records of parents. Student records are open to other school officials, including teachers within the educational institution or local education interests, and those others specified in Sec. 438 (b) 1) (B) through (1). An appellate board can be convened for review of questioned documents.

Calumet College of St. Joseph considers the following categories to be directory information, and, as such, may be released at the discretion of the administration in such forms as news releases, directories, or computer address lists; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and the class schedule of the student.

The Family Educational and Privacy Act of 1974 ("Buckley Amendment") insures that the educational records of students are kept private through a series of procedural guarantees unless the student gives explicit consent to the contrary or under legal compulsion. This Act pertains to those educational records a student accumulates at CCSJ even though this is an independent institution by virtue of the fact that CCSJ receives federal money through loans and grants. This means that only the student, the student's parent(s) or guardian(s) if the student is a dependent, and those others who have a need to know in order to provide specific student services in accordance with state and federal law have access to the student's educational records. Note, however, that the Buckley Amendment applies only to academic records.

CAMPUS SAFETY AND SECURITY

Emergency Notification System

Calumet College of St. Joseph has implemented an Emergency Notification System. The system is a web-based unified emergency notification system that enables personnel at the College to send instant alerts of a critical nature to students, faculty and staff members, and administrators via text messaging, telephone, and e-mail. Participation in this Emergency Notification System is highly recommended. To sign up, visit www.ccsj.edu/alerts and provide the required information. You will be notified instantly of school closings due to inclement weather, power outages, and any other emergencies that may occur at or around any of the College's campuses.

EMERGENCY PROCEDURES FOR STUDENTS AND INDIVIDUALS WITH DISABILITIES

The safety of individuals with disabilities is a shared responsibility. Calumet College is committed to developing and implementing procedures to assist individuals with disabilities during an emergency. However, individuals with disabilities must create a personal emergency plan that addresses their needs before and during an evacuation.

I. Notification

- Students who are concerned about their ability to safely evacuate in an emergency should register with Student Support Services.
- Visitors should fill out the Special Assistance form giving their cell phone number or check out a service pager available in the Library on the first floor.
- Pagers are also available for Students upon request. Individuals will receive instruction on how to use the service pager during the first initial check out.

II. Pre-Emergency Preparedness by the Disabled Individual

- The assistance that an individual requires should be written down on the Special Assistance form/or card, and should be carried by the disabled individual at all times.
- The disabled individual should be familiar with all emergency exits and evacuation routes.
- The disabled individual should try to position himself/herself near doorways for an easier exit.
- The disabled individual should develop a "buddy system." A buddy could be a classmate, class instructor, supervisor, co-worker or any individual. The buddy should be familiar with the disabled individual's assistance instructions from the Special Assistance form. The buddy will assist individuals in arriving at all evacuation areas, and a buddy should stay with the individual at all times during an emergency until the emergency has expired.
- Be aware that elevators should NOT be used during emergencies.
- If the disabled individual cannot speak loudly, or suffers from voice/speech impairments, the individual should carry a whistle, or have other means of attracting attention from others, at all times.

III. Emergency Guidelines

- If an emergency should happen, individuals will be contacted either by cell phone or the service pager.
- Elevators should NOT be used in an evacuation unless instructed by emergency personnel.
- School materials or any accessories should be left in the classroom or other room occupied to avoid wasting time in the event of an evacuation.
- In the event of an evacuation, students who are unable to exit the building on their own accord should remain near the stairwell or the elevator. Emergency personnel and/or Floor Wardens will check the stairwells and elevator lobbies for those who are trapped. Individuals on the first, second, third and fourth floors can use the red emergency phones located near the elevators to call for help or use their cell phones.

IV. Assistance from Others During an Emergency

The highest priority will be given to evacuate students with disabilities in all emergency situations. If an individual wants to help a person with a disability, always ask how you can help before giving assistance. The following guidelines should be used in assisting individuals with specific disabilities.

- Mobility impairment
 - A wheelchair evacuation will only be attempted by a trained professional or unless it is necessary as a last resort in a life threatening situation.
 - If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police.
 - If individuals can walk with assistance, a "buddy" should assist and accompany the individual.
 - Notify Police or Fire/Rescue authorities of a mobility impaired individual who may need assistance.

If a person prefers to be removed from their wheelchair, always consult with the person as to his/her preference of:

- the manner of being removed,
- the number of people needed for assistance,
- whether to extend extremities,
- whether a seat cushion or pad must be brought with,
- being carried forward or backward on stairs,

- the need for immediate paramedic assistance upon exiting the building.
- Blindness or visual impairment
 - Those who have a service pager will be notified by the service pager in an emergency.
 - The disabled individual should wait for trained assistance in the case of an emergency.
 - In the event trained assistance is not available, wait for assistance from someone who can act as a sighted guide, possibly a "buddy." The sighted guide will be able to provide assistance.
 - If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.
 - Tell the person the nature of the emergency and offer to guide the individual by offering an elbow. Do NOT grasp a visually impaired person's arm.
 - The person assisting should give verbal instructions as to where they are and advise of any obstacles as they evacuate the building.
- Deafness or hearing loss
 - Depending on the level of hearing loss, individuals with impaired hearing may or may not be able to hear the emergency alarm. Those who have a service pager will be notified by the service pager of an emergency.
 - An alternative warning technique may be used to gain the attention of individuals. Turning the lights off and on and using hand gestures or a written note should be used to describe the emergency.
 - Wait for trained assistance in the case of an emergency. In the event trained assistance is not available, an individual who can follow oral commands, possibly a "buddy," should assist the disabled individual in evacuating.

V. Expectations of Staff and Faculty

- At least two (2) routes out of the building will be identified visually in each room.
- There will be a Building Coordinator and Floor Wardens.
- The Building Coordinator will
 - develop a plan to communicate with Public Safety during an emergency and advise of any students with disabilities who might be in the building.
 - determine a gathering point for those evacuating from the building.
 - know all primary and alternate routes of evacuation.
 - ensure that all faculty and Floor Warden's are familiar with the Emergency Procedures for individuals with disabilities.
- Each floor of the building shall have a Floor Warden who will
 - identify faculty and staff with disabilities who are frequently on the coordinator's floor.
 - notify all individuals on the floor of an emergency and the proper course of evacuation.
 - evaluate whether based on the emergency it is best for the disabled individual to stay in his/her location.
 - notify the Building Coordinator, immediately if the situation is life threatening, of any disabled individuals on the Floor Warden's floor.

SAFETY PROCEDURES

If you are calling from a CCSJ phone, you must dial 9 for an outside line and then dial 9-1-1.

Medical Emergency

1. Call 9-1-1- and report the incident.
2. Do not move any injured unless safety dictates.
3. Have someone direct emergency personnel to injured.
4. If trained, use pressure to stop bleeding. Provide basic life support as needed.

Smoke or Fire in the Building

1. Pull alarm (located at EXIT doors).
2. Leave the building.
3. Call 9-1-1 from a safe distance and give the following information: location of fire, description of the fire and how it started, if known.

Evacuation Procedures

1. When the fire alarm sounds, evacuate the building.
2. Use the nearest stairway. Do not use the elevators.
3. In case of fire, feel door with the back of your hand. Do not open any doors that are too hot to touch.
4. Close all doors behind you to help contain the fire and smoke. Do not lock the doors.
5. If smoke is present, stay as close to the floor as possible.
6. Assemble on New York Avenue sidewalk in front of school where medical triage and command information will be available.

Blocked Escape Routes

1. Move as far away from the fire as possible, closing all doors between you and the fire.
2. Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the room. Do not break window.
3. Call 9-1-1 using landline phone or cell phone and give the Calumet College of St. Joseph address (2400 New York Avenue), the floor you are on and where on the floor you are located.

Other Emergency Situation-Tornado/Chemical Spill

1. Listen and follow the emergency instructions given over the CCSJ emergency speaker system.
2. Go to designated Safe Areas. Close doors.