

**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	<b>First Offense:</b> 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.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> 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.
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	<b>Second Offense:</b> Not	Fentanyl Analogue 100 grams or more mixture	<b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily

I	Heroin 100-999 grams mixture	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.	Heroin 1 kilogram or more mixture	injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
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	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> 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.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> 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.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> 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		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> 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

	<p>million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> 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.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p><b>First Offense:</b> 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.</p> <p><b>Second Offense:</b> 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.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p><b>First Offense:</b> 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.</p> <p><b>Second Offense:</b> 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.</p>
<p>Hashish More than 10 kilograms</p>	
<p>Hashish Oil More than 1 kilogram</p>	
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p> <p>1 to 49 marijuana plants</p>	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish 10 kilograms or less</p>	
<p>Hashish Oil 1 kilogram or less</p>	

For more specific information on legal sanctions, you may visit the Drug Enforcement Administration (DEA) website at [www.dea.gov](http://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
<b>Marijuana</b>	Grass, reefer, pot, weed	Damage to heart, lungs, brain, lung cancer, decreased motivation, depression, paranoia, impaired memory
<b>Steroids</b>	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
<b>Solvents-Inhalants</b>	Acetone, freons, nitrous oxide	Heart failure, respiratory arrest, liver and brain damage
<b>Depressants</b>	Alcohol, ludes, barbiturates	Liver damage, convulsions, depression, disorientation, insomnia
<b>Hallucinogens</b>	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks
<b>Stimulants</b>	Cocaine, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures
<b>Narcotics</b>	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea
<b>Tobacco</b>		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](http://www.regionalmentalhealth.org)
  - Stark Center (East Chicago location) 219-398-7050
  - Strawhun Center (Merrillville location) 219-769-4005
  - 24 Hour Crisis Line 219-769-4005
- Narcotics Anonymous [www.na.org](http://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](http://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](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