The information in this handbook will help you teach successfully at Calumet College of St. Joseph. For additional information, see the Course Catalog, available under Academic Resources on the College website; ask your Program Director; or contact the Vice President of Academic Affairs.

Revision Date: 9/26/18
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2018 – 2019 College Calendar

Semester I (Fall) 2018

July 23-August 10

<table>
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<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15-17</td>
<td>Faculty Welcome Week</td>
</tr>
<tr>
<td>August 18</td>
<td>Graduate Education Classes Begin</td>
</tr>
<tr>
<td>August 18</td>
<td>Accelerated Classes Begin</td>
</tr>
<tr>
<td>August 20</td>
<td>Education Classes Begin</td>
</tr>
<tr>
<td>August 22</td>
<td>College Survival Freshman Orientation</td>
</tr>
<tr>
<td>August 22</td>
<td>College Survival Transfer Orientation</td>
</tr>
<tr>
<td>August 23</td>
<td>College Wave Day</td>
</tr>
<tr>
<td>August 26</td>
<td>Pre-Season Athletic Banquet (Dynasty Banquet Hall)</td>
</tr>
<tr>
<td>August 27</td>
<td>Traditional Undergraduate Classes Begin</td>
</tr>
<tr>
<td>August 27</td>
<td>Tuition payment due</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day-No Classes</td>
</tr>
<tr>
<td>September 4</td>
<td>Last day for class changes (add/drop)</td>
</tr>
<tr>
<td>September 21</td>
<td>Last day to withdraw from a course without instructor approval</td>
</tr>
<tr>
<td>October 8-13</td>
<td>Mid-terms</td>
</tr>
<tr>
<td>November 19-24</td>
<td>Fall Break-Thanksgiving recess</td>
</tr>
<tr>
<td>December 7</td>
<td>Last day to withdraw from a course with instructor approval</td>
</tr>
<tr>
<td>December 15</td>
<td>Traditional Undergraduate Classes end</td>
</tr>
<tr>
<td>December 16</td>
<td>December graduation (ceremony held on May 18, 2019)</td>
</tr>
<tr>
<td>December 15</td>
<td>Graduate Education Classes End</td>
</tr>
<tr>
<td>December 15</td>
<td>Accelerated Classes End</td>
</tr>
<tr>
<td>December 18</td>
<td>Traditional Undergraduate Grades Due by 10:00 AM</td>
</tr>
<tr>
<td>December 17-28</td>
<td>Intersession Classes</td>
</tr>
</tbody>
</table>

Semester II (Spring)-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5</td>
<td>Graduate Education Classes Begin</td>
</tr>
<tr>
<td>January 5</td>
<td>Accelerated Classes Begin</td>
</tr>
<tr>
<td>January 7</td>
<td>Education Classes Begin</td>
</tr>
<tr>
<td>January 14</td>
<td>Traditional Undergraduate Classes Begin</td>
</tr>
<tr>
<td>January 14</td>
<td>Tuition payment due</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Jr. Day-School Closed</td>
</tr>
<tr>
<td>January 22</td>
<td>Last day for class changes (add/drop)</td>
</tr>
<tr>
<td>February 5</td>
<td>Last day to withdraw from a course without instructor approval</td>
</tr>
<tr>
<td>February 25-March 1</td>
<td>Mid-term</td>
</tr>
<tr>
<td>March 4-9</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 19-20</td>
<td>Easter Recess</td>
</tr>
<tr>
<td>April 25</td>
<td>Education Classes End</td>
</tr>
<tr>
<td>April 27</td>
<td>Last Day to withdraw from a course with instructor approval</td>
</tr>
<tr>
<td>May 3</td>
<td>Traditional Undergraduate Classes End</td>
</tr>
<tr>
<td>May 4</td>
<td>Graduate Education Classes End</td>
</tr>
<tr>
<td>May 4</td>
<td>Accelerated Classes End</td>
</tr>
<tr>
<td>May 8</td>
<td>Traditional Undergraduate Grades Due by 10:00 AM</td>
</tr>
<tr>
<td>May 18</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

Semester III (Summer) 2019

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>May 13, 2019 to June 28, 2019 (7-week session)</td>
</tr>
<tr>
<td>Session II</td>
<td>July 1, 2019 to August 16, 2019 (7-week session)</td>
</tr>
<tr>
<td>Session III</td>
<td>May 13, 2019 to August 16, 2019 (14-week session)</td>
</tr>
</tbody>
</table>
### 2019 – 2020 College Calendar

#### Semester I (Fall)-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 29-August 16</td>
<td><strong>Bridge Program</strong></td>
</tr>
<tr>
<td>August 19-21</td>
<td>Faculty Welcome Week</td>
</tr>
<tr>
<td>August</td>
<td>Graduate Education Classes Begin</td>
</tr>
<tr>
<td>August</td>
<td>Accelerated Classes Begin</td>
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<tr>
<td>August</td>
<td>Education Classes Begin</td>
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<tr>
<td>August 22</td>
<td>College Survival Freshman Orientation</td>
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<tr>
<td>August 22</td>
<td>College Survival Transfer Orientation</td>
</tr>
<tr>
<td>August</td>
<td>College Wave Day</td>
</tr>
<tr>
<td>August</td>
<td>Pre-Season Athletic Banquet (Dynasty Banquet Hall)</td>
</tr>
<tr>
<td>August 26</td>
<td>Traditional Undergraduate Classes Begin</td>
</tr>
<tr>
<td>August 26</td>
<td>Tuition payment due</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day-No Classes</td>
</tr>
<tr>
<td>September 3</td>
<td>Last day for class changes (add/drop)</td>
</tr>
<tr>
<td>September 20</td>
<td>Last day to withdraw from a course without instructor approval</td>
</tr>
<tr>
<td>October 7-12</td>
<td>Mid-terms</td>
</tr>
<tr>
<td>November 25-30</td>
<td>Fall Break-Thanksgiving recess</td>
</tr>
<tr>
<td>December 6</td>
<td>Last day to withdraw from a course with instructor approval</td>
</tr>
<tr>
<td>December 13</td>
<td>Traditional Undergraduate Classes end</td>
</tr>
<tr>
<td>December 15</td>
<td>December graduation (ceremony held on May 16, 2020)</td>
</tr>
<tr>
<td>December</td>
<td>Graduate Education Classes End</td>
</tr>
<tr>
<td>December</td>
<td>Accelerated Classes End</td>
</tr>
<tr>
<td>December 17</td>
<td>Traditional Undergraduate Grades Due by 10:00 AM</td>
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<td>December 16-20</td>
<td>Intersession Classes</td>
</tr>
</tbody>
</table>

#### Semester II (Spring)-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January</td>
<td>Graduate Education Classes Begin</td>
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<tr>
<td>January</td>
<td>Accelerated Classes Begin</td>
</tr>
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<td>January</td>
<td>Education Classes Begin</td>
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<tr>
<td>January 13</td>
<td>Traditional Undergraduate Classes Begin</td>
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<tr>
<td>January 13</td>
<td>Tuition payment due</td>
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<tr>
<td>January 20</td>
<td>Martin Luther King Jr. Day-School Closed</td>
</tr>
<tr>
<td>January 21</td>
<td>Last day for class changes (add/drop)</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day to withdraw from a course without instructor approval</td>
</tr>
<tr>
<td>February 24-February 28</td>
<td>Mid-terms</td>
</tr>
<tr>
<td>*March 2-6</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 11</td>
<td>Graduation Finale</td>
</tr>
<tr>
<td>*April 2</td>
<td>Virtual Class Meeting</td>
</tr>
<tr>
<td>April 3-4</td>
<td>Easter Recess (Holiday weekend)</td>
</tr>
<tr>
<td>April</td>
<td>Education Classes End</td>
</tr>
<tr>
<td>April</td>
<td>Last Day to withdraw from a course with instructor approval</td>
</tr>
<tr>
<td>May 1</td>
<td>Traditional Undergraduate Classes End</td>
</tr>
<tr>
<td>May</td>
<td>Graduate Education Classes End</td>
</tr>
<tr>
<td>May</td>
<td>Accelerated Classes End</td>
</tr>
<tr>
<td>May 5</td>
<td>Traditional Undergraduate Grades Due by 10:00 AM</td>
</tr>
<tr>
<td>May 14</td>
<td>Graduation Banquet</td>
</tr>
<tr>
<td>May 16</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

#### Semester III (Summer) 2020

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>May 11, 2020 to June 26, 2020</td>
<td>7 week session</td>
</tr>
<tr>
<td>Session II</td>
<td>June 29, 2020 to August 14, 2020</td>
<td>7 week session</td>
</tr>
<tr>
<td>Session III</td>
<td>May 11, 2020 to August 14, 2020</td>
<td>14 week session</td>
</tr>
</tbody>
</table>
General Information about CCSJ

Calumet College of St. Joseph (CCSJ) was established in 1951 as a Roman Catholic liberal arts college sponsored by the Missionaries of the Precious Blood (C.PP.S), Cincinnati province, a congregation of priests and brothers under the patronage of St. Gaspar del Bufalo.

C.PP.S. Mission Statement

The mission of the C.PP.S. gives Calumet College of St. Joseph its unique Catholic character:

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.

Calumet College of St. Joseph Mission Statement

The C.PP.S. Mission informs the College mission:

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.

The Five Pillars of a CCSJ Education

A Liberal Arts Education in the C.PP.S. Tradition: As these foundational mission statements indicate, Calumet College of St. Joseph is dedicated to the values of Catholic liberal arts education in the C.PP.S. tradition. The five pillars of a CCSJ education, informed by the long tradition of Jesuit pedagogy, mean that at graduation, the CCSJ student will be:

1. Open to growth
2. Intellectually competent
3. Religious, in the sense of having examined his or her feelings and beliefs
4. Loving
5. Committed to doing justice
These goals of Catholic liberal arts education are pursued using the high-impact educational practices identified and described by the Association of American Colleges and Universities to ensure inclusive excellence:

- First Year Seminars and Experiences
- Common Intellectual Experiences
- Learning Communities
- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning (Study Abroad)
- Service Learning and Community-Based Learning
- Internships
- Capstone Courses and Projects

**Academic Programs**

**Traditional Academic Programs**

Calumet College of St. Joseph has offered bachelor and associate degrees and certificates for over 65 years. The College’s traditional academic programs are designed to serve high school graduates and transfer students, as well as adults who are returning to school. Classes are offered during the day and evening.

The College’s traditional academic programs have two components:

- A **General Education curriculum** that (1) exposes students to an intellectual heritage that is central to the liberal arts tradition to which the College has long been committed and that (2) develops foundational knowledge and skills students need to succeed in their major programs of study.
- **Major and minor courses of study** that prepare students for professional work and graduate school.

**General Education**

Calumet College of St. Joseph’s General Education Program is an integrated experience closely tied to our institutional mission, providing a strong foundation in the liberal arts and sciences designed to promote flexible, agile, lifelong learning. A liberal education is one that prepares us to live responsible, productive, creative lives in a dramatically changing world, fostering a well-grounded intellectual resilience and an acceptance of responsibility for the ethical consequences of our ideas and actions. The General Education Program at CCSJ requires that students understand the foundations of knowledge and inquiry about nature, culture, and society; that they master core skills; that they cultivate a respect for truth and recognize the importance of historical and cultural context; and that they explore connections among formal learning, citizenship, and service to our communities.

The General Education Program has the following objectives:

- Students will read analytically, synthetically, and critically in a variety of genres.
• Students will write in a variety of forms using valid logic, persuasive rhetoric, and correct grammar, usage, and punctuation.
• Students will be able to deliver an oral presentation with a clear central idea that is logically developed, supported by convincing evidence and valid reasoning, and expressed using language and delivery choices thoughtfully adapted to the audience.
• Students will represent, apply, analyze, and evaluate relevant qualitative and quantitative mathematical and scientific evidence (i.e. equations, graphs, diagrams, tables, words) to support or refute an argument.
• Students will appreciate, create, and critique the persuasive power of art and media.
• Students will be able to apply ethical standards to social issues and analyze their own core beliefs and the origin of these beliefs.

The College’s General Education Program requires 38 credit hours of course work, including a 1-credit-hour Orientation, a 3-credit-hour course in Social Justice, and a Theological General Education capstone.

Majors and Minors
In most instances, a minimum of 24 semester hours of upper-level credit in a major is required to major in a specific discipline. Additional requirements may apply in specific disciplines, particularly lower-level prerequisites.

An academic minor is a structured sequence of courses available to undergraduate students in one or more disciplines outside of their major. Each program and support area has specific requirements for the minor. Students should consult with their academic advisor and the appropriate program director. In most instances, a minimum of 12 semester hours of upper-level credit in a major or support area earned at Calumet College of St. Joseph is required for a minor. A minor is not required for graduation. However, if a student completes a minor sequence of courses, it will be noted in his or her permanent record.

CCSJ offers the following majors and minors:

Undergraduate Majors and Concentrations

<table>
<thead>
<tr>
<th>Majors and Concentrations</th>
<th>Degrees Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Concentration: Forensic Accounting</td>
<td>B.S./A.S./Certificate</td>
</tr>
<tr>
<td>Business Management</td>
<td>B.S.</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>B.S.</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>B.S./A.S./Certificate</td>
</tr>
<tr>
<td>Concentrations:</td>
<td></td>
</tr>
<tr>
<td>Forensic Criminology</td>
<td></td>
</tr>
<tr>
<td>Legal Studies</td>
<td></td>
</tr>
<tr>
<td>Pre-Law and Professional Studies</td>
<td></td>
</tr>
<tr>
<td>Probation, Parole, and Courts</td>
<td></td>
</tr>
<tr>
<td>Digital and Studio Arts</td>
<td>B.A.</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>B.S.</td>
</tr>
<tr>
<td>English, Writing, and Professional Communications</td>
<td>B.A./A.A.</td>
</tr>
<tr>
<td>Concentrations:</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Creative Writing</td>
<td></td>
</tr>
</tbody>
</table>

9
Literature
Forensic Biotechnology  B.S.
General Studies  B.S.
Human Services  B.S./A.S.

Concentrations:
  Social Services  B.S.
  Counseling
Integrated Studies  B.S.
Kinesiology  B.S.
Organization Management (Accelerated)  B.S.
Psychology  B.S./A.S.
Public Safety Management (Accelerated)  B.S.
Theology  B.A./A.A.

Minors
  Accounting
  Business Management
  Drama
  English, Writing, and Professional Communications
  Exercise and Sport Science
  Graphic Design
  History
  Humanities
  Human Services
  Philosophy
  Psychology
  Theology

Accelerated Academic Programs
Calumet College of St. Joseph’s accelerated degree programs are aimed at mid-career professionals who have college credit, but who have not completed sufficient coursework to earn a bachelor’s degree. Students can earn baccalaureate degrees in Organization Management or Public Safety Management.

Graduate Degree Programs
The College has four graduate programs: Master of Science in Management (MSM), Master of Arts in Psychology (MAP), Master of Science in Public Safety Administration (PSA), and Master of Arts in Teaching (MAT). The College’s master’s degree programs provide students with the skills, knowledge, and dispositions needed to confront challenges associated with these disciplines as well as to promote positive change in their respective professions.

Structured as accelerated degree programs targeted to adult learners, the College’s graduate programs remove the time and space barriers that often prevent working professionals from pursuing graduate level education.
Accreditation
Calumet College of St. Joseph is accredited to offer master’s, baccalaureate, and associate degrees; certificates; and diplomas by the Higher Learning Commission, a member of the North Central Association, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604 (hlcommission.org). The College has been approved by the National Council Accreditation for Teacher Education (NCATE). The Education Department holds membership in a number of state, regional, and national educational and professional associations, including the Independent Colleges of Indiana, the Indiana Conference of Higher Education, and the National Catholic Educational Association.

Non-Discrimination Assurance
Calumet College of St. Joseph is an equal opportunity employer and educator. In compliance with Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964, no one will be denied admission or employment on the basis of sex, race, religion, color, or national origin. In addition, no student or employee will be excluded from participation in, be denied benefits of, or be subjected to discrimination in any college educational program or activity on the basis of sex, race, religion, color, or national origin.

Organizational Structure
CCSJ is committed to a shared governance process that recognizes the roles of these components:

**Board of Trustees**
The Board of Trustees is responsible for the overall governance of Calumet College of St. Joseph. This includes:
- The determination of the institution’s mission and the ongoing assessment of the College’s performance in relation to it;
- The development, approval, and oversight of the institution’s strategic plan and all other decisions of strategic importance;
- The selection of the President and the ongoing assessment of the President’s performance;
- The approval of budgets and all key financial decisions pertaining to the institution;
- The full representation of key stakeholders’ views, including the perspectives of the Missionaries of the Precious Blood, alumni, and the community at large; and
- The ongoing monitoring of the College’s academic programs and the various administrative and support structures that contribute to the achievement of the College’s mission.

**Office of the President**
The President works with the Board of Trustees to advance and achieve the mission of the College. This includes the College’s academic programs and all administrative and support structures. Four Vice Presidents assist the President in this task, assuming responsibilities for Academic Affairs, Business and Finance, Enrollment and Retention, and Facilities and Technology. In addition, the Athletics Department, the Office of Institutional Advancement, and Public Relations report directly to the President.
**Office of Academic Affairs**
The Office of Academic Affairs is responsible for the College’s academic programs. The Vice President of Academic Affairs collaborates with faculty members in developing and assessing programs of study across academic fields and disciplines. The College’s academic programs are organized into six departments: Behavioral and Social Sciences, Biophysical Chemistry and Mathematics, Business Management, Education, Humanities, and Public Safety and Criminal Justice. Academic Affairs also includes Academic Advising, Academic Support Programs, Career Services, the Office of Charter Schools, the First-Year Program, General Education, Institutional Research, and Library Services. The majors and minors listed above are under the leadership of Program Directors, who are typically the primary contact for adjunct faculty members. Program Directors hire and supervise adjuncts.

**Office of Business and Finance**
The Office of Business and Finance is responsible for the College’s accounting and budgeting functions and all business operations. It includes Accounting, the Business Office, Financial Aid, Human Resources, and Payroll Services.

**Office of Enrollment and Retention**
The Office of Enrollment and Retention develops, implements, and coordinates services that support the academic and personal success of each student from admission through graduation. Enrollment and Retention includes Disability Services, Enrollment and Marketing, the International Student Liaison, the Registrar's Office, and Student Activities.

**Office of Facilities and Technology**
The Office of Facilities and Technology maintains the comfort and utility of CCSJ’s buildings and develops and implements the College’s technology plan. This office includes Facilities, Information Technology, the Mailroom and Help Desk, and Security.

**Faculty Senate**
The Academic Senate has primary responsibility for initiating, developing, and implementing the instructional program of the college, under the supervision of the Vice President of Academic Affairs and President of the College, subject to the approval of the Board of Trustees.

The Academic Senate formulates academic policy covering curriculum, admissions, graduation requirements, scholarships, teaching methods, examinations and other academic matters. It also has central responsibility for academic planning.

**Human Resources Information**

**Higher Learning Commission Requirements**

Adjunct faculty appointments and salary agreements are on a temporary basis and are renewed for each term. Under the requirements of our accrediting body, the Higher Learning Commission (HLC), *adjunct faculty must have 18 graduate credit hours in the field in which they teach*. Adjunct faculty have the right of voice (but not vote) in faculty meetings.

A full-time staff member must have the written approval of his or her supervisor and the Vice President of Academic Affairs prior to being scheduled to teach any course.
Federal regulations limit adjunct faculty teaching hours to no more than 9 per week at any given time. The following table clarifies the maximum course load for adjuncts:

<table>
<thead>
<tr>
<th>Traditional</th>
<th>Traditional and Accelerated</th>
<th>Accelerated (Graduate and Degree Completion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 traditional 3-credit-hour classes OR 2 traditional 4-credit-hour classes</td>
<td>1 accelerated course PLUS 1 traditional course</td>
<td>2 accelerated courses</td>
</tr>
</tbody>
</table>

Adjunct instructors' responsibilities are generally limited to the courses they teach and to attendance at orientations deemed necessary by the Department Chair or Program Director. Department Chairs and Program Directors make every effort to schedule at a time when adjunct faculty can attend and to notify adjunct faculty well in advance.

**Pay Scale and Pay Schedule**
In most cases, individual contracts for adjunct faculty members are developed in advance of each semester or term. An electronic copy of the contract will be sent to adjunct faculty members. The contract should be signed using the DocuSign process and returned to the Director of Human Resources electronically. The College reserves the right to cancel an announced course if an insufficient number of students have registered or if it is determined that a full-time faculty member is available and must teach to meet an established teaching load requirement.

A competitive pay scale is used to determine pay rates for adjunct faculty members. Rate of pay and pay dates are determined based on the level of degree held and length of service to the college. Rates of pay and pay dates are typically included as part of the adjunct faculty contract. Regular paydays occur on the 15th and 30th of each month unless that date falls on a weekend. On those occasions, payday will occur on the Friday before. Questions should be directed to the Director of Human Resources.

**Tuition Benefit**
Adjunct faculty members, their spouses, and their dependent children up to age 24 may take up to 3 credit hours of course work per semester at no charge. This benefit is available in the semester in which the adjunct faculty member teaches or in the semester immediately following the semester in which the adjunct faculty member teaches. Tuition benefits are available for both undergraduate and graduate courses. Tuition benefits are subject to class availability.

**Equal Opportunity/Affirmative Action**
The College maintains a favorable work environment in which all employees, regardless of race, color, national origin, gender, age, disabilities, sexual orientation, or religious affiliation, can enjoy equal opportunities in their employment relationship with the College. In an effort to maintain equal employment opportunities, the administration has recognized the need to
adopt, implement, and periodically evaluate its Affirmative Action Program consisting of goal statements and specific procedures. Program policy concerning equal employment opportunity requires that:

1. In establishing qualifications for employment, no provision or requirement will be adopted that would be discriminatory based on such protected characteristics as race, color, national origin, age, gender, disabilities, sexual orientation, or religious affiliation, except where a bona fide occupational qualification exists.

2. No questions in any examination, application form, or other personnel proceedings will be so framed as to attempt to elicit information concerning protected characteristics from an applicant, eligible candidate, or employee.

3. No appointment to or removal from a position will be affected in any manner by the person’s protected characteristics.

Any employee or job applicant who feels that he/she has been subjected to discrimination by employees, officers, or agents of the College is requested to report the incident or complaint to his/her immediate supervisor. In the event such reporting is not possible, the employee may report the incident to the Vice President for Business and Finance, who will investigate the incident and attempt to resolve the matter. All complaints will be handled in strict confidence.

**Faculty Relationships with Students**

Relationships with students are developed and nurtured in the classroom, in one-on-one mentoring and advising sessions, and through modes of communications. Adjunct faculty members play a key role in forming students’ perceptions of the College as a whole. They are asked, therefore, to actively promote relationships with students that are both professional and cordial in nature.

**Title IX and Nondiscrimination**

(Additional information available on our Title IX website at www.ccsj.edu/StudentLife/TitleIX)

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 Title IX Coordinator and/or the on-site administrative representative for the particular program at issue.

**Title IX Officers**
The Title IX Coordinator coordinates CCSJ’s efforts to comply with federal and state laws that prohibit discrimination. Discrimination complaints are processed in accordance with the procedures set forth in CCSJ’s Sexual Discrimination, Harassment and Misconduct Compliance Policy. Deputy Coordinators are authorized to take reports of harassment and discrimination. All reports are forwarded to the Title IX Coordinator, who oversees the investigative process. The Title IX positions at Calumet College are as follows:

**Title IX 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: Assistant Athletic Director**
Ashley Houlihan, ahoulihan@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: 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 611, 219-473-4305 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 a reasonable timeframe. 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](http://www.ccsj.edu/StudentLife/TitleIX.php)

**Definition of Terms**

**PROHIBITED CONDUCT**
The following are the definitions of conduct that are 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 help are provided.

**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.

**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.
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.

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.

RETTALIATION
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.

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.

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.
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.

**Student Responsibilities 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 themselves in a manner that assures the safety of others.
6. Avoid disrupting classes or impinging 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.
CCSJ Student Honor Code

In addition, in 2017, student leaders in the St. Gaspar Honors Learning Community and the Student Government adopted the CCSJ Student Honor Code, which was subsequently endorsed by the Faculty Senate and the CCSJ Board of Trustees. The Code guides student conduct at the College. It reads as follows:

I, as a student member of the Calumet College academic community, in accordance with the college’s mission and in a spirit of mutual respect, pledge to:

- Continuously embrace honesty and curiosity in the pursuit of my educational goals;
- Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community;
- Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;
- Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.

Infractions of this code may be referred to the Faculty-Student Grievance Committee.

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.

Contacts and Support

All staff, faculty, and department information is available on the website under Faculty and Staff at www.ccsj.edu. Other resources include the following:

Academic Advising - [https://www.ccsj.edu/advising/](https://www.ccsj.edu/advising/)
Academic advisors assist students with selecting majors and minors and choosing the course work to achieve their educational and career goals. The Academic Advising Office is located in Suite 100 and is open during daytime and certain evening hours. Students who are nearing graduation should complete a graduation application with their academic advisor at least a semester before they plan to graduate. (See the Schedule of Classes for deadlines).

Students are also strongly encouraged to consult with the program director in their major for advising about 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. The Office of Career Services also provides guidance and information regarding career paths.

Athletics - [www.ccsjathletics.com/](http://www.ccsjathletics.com/)
The Athletics 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 18 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. Instructors should assure their policy on missed classes has been clearly articulated in their syllabi.

**Blackboard**

Blackboard is an online course management system used to support teaching and student learning at Calumet College of St. Joseph. Your Program Director will be able to provide you with the information necessary to obtain your password. Blackboard assistance is available by emailing blackboardsupport@ccsj.edu.

**Career Services – [http://www.ccsj.edu/careers/](http://www.ccsj.edu/careers/)**

The Office of Career Services is conveniently located in the Academic Advising Office, indicating the importance of planning academic programs that reach students’ ultimate career goals. The Office provides a wide range of current occupational information, internship and job listings, and career development materials designed to help students and alumni prepare for and explore career opportunities. It offers resume and cover letter assistance, mock interviewing, self-assessment tools, career workshops, and job postings. An annual career fair featuring area employers is held every spring.

Internships are strongly encouraged, regardless of major. The Office of Career Services assists at all levels of the process.


The CCSJ Book Program ensures that every student will have the right course materials on the first day of class so everyone can be successful. Students pay a book rental fee each semester, and in return, they receive all the materials for all their classes prior to the first day of each semester. At the end of the semester, they simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail.

Textbooks need to be listed for each course on the fast.eCampus site 10 weeks prior to the beginning of the semester. It is the responsibility of the Program Director to insure the textbooks are listed and the course is approved in fast.eCampus. Late additions or corrections result in fees assessed to the college. There is an administrative “addition fee“ per book to add a textbook, and a $5.00 fee for sending and a $5.00 fee to return each incorrect textbook for each student.
Computer Labs and Help Desk - https://www.ccsj.edu/ComputerServices/

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 can be found in the Student Handbook.

The Computer Services Department maintains computers for student use for homework and Internet access. An Open Lab is located in Room 416. The computers in the Open Lab are loaded with all of the software used in the College’s instructional labs. The Computer Services Department also maintains computers in the Specker Memorial Library, the writing labs, and the Academic Support Center. All computers in these locations provide Internet access and access to MS Office professional software, as well as some additional programs. Open lab computers are generally available from 9:00 a.m. to 9:00 p.m. Monday through Friday and from 9:00 a.m. until noon on Saturdays. Hours may change because of holidays or maintenance schedules.

The Computer Services Help Desk is located in the Library. Computer Services personnel are available to assist students who experience problems with computing resources, which may include connecting to the campus wireless network, access to various web services (the Blackboard Learning System and Student Online Services), technical issues in computer labs, and performing user account maintenance. Students who require assistance with homework or software use will be directed to the Student Success Center. The Help Desk can be contacted by calling 473-4366 or e-mailing computerservices@ccsj.edu. Additional information can be found at the Computer Services web page at www.ccsj.edu.

Computing resources for faculty include access to the CCSJ computing network, Microsoft software titles, Internet access, email service, Blackboard (an instructional course management software), Empower/ (My CCSJ) (the institutional database). Most CCSJ classrooms have internet connections. Many classrooms have a computer projection equipment, sound systems, and document cameras. For those rooms that do not have installed projection systems or for off-site classes, mobile computer projections carts and bags are available from the library. Various other kinds of multimedia equipment as well as laptops are also available through the Library.

Reservations for instructional computer labs can be made by the semester or day by notifying the VPAA’s office.

To report problems with technology on campus, contact the CCSJ help desk by calling x366, emailing the Computer Services Department computerservices@ccsj.edu, or visiting the help desk in the library. Computer Services work orders can also be downloaded and filled out from the Computer Services page at: https://www.ccsj.edu/FacultyStaff/Index.html#undefined2.

The Computer Use Policy, revised January 2005, is currently in effect and governs appropriate computing at CCSJ. You can find it at https://www.ccsj.edu/FacultyStaff/Index.html#undefined2.
Counseling - https://www.ccsj.edu/Counseling/
CCSJ has partnered with Crown Counseling for our Student Assistance Program (SAP). The SAP program is a free confidential counseling service provided to CCSJ students for personal and school concerns which may be interfering with academic performance and/or quality of life. Kerry Knowles, MHS, is available on-campus twice a week and off-site at the Crown Counseling location in Crown Point.

The on-campus days and hours for CCSJ are:

Wednesday, 9:00 A.M. - 1:00 P.M.
Thursday, 12:00 P.M. - 4:00 P.M.
Room 301 (located on the 3rd floor).

Student referrals can be made to Kerry by email, phone or in-person. Contact information:
Phone number: 219-663-6353 (office) or 219-413-3702 (cell)
Email address: kerryk@crowncounseling.org

Disability Services - https://www.ccsj.edu/Disabilities/
Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to request an accommodation and/or an auxiliary aid (e.g., additional time for tests, note-taking assistance, special testing arrangements, and the like). It is the student’s responsibility to contact the Coordinator of Disability Services as early as possible to request an accommodation for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. In addition, a student can bring an IEP or Section 504 from their high school as sufficient documentation. The cost of obtaining the professional verification is the responsibility of the student. All questions and inquiries pertaining to disability services should be directed to the Coordinator of Disability Services.

Emergency Notification System - https://www.ccsj.edu/Alerts/
Calumet College of St. Joseph’s Emergency Notification System, a web-based unified emergency notification system, provides the CCSJ Family (students, faculty, staff, and administrators) with instant alerts of inclement weather, school closings, power outages, and any emergencies via text messaging, telephone, and e-mail. Register for the Emergency Notification Systems at www.ccsj.edu/alerts.

Identification Cards
The College provides all faculty, staff, and students with a photo identification card. This card is also your Specker Memorial Library Card. The CCSJ identification card can be made at the Circulation Desk of the Library.

Library - https://www.ccsj.edu/Library/
Calumet College of St. Joseph’s Specker Memorial Library provides information resources and services that support the College’s mission and educational programs. The Library makes a wide range of materials and services available to students, faculty, and staff. Its collection currently includes more than 100,000 items. Pegasus, the Library’s online catalog, lists all of
the materials owned by the Library, including books, periodicals, DVDs, e-books, videocassettes, and reserve materials. Those with access to the CCSJ network may also use the extensive array of online periodicals and online indexes, many with full-text articles. The Library also provides interlibrary loan services to obtain books and articles not on the Library’s shelves or in its databases.

The Library’s online resources can be accessed from campus computers or offsite locations at any time via the Internet using your CCSJ ID number, found at the bottom of your photo ID card. These cards are created in the Library – no appointment is needed to get your picture taken and have an ID card created. To access the Library online, click on “Library” on the CCSJ homepage or go to www.ccsj.edu/library/index.php. There you’ll also find useful guides and information.

Students are encouraged to seek assistance from professional library staff and student workers. This can include simply pointing out where various resources are located or launching comprehensive research on a particular topic. Reference assistance is provided to class groups or on an individual basis. Library staff can be contacted in person, by telephone at 219-473-4373 or by e-mail at library@ccsj.edu.

Library hours during the fall and spring semesters are as follows:

Monday – Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Intersession/Summer Hours (check library website as they are subject to change):
Monday – Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Specker Library is closed on Saturdays, Sundays and all holidays. Check signs at the Library entrance and our website for any changes in Library hours.

Lost and Found
Lost and found articles are turned in at the Library Circulation Desk where they are kept for three months. The College is not responsible for loss of property in its building or on its grounds.

Mission and Ministry
The Office of Mission and Ministry at Calumet College serves students, faculty and staff, of all religious identities. As a Catholic college in the tradition of the Missionaries of the Precious Blood, our care extends to everyone, without exception. Mission and ministry offers pastoral services, referrals, resources for personal growth, advocacy, and opportunities for the Sacrament of Reconciliation. Catholic Mass is offered daily during the academic year in the first floor chapel. Contact Fr. Kevin Scalf, C.PP.S. Room 626. 473-4351. kscalf@ccsj.edu.

Offices and Equipment
Adjunct faculty share offices. A list of adjunct offices is issued each semester by the Office of the Vice President for Academic Affairs.
Personal Academic Career Excellence Program (PACE) - https://www.ccsj.edu/Support/
The Personal Academic Career Excellence (PACE) program at Calumet College of St. Joseph is a conditional admission program designed to meet the needs of students who have the potential to do college work, but who need additional support as they transition into college. The PACE Program assists students in improving the skills they will need to persist to graduation. The Student Success Center will create an educational plan for students in the PACE program.

Registrar - https://www.ccsj.edu/Registrar/
The Registrar’s Office serves as the official repository of all student records. Services include processing and verifying registrations, posting grades, recording transfer credit, determining grade point average and class rank, providing grade report sheets, issuing transcripts, offering Veteran’s Assistance, verifying eligibility for degree conferral, issuing student grade reports, and determining qualifications for the Dean’s and President’s lists. Students are urged to contact the Registrar’s Office if questions arise concerning any of these matters.

Support Services
Copying machines are available on the 5th floor for faculty use. You can access the main printers by entering your CCSJ 9-digit ID number provided at the time of your hire. College envelopes, letterhead paper, colored paper, and other teaching supplies are available as well. Faculty members using the College's copying facilities to produce previously published material are fully responsible for certifying that such reproduction does not violate provisions of the Federal Copyright Act and/or the "fair-use doctrine."

Depending on the availability of support personnel and the press of other assignments, additional support (e.g., materials assembly, typing, etc.) can be provided on a first-come/first serve basis.

Student Complaints - https://www.ccsj.edu/aboutCCSJ/contact/
Written complaints from students can be filed on line. The College maintains records about the date the complaint was submitted, the nature of the complaint, steps taken by the College to resolve the complaint, the institution’s final determination regarding the complaint, and other external actions initiated by the student to resolve the matter. Individual identities are shielded in all such reports.

Student Government
All members of the student body of Calumet College of St. Joseph are members of the Student Union and are governed by its constitution. The Student Union’s elected and/or appointed members constitute the Student Government. Student Government, representing the Student Union, serves as a channel of communication and consultation among the student body, the faculty, and the administration.

Student Organizations and Clubs
Calumet College of St. Joseph is committed to providing a broad range of co-curricular, educational, developmental, and social experiences. Clubs at CCSJ seek to engage students by offering meaningful opportunities that foster new friendships, an appreciation of lifelong
learning, individual responsibility, and human diversity.

Student Publications
The College newspaper, Shavings, the digital version of Shavings, and the literary magazine Against the Grain provide students with opportunities to publish their written work.

Student Records and Privacy
Public Law 93-380 as amended, the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, protects the privacy of student records. Calumet College of St. Joseph is committed to full compliance with this legislation. For more information about student privacy rights, see the Student Handbook.

Student Success Center – http://www.ccsj.edu/support
The Student Success Center provides students with individualized support. Students work with faculty tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, tutors provide students with tutoring support to help pass courses, improve grade point averages, and promote continuing education and career advancement. Tutors help students learn both how to master specific subject matter and how to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at both the introductory and advanced levels. For assistance, please visit the Student Success Center in Room 167 (at the south end of the library) or call 473-4286.

Policies and Procedures

Academic Alerts - www.ccsj.edu/FacultyStaff/#undefined3
Instructors are strongly encouraged to provide direct feedback to students, as soon as they observe and assess that a student’s performance is below standard. The Academic Alert Form is sent to the student in care of the Advising Office, advising him/her of his/her below-standard academic performance in a particular class. The Advising Office will then follow up the matter with the student. Notification of the student’s athletic coach and / or referral of the student for tutoring at the Student Success Center commonly accompanies the Academic Alert process.

Academic Dishonesty and Plagiarism
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 should document the issue using the complaint form at www.ccsj.edu/aboutCCSJ/contact/. The instructor may also elect to bring the matter up for judicial review through the Faculty-Student Grievance Committee. The maximum penalty for any form of academic dishonesty is dismissal from the College.

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.

**Academic Freedom and Professional Ethics**

The College is guided by the *1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments* of the American Association of University Professors as its operating procedure, and it expects that faculty members will do likewise.

Academic freedom carries with it certain responsibilities. The *AAUP Statement on Professional Ethics* (1987 revision) serves as one reminder of the variety of obligations that are part of the integrity of the academic profession. The College is guided by this statement and expects its faculty members to be guided by it.

**Assignments**

The basic unit of academic credit, the credit-hour, is federally defined as “an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.” While the achievement of learning outcomes is the paramount measure of academic credit, the instructor should design assignments for the course in such a way that students spend approximately twice the amount of time doing homework, as they do in class. *(Higher Learning Commission’s policy webpage: [https://www.hlcommission.org/Policies/assignment-of-credits.html](https://www.hlcommission.org/Policies/assignment-of-credits.html)*

Class sessions scheduled longer than two hours should include a reasonable break. Instructors should see to it that this break is not extended beyond a reasonable time. All classes should meet as scheduled.

**Bulletin Boards**

Some of the College bulletin boards are restricted for special use or for special units. For example, the bulletin board located in the main lobby is restricted for academic announcements, and bulletin boards inside the elevators are reserved for announcements by student organizations. Use of restricted bulletin boards requires the special approval of the appropriate administrator. Use of general bulletin boards is for announcements of interest or importance to the college community. Contact your Program Director for additional information.

**Class Attendance**

Instructors are **required** to take class attendance and to record attendance online through “My CCSJ” to comply with federal financial aid requirements. Usernames and passwords for “My CCSJ” are assigned to incoming adjunct faculty by the Registrar’s Office.
The faculty believes that intellectual growth and success in higher education is reinforced through interaction in the classroom. Students reach their goals through regular attendance in classes and assigned laboratory periods.

However, the faculty also recognizes that students should not be penalized for required participation in officially sanctioned College-sponsored events. Students participating in school events are responsible for all missed work and must follow the instructor’s requirements for notification prior to absences. Each instructor will clearly designate on his/her syllabus what type of notification (e.g., verbal, written, etc.) is required for classes missed due to College-sanctioned events.

The implementation of this policy remains the responsibility of each instructor within the context of any clearly stated program policies with respect to attendance. Note: faculty in some programs have adopted policies that pertain to all instructors who teach in these programs. Additionally, program-specific attendance policies have been adopted in all of the College’s accelerated undergraduate and graduate programs. These policies are clearly indicated on course syllabi.

As of the third week of classes in the traditional program, any student who has failed to appear at least ONCE in a given class should be officially dropped from that class. This is an administrative drop, and it means that the student will not have financial liability for the course. The Registrar’s Office sends faculty members a reminder of this policy and how to carry it out during the third week of every semester.

**Class List**
The final class lists contain the names of all students registered for class. If a student who is attending class is not listed, the student should be directed to contact the Registrar. Such a student is not registered and will not be eligible to receive a grade for the course.

**Class Schedules**
The Registrar maintains overall responsibility for students’ class schedules. However, all academic units – the Vice President for Academic Affairs, department chairpersons, program directors, and faculty members – collaborate in developing the final schedule. All these units are responsible for providing timely and accurate information to the Vice President for Academic Affairs concerning specific course schedules, faculty assignments, etc. The schedule then helps meet the expectations of students, faculty members, and staff and facilitates the academic planning of all members of the College community.

**Classroom Assignments**
Sometimes circumstances come up, especially in evening classes, when it might be necessary for an instructor to move classrooms because of a specific activity, temperature issue, or equipment malfunction. Faculty should refrain from making permanent classroom changes without first contacting the office of the Vice President of Academic Affairs. An empty room does not mean that it is scheduled to be empty through the entire semester. Conflicts often occur when instructors move to alternative classrooms on their own.
Classroom Management
Faculty members are expected to develop and maintain an environment conducive to academic exploration and learning.

Closings
Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at:
http://www.ccsj.edu/alerts/index.html

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.

It is essential for all faculty members to maintain confidentiality with respect to student records. The College is in full voluntary compliance with Public Law 93-380, the Family Education Rights and Privacy Act of 1974 as amended. All educational records will be made available to students, upon request, in accordance with the General Education Provisions Act, Title IV, Public Law 90-247 and Public Law 93-380 as amended.

Likewise, individually identifiable educational records should not be released to any party other than authorized individuals without the written consent of the student.

Course Changes (Add/Drop)
Students who drop/add courses during the allotted period on the College Calendar (available in the course catalog) are deleted from the class lists of the courses they drop. However, if they drop a class after the drop/add period, they will appear on the final class list and a "W" for withdrawal must be shown on the final grade form. "W" should be given only to those
students for whom official notification has been received. If there is any doubt about a student's status, contact the Registrar.

This is the second way that students may leave a course; a previous section has already described administrative course drops. There is a third way that students can leave a course as well, student-initiated withdrawal, and these three different ways of leaving a course have different purposes and different results:

- **Course drops.** Students can drop courses within the first week of each semester. In this case, students have no financial responsibilities, though there may be implications for time to graduation and athletic eligibility.
- **Administrative drops.** Traditional students who have not attended any classes will be administratively dropped from their entire course load between the third and fifth week of the semester. This approach has the same results as drops initiated by the student: there are no implications for financial responsibilities, but time to graduation and athletic eligibility may be affected.
- **Withdrawals.** Students must petition in writing to withdraw from a course after the add/drop period due to circumstances beyond their control such as illness, personal loss, or accident. **Withdrawals have financial implications** and may have implications for time to graduation and athletic eligibility as well. Check the refund schedule for further details about financial liability.

**Course Content**

The current description of each course in the catalogue determines the course content. However, faculty members have the freedom to organize and emphasize within this general framework. Consultation with the applicable Program Director or Department Chair is required regarding any change that could impact accreditation, continuity in established program requirements/program objectives, or the development of identified competencies.

**Dress Code**

Because all employees represent the College in their work and especially in their contact with various publics, their conduct and appearance are expected to be professional and consistent with the mission of the College. Therefore, faculty are expected to maintain a professionally acceptable appearance. “Business” and “business casual” are considered equally appropriate forms of everyday attire for faculty. Please note that we provide an example for our students to follow as they move into the workforce. Faculty may dress somewhat more casually for events such as field trips and athletic events, where casual attire is appropriate and expected, and on an as-needed basis for health reasons.

**Evacuation Procedures**

If a fire alarm sounds, faculty members should direct students to evacuate the building immediately via the nearest stairwell. In case of a student with a disability, an elevator may be used if necessary. “Floor Wardens” have been designated for each floor of the College. In the event of an emergency, they will use information shared through the use of hand-held radios in directing hallway traffic. Do not open any door that is hot to the touch. Doors should be left unlocked in order to provide ready access to emergency personnel. If smoke is present, students should be directed to stay as close to the floor as possible. Once
outside the building, streets, fire lanes, hydrants, and sidewalks should be kept clear for emergency vehicles and personnel. Orange signs with emergency procedures are posted throughout the facility.

**Evaluation of Students (Grades)**

The faculty may use any type of examinations that they deem appropriate for the course objectives. Frequency of examinations is left to the individual faculty member; however, frequent tests are encouraged as an aid to both instructor and student. For further information on grading and related procedures, [https://www.ccsj.edu/Documents/CCSJ_2017-2018_Student_Handbook.pdf](https://www.ccsj.edu/Documents/CCSJ_2017-2018_Student_Handbook.pdf)

Midterm and final grades for all students are to be submitted to the Registrar by the deadlines announced each term. Grades must be turned in electronically via My CCSJ. The Registrar's Office makes grades available electronically to students as soon as the grades have been submitted. Additionally, hard copies of grades (i.e., report cards) are mailed out to students who are enrolled in accelerated programs (e.g. Degree Completion).

**Examinations**

Missing an announced test or a final examination usually incurs a grade of "F." At the discretion of the instructor, this may be removed by the passing of a make-up test. Instructors should be clear on their syllabi how missed classes and examinations will be handled. Student athletes are responsible for notifying faculty of absences and the faculty member should clarify how the missed work can be completed.

**Grades**

Calumet College’s policy regarding review of grades assigned to students enrolled at the College is as follows:

1. Each instructor shall have his/her grade policy stated on the syllabus.
2. All tests and papers submitted for credit in a course should be evaluated, graded, and recorded.
3. Students who dispute a grade should discuss the problem with the instructor first, then with the program director, and then the department chair before filing a formal appeal with the Vice President for Academic Affairs, following the grade appeal process outlined in the Student Handbook: [https://www.ccsj.edu/Documents/CCSJ_2017-2018_Student_Handbook.pdf](https://www.ccsj.edu/Documents/CCSJ_2017-2018_Student_Handbook.pdf)
4. These discussions must take place before the "last day to remove an incomplete grade" as prescribed in the College calendar for that term.
5. Any necessary grade changes should be made in writing and accompanied by faculty member signature. Grades should only be changed if faculty have found an error in recording grades. Exceptional problems after the close of the grade change period should be brought to the attention to the Vice President for Academic Affairs for resolution.

**Incomplete Grades**

A grade of I (Incomplete) is granted only upon request of the student when he/she is unable to complete class requirements due to unavoidable circumstances near the end of the semester. The grade “I” should be reserved for extreme cases such as hospitalization or major life event
that interrupts a student from normally completing end of semester assignments. This request must be submitted to the instructor, who may require that the request be submitted in writing.

If the instructor grants the Incomplete, the instructor determines the amount of time to be allowed, not to exceed the last day of the following academic term for completion of all required work.

An Incomplete Grade Form, available at https://www.ccsj.edu/FacultyStaff/ccsjforms/Incomplete%20Grade%20Form.pdf, specifying the work required to complete the course and the due date must be submitted by the instructor to the Registrar’s office, which will forward a copy to the student. If the instructor does not submit a change of grade within one week after the due date, the Registrar will automatically assign a grade of F. A course in which the grade of I is received will not be considered in computing the student’s Grade Point Average (GPA) until the Incomplete grade is removed.

Hazardous Waste
The College requires that all projects involving biohazard and/or radioactive materials be approved for usage and safety procedures by the Vice President for Academic Affairs.

Housekeeping
CCSJ is a smoke-free environment. Eating and drinking in the classroom may be allowed at the instructor’s discretion. Classrooms should be cleaned up at the end of class using the trash and recycle retainers made available outside classrooms.

Faculty members should ensure that classrooms are locked when they leave at the end of a class period. Lights should be turned off. If a computer and projector are used, they should be turned off as well.

Incident and Accident Reports
In the event of a medical emergency, do not move the stricken individual unless his or her immediate safety requires that you do so. To call for assistance, dial 9 for an outside line and then dial 911. Under no circumstances should you transport an individual who is ill or injured to a medical facility yourself. First Aid kits are available in the Library.

An incident report must be completed in the case of medical emergencies as well as any other incidents that could require further documentation or investigation (e.g., reports of thefts, intimidation, or injury). An incident report form can be secured online at www.ccsj.edu/FacultyStaff/#undefined1. Completed incident report forms should be routed to the Vice President of Academic Affairs, Room 609.

Instructor’s Absence or Tardiness
If adjunct faculty members cannot meet a scheduled class, it is their obligation to provide an alternative option that provides the same rigor as the classroom would have provided. Alternatives may include on-line assignments, the use of a substitute, or interactive Blackboard activities. It is the instructor’s obligation to inform their Program Director. It is up to each adjunct faculty member to develop and announce to his or her classes at the start of
each semester, appropriate policies, and procedures regarding canceled classes. The most efficient way to do this is via Blackboard which is another important reason for utilizing the Blackboard system. Student contact information can also be obtained through My CSSJ.

Keys
A classroom key will be issued to you when you are hired as an adjunct. If you cannot get into a classroom, contact Campus Security at (219) 644-6595 or the Facilities Office at ext. 361.

Mail
Located just inside the library, mailboxes for faculty, administrative staff, and part-time faculty are grouped alphabetically according to the classification of the employee. The mailroom is only available during Library hours. In the event of emergency closing or a temporary change of hours, all members of the college family will be notified by e-mail.

Parking
Parking is free at the College’s main campus and some other offsite locations. If teaching at a location other than the Whiting location, contact your Program Director or Department Chair for site-specific instructions.

Repairs and Maintenance
A work order form for requesting repairs or maintenance services is available on the college website at www.ccsi.edu/FacultyStaff/#undefined2. Completed requests are submitted via email to the Vice President for Academic Affairs, who in turn forwards them to the Vice President for Facilities.

Student Feedback (Instructor Evaluations)
Program directors and department chairs are expected to evaluate the classroom performance of adjunct faculty on an ongoing basis. This can include a review of syllabi and supplemental instruction material, classroom observation, and an assessment of student feedback. All such reviews will be conducted in writing, a copy of which will be provided to the faculty member.

Because student feedback is an important part of the College’s assessment process, we encourage students to complete the IDEA student feedback surveys at the end of each semester. Your Program Director or Department Chair is responsible for explaining the IDEA student feedback process to all adjunct faculty members. In addition, Program Directors or Department Chairs will be responsible for determining program objectives and explaining what critical information should be covered in the course. Once the student feedback report is complete, Program Directors or Department chairs are then responsible for discussing the results with the Adjunct Faculty member.

Supplies
Department chairs are expected to monitor expenses of their respective areas. Requests for additional necessary supplies and/or equipment should originate with the individual faculty member in consultation with his or her Program Director and Department Chair. Contact your Program Director if you have any special needs.
Syllabus Template
Each semester instructors are required to furnish electronic copies of their syllabi to the Program Director for review. The Program Director will then forward to the Vice President for Academic Affairs and the webmaster. Faculty are also expected to post syllabi to Blackboard and provide hard copies of their syllabi to their students on request.

A syllabus template, revised annually by the Vice President for Academic Affairs, is e-mailed to all faculty prior to the start of the fall semester and posted on the faculty resource page. The template includes mandatory institutional information and agreed-upon wording. Program Directors should ensure that all adjunct faculty have the revised format.

The College is committed to the use of “competencies” in the development of learning objectives. Bloom’s Taxonomy of Learning Objectives can be used for this purpose. A reference tool outlining Bloom’s Taxonomy can be secured through your program director or the Office of Academic Affairs.

Telephones
A faculty/staff directory is provided regularly. The directory is located in the staff/faculty section of the CCSJ website. Inter-office calls are made by dialing the extension number directly; calls off campus require you to dial a 9 first.

Unattended Children
Unattended children are not permitted inside the College building. Under no circumstances will children be permitted to roam the halls or other spaces unattended. Faculty should make this policy known to their students.

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

Withdrawal
After the limit for permission to discontinue a class is passed (See the College Calendar), students may not withdraw from a course for which they are registered without permission from the instructor conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the College Registrar. The written request must be received by the last day of classes prior to the final examination week. The request will be forwarded to the instructor who makes final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if it is denied, the notification will state the denial and reason(s) why withdrawal is disallowed. Official withdrawals are recorded as a "W" grade on the student's transcript. If a student ceases to attend a class without formally withdrawing, the student automatically incurs an "FW" (i.e. a failing grade due to failure to attend) for that course.