



*Be Known.*

*Be Successful.*

*Belong.*

**2021 - 2022**

# **Student Handbook**

Office of Student Engagement and Retention

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Whiting, IN 46394

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[www.ccsj.edu](http://www.ccsj.edu)



## PRESIDENT'S MESSAGE

This handbook is more than just a resource. As you flip through the pages, I hope you take time to think about how you want to be engaged in your college life. Some say that the college years are the best years of your life, but I like to think of the college years as the best years to determine what type of life you want to lead. You will have many opportunities to expand your mind and challenge your views on a variety of topics. This is college. Through discussions in the classroom, conversations with your friends, and experiences in the community, you will shape the way you think and live. I hope you also develop a sense of responsibility to yourself, your college family, and your surrounding community.

It is an exciting time to be a part of the Calumet College of St. Joseph family. The year ahead will be full of exciting initiatives that will make CCSJ full of activity and energy. We will break ground on a new on-campus residence hall and launch recruitment for an exciting new football league in the Midwest – sprint football. You will also see upgrades in spaces that support your success as a student. Our wrap around services are there to help you be successful, so please reach out when you need help with classes, help with managing school and life, or just want to talk through an idea about how to improve your college experience.

Calumet College of St. Joseph offers a variety of opportunities to get involved and be change agents to create a more just society. As your president, I look forward to interacting with you in the year ahead. Like you, I am anxious at times, but I am also full of eagerness and energized about the future – one that we can shape together as a college community. CCSJ is about belonging and becoming. I hope that you feel a sense of belonging, and that you become a valuable contributor to your college life and society.

We are here to support you, and we wish you the very best. Let's create Wave momentum together!



Amy McCormack, Ed.D.

President



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Information contained in this publication is subject to change without prior notice. Any changes in this publication are on file in the Academic Affairs and Student Engagement and Retention Offices. Information contained herein shall not constitute a binding agreement on the part of the College.  
Updated 4/22/2022

## **C.PP.S. AND COLLEGE MISSION STATEMENTS**

### **C.PP.S. MISSION STATEMENT**

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

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

### **COLLEGE MISSION STATEMENT**

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

## **THE FIVE PILLARS OF A CCSJ EDUCATION**

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

# 2021-2021 College Calendar

## Semester I (Fall)-2021

|                       |   |
|-----------------------|---|
| August 2 – August 18  | Bridge Program<br>Master of Arts in Teaching/T to T classes and<br>Education Program Cohort classes begin |
| August                | Faculty Welcome Week  |
| August 19             | New Student Orientation   |
| August 20             | New Transfer Student Orientation  |
| August 23             | Traditional Undergraduate classes begin   |
| August 23             | Tuition payment due; Accelerated Classes begin  |
| September 6           | Labor Day-No classes  |
| September 7           | Last day for class changes (add/drop)   |
| September 12          | Athletic Banquet  |
| September 17          | Last day to withdraw from a course without instructor approval  |
| October 4-8           | Midterms  |
| November 22-27        | Fall Break—Thanksgiving recess<br>Education Program Cohort classes end                                    |
| December 3            | Last day to withdraw from a course with instructor approval   |
| December 10           | Traditional Undergraduate classes and<br>Master of Arts in Teaching/T to T classes end                    |
| December 12           | December graduation (ceremony held on May 21, 2022)   |
| December 13-January 1 | Online Intersession classes   |
| December 14           | Traditional Undergraduate grades due by 10:00 AM; Accelerated classes end                                 |

## Semester II (Spring) 2022

|                         |   |
|-------------------------|---|
|                         | Master of Arts in Teaching/T to T classes, Accelerated classes, and<br>Education Program Cohort classes begin |
| January 17              | Martin Luther King Jr. Day—School closed  |
| January 18              | Traditional Undergraduate classes begin   |
| January 18              | Tuition payment due   |
| January 25              | Last day for class changes (add/drop)   |
| February 4              | Last day to withdraw from a course without instructor approval  |
| February 21-February 26 | Mid-terms   |
| March 7-12              | Spring Break  |
| March 16                | Graduation Finale   |
| April TBD               | Virtual class meeting   |
| April 15-16             | Easter recess (holiday weekend)<br>Accelerated classes end  |
| April 21                | Last Day to withdraw from a course with instructor approval   |
| April 23                | 57 <sup>th</sup> Annual Scholarship Ball/Gala<br>Education Program Cohort classes end                         |
| May 6                   | Traditional Undergraduate classes end;<br>Master of Arts in Teaching/T to T Classes End                       |
| May 10                  | Traditional Undergraduate grades due by 10:00 AM  |
| May 19                  | Graduation Banquet  |
| May 21                  | Commencement  |

## Semester III (Summer) 2022

|                     |   |
|---------------------|---|
|                     | Accelerated classes begin   |
|                     | Master of Arts in Teaching/T to T classes begin                       |
|                     | Education Program Cohort classes begin                                |
| May 9 – June 24     | Summer Session 1 (7 weeks)  |
| June 27 – August 12 | Summer Session 2 (7 weeks)  |
| May 19 – August 12  | Summer Session 3 (15 weeks)   |
|                     | Accelerated classes and Master of Arts in Teaching/T to T classes end |

*\*Please note: the academic calendar on the website is the most up to date calendar.*

## **STUDENT RESOURCES AND PROGRAMS**

### **Academic Advising**

[Academic Advising - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

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.

### **Athletics**

[Calumet College of St. Joseph Athletics \(ccsjathletics.com\)](http://ccsjathletics.com)

The Athletic Department provides 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 17 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](http://www.NAIA.org).

### **Book Rental Program**

[Bookstore - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

Textbooks at CCSJ are provided through a book rental program. Book rental has these advantages:

- Receive all the books you need for your classes for one low rental rate!
- No ordering, no book vouchers. Traditional students will pick up their books at the library pick-up point during the week before classes start. Accelerated and Graduate students will have their books mailed to them.
- Every student will have the right course materials on the first day of class, and every student will have the same texts – no delays while everyone orders books; no problems finding information. Classes will get off to a good start.
- Despite this high level of service, the book rental fee is less expensive than current book purchases for most students.
- The book rental fee is usually covered by financial aid.
- If you decide to keep your book, you can purchase it at half the retail cost. Please see the “How to Access Your Textbook Account” section below.
- Dropping one course and adding another is no problem, though an additional fee may apply. The textbook vendor allows a two week window at the beginning of each semester that students can drop a class and as long as the book is returned within seven days of the drop

being processed. In this way the student will not be charged text rental fees and/or have to payment a penalty fee for not returning a book. Withdrawals processed after the two week window will still require the student to return the textbook before the end of the semester deadline for book return in order to avoid paying the ½ of the actual cost of the book fee.

### **CCSJ Book Program FAQs**

#### **I think that I can do a better job finding books at a lower cost. Can I opt out of the CCSJ Book Program and purchase my own books at the lowest price that I can find?**

No. The CCSJ Book Program is mandatory. The book fee is required of every registered student so we can be sure that all students have all the books they need on the first day of class. However those students having less than a full time schedule pay a reduced fee.

#### **What is the cost of the rental?**

Full-Time Traditional & Accelerated Students (12-18 credit hours) \$415.00 per semester.

Part-Time Students \$35.00 per credit hour

Graduate Students (6-9 credit hours) \$300.00

Any exceptions granted for classes over maximum semester hours will be charged an additional \$35.00 per credit hour.

#### **Where do I find my books?**

**Traditional students** will be able to pick up their books one week prior to the beginning of classes from the campus library circulation desk during the regular business hours for the library:

#### ***Fall/Spring***

***Monday – Thursday 9 am – 7 pm***

***Friday 9am – 1 pm***

Be sure to especially check your CCSJ email during the two weeks before each semester begins and ends for important updates on picking up and returning textbooks.

**Graduate and Accelerated students** will have their books delivered to their home. Please make sure your address is current. You can check your mailing address by accessing your [ccsj.ecampus.com](http://ccsj.ecampus.com) account. Directions below. Registering early is key to this process.

#### **What happens if I drop or add a course?**

When you drop a course, you need to return any print text books to the campus library circulation desk within seven days during normal business hours or via a pre-paid shipping label if you are an Accelerated or Graduate student. Please see the **“How to access your textbook Account”** section below.

If you add a course after books have been delivered:

**Traditional students** will pick up their new textbook approximately 3 to 5 business days after registering for the class at the campus library circulation desk, though an additional fee may apply.

**Accelerated or Graduate students** your new book will be sent to you, though an additional fee may apply.

**You must return the textbooks from the dropped course within 7 days of dropping the course.** You can print a pre-paid shipping label from your [ccsj.ecampus.com](http://ccsj.ecampus.com) account or return it to the campus library circulation desk. Directions below.



**Can I write in the book?**

eCampus will accept a minimal amount of writing. It is up to their discretion. We suggest you use pencil and erase when done. If they do not accept the book, you will be charged 50% of the current publisher's list price.

**I really like to keep my books for future reference. Do I have to return my books at the end of the semester?**

If you would like to purchase one or more of books to keep as a reference, log into your eCampus account at <https://ccsj.ecampus.com/> and go to "my account" and then click on the "Purchase/Extend My Rental" link.

**What happens if my book is lost or stolen?**

The student will be charged 50% of the current publisher's list price.

**How will I pay any additional fees?**

All additional book fees – for lost, stolen, or books you decide to keep will be added to your student account.

**How do I return my books?**

All books must be returned within seven calendar days of the end of the semester. Specific due dates will be communicated via email and Blackboard.

**Traditional Students** will return their books to the campus library circulation desk where they picked them up.

**Graduate and Accelerated students** will print a pre-paid return mailing label from their [ccsj.ecampus.com](https://ccsj.ecampus.com) account. They may mail them back using the label provided or return them to the campus library circulation desk during regular library hours.

**What if I require an Alternative Format textbook?**

Students who have a documented print disability may request a copy of their textbooks in alternative format. Please contact David Harnish at 219-473-4376 or send an email to [books@ccsj.edu](mailto:books@ccsj.edu). Alternate formats include e-text, audio, large print, Braille, or other formats. We will work to get texts in the format that works best for you. Requesting textbooks in an alternate format can be a lengthy process. Please be aware that although some texts can be acquired quickly, the process can take up to three weeks, so do not delay in submitting your request.

**What if I get an "I", incomplete grade for a course?**

If you obtain an "I" for a course and you need to keep the textbook beyond the end of the semester return date, please email us at [books@ccsj.edu](mailto:books@ccsj.edu) **before** the end of the semester return deadline.

**How to access my rental book account, check your profile information, process rental returns.**

To access your rental book account with eCampus you must follow these steps. You cannot create your own account using your personal email, it must be your CCSJ email.

Rental Returns for Accelerated or Graduate students.

1. Use Google Chrome
2. Go to [ccsj.ecampus.com](https://ccsj.ecampus.com)

3. Go to 'My Account' login
4. Use your CCSJ email that you use to log into your CCSJ email. Your login information in Email is different from your login in Blackboard.  
If you need help with your email login, contact Computer Services Help Desk at (219) 473-4366.
5. Your password is your CCSJ student ID. You can change it once you have logged in.
6. To return your rental either because a class was dropped or at the end of the semester, click on "Manage My Rental Returns" at the top of the page.
7. Click on "Return at the end of Term "
8. All the books assigned to you will be displayed. Click the box to the right of each book you want to return.
9. Click on "Print Label and Complete Return" A packing slip and a pre-paid shipping label will appear.
10. Place the packing slip inside your shipping box and place the label on the outside. You MUST have the packing slip inside the box in order for this return to be processed and avoid late fees.
11. Take the package to the nearest UPS store and send it off.

**My class is using an ebook. How do I access that?**

**Digital Books & Online Courses-** If your class is using an e text or online platform (located on your Digital Bookshelf which can be found on your CCSJ Online Bookstore page) for homework, quizzes, etc., please follow the directions below to access these items:

1. Use Google Chrome
2. Go to [ccsj.ecampus.com](http://ccsj.ecampus.com)
3. Go to "My Account" login – You do not need to create an account. You already have one that is linked to CCSJ information.
4. Use your CCSJ email that you use to log into your CCSJ email. If you need assistance with your email please email [books@ccsj.edu](mailto:books@ccsj.edu) you will then be sent your information.
5. Your password is your CCSJ student ID. You can change it once you have logged in.

**[QUESTIONS ABOUT THE CCSJ BOOK SERVICE? – Call: \(219\) 473-4376 or email: \[books@ccsj.edu\]\(mailto:books@ccsj.edu\)](#)**

## **Business Office**

### **TUITION PAYMENT**

All students who attend Calumet College of St. Joseph are accountable for payment in full of their student account. Students are encouraged to actively pursue all financial assistance for which they may be eligible. Calumet College of St. Joseph accepts personal checks, cash, money orders, American Express, Visa, MasterCard and Discover as payment Credit and/or debit card payments can only be made through the My CCSJ Online Service. All debit or credit card transactions are accessed a 2.5% credit card fee at time of payment. In addition to online access, students can submit payment through US Mail, by phone or in person at the Business Office, room 123.

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

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

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

#### **PAYMENT PLAN POLICY**

Students who are unable to pay for their tuition and fees must enroll in the Calumet College of St. Joseph Tuition Payment Plan. With participation, you are able to pay your account balance in convenient and interest free monthly payments. There is a nonrefundable fee to enroll. **Please call or visit our business or financial aid office at 219-473-4296 to arrange your Tuition Payment Plan.**

Students failing to pay past-due balances or make payment arrangements are assigned to an attorney for collection of debt. The debt is reported to the credit bureaus by the attorney. Attorney fees, interest and court costs will be the responsibility of the student. The collection process is not applied to those students who are making regular payments on their account in a timely manner.

#### **RETURNED CHECK POLICY**

The return of a check issued to Calumet College of St. Joseph will result in a fifty-dollar (\$50.00) service fee per check placed against the account of the student on whose behalf the check was presented. Each student will be allowed two (2) returned checks per Calumet College of St. Joseph's academic year, after which any payment by check will not be accepted. All returned checks will be forwarded to an attorney if the amount of the check plus the service fee has not been paid within ten (10) days of the nonpayment.

#### **ERROR ON ACCOUNT**

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

#### **REFUND POLICY**

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

#### **REFUNDS & REPAYMENTS FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID**

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

#### **REFUNDS & REPAYMENTS FOR STUDENTS RECEIVING STATE FINANCIAL AID**

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

## **EMPLOYER TUITION REIMBURSEMENT**

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

## **Career Services**

<https://www.ccsj.edu/alumni/career-services/>

### **Introduction**

The Career Services Department at CCSJ is here to support all students and alumni as they work towards the next steps in their career - From exploring possible career options related to your major, to helping you create and update your resume and cover letter, to connecting you with jobs, internships and employers interested in hiring CCSJ students. No matter which direction you're trying to take your career in, we're here to help every step of the way!

### **Services Provided**

While each student's journey towards their career is individual and unique, some of the primary support we provide to all students and alumni include:

- Career Self-Assessment Tools
- Internship Planning and Assistance
- Job Readiness Advising and Coaching
- Internship and Job Preparation Workshops
- Job Fairs
- Resume and Cover Letter Development and Review
- Preparation and Practice for Upcoming Interviews
- Networking and Branding

### **Job and Internship Posting**

While there are many places to search for internships and jobs, we encourage all students to start their search by visiting [Crimson Connect – the official CCSJ Job Board](#):

### **Internship Requirements**

For many students looking to take their academic knowledge and apply it in real work situations, internships can be a great way for all students to gain valuable hands on experience in their field, explore potential future career opportunities, and develop professional network connections.

The following programs **require** an internship prior to graduation:

- Criminal Justice
- Digital Art
- Human Services
- Kinesiology
- Psychology
- English, Writing, & Professional Communication/English & Media Communication

While these are the only programs that *require* an internship, Career Services is here to support students of all majors and degree programs who may be interested in internships as well. Please speak with your Program Director or Career Advisor for more specifics about internships and specific requirements as they relate to your degree.

### **Appointments with Our Office**

The Career Services office is located in Room 101 on the 1<sup>st</sup> Floor. We ask that you e-mail us at [mvicars@ccsj.edu](mailto:mvicars@ccsj.edu) to schedule a meeting time in advance if at all possible. You can also schedule your appointment via [Crimson Connect](#) as well.

### **Contact Information**

For all questions and inquiries about Career Services, please reach out to:  
 Matt Vicars – Director of Career Services  
[mvicars@ccsj.edu](mailto:mvicars@ccsj.edu) - 219-473-4253 - Room 101

### **Counseling (Student Assistance Program)** [Counseling - Calumet College of St. Joseph \(ccsj.edu\)](#)

Through a partnership with Crown Counseling, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus and off-site at the Crown Point or Hammond locations. For more information, contact Kerry Knowles, Crown Counseling, at 219-413-3702.

### **Disability Services** [Disability - Calumet College of St. Joseph \(ccsj.edu\)](#)

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

The following are examples of services which are available:

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

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

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

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

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

## **Enrollment**

### [Overview - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu)

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

The Office of Enrollment is located in Room 116. For hours and days of operation, please see our website, <https://www.ccsj.edu/admissions/NewStudent.php>. Persons interested in seeking admission to Calumet College of St. Joseph are urged to visit the campus. Visitors will be able to meet privately with a Recruitment and Enrollment Specialist and will be given a tour of campus. Appointments are encouraged but not required.

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

Office of Enrollment

Calumet College of St. Joseph

2400 New York Avenue

Whiting, IN 46394-2195

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

Fax: 219-473-4336

Web Site: [www.ccsj.edu](http://www.ccsj.edu)

### **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.

### **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 Programs**

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

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

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

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

Students can contact the Office of Enrollment at 219-473-4215 or 877-700-9100 or reference information from the internet at [www.ccsj.edu](http://www.ccsj.edu).

## **Financial Aid**

### [Financial Aid - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu)

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

Students at Calumet College of St. Joseph can apply for federal and state grants, federal student loans, and work study opportunities to assist in meeting their college costs. In addition, the College last year awarded over \$3,400,000 in institutional grants and scholarships. While most awards are "need based," a number of aid options are also available to students who show academic promise. In most cases, the aid package awarded is a combination of grants, scholarships, loans, and/or employment benefits. Staff in the Office of Financial Aid is committed to assisting in the completion of all required forms and to meeting financial need as fully as possible given constraints of program regulations and funding availability. A complete list of all scholarships, grants, and loans (as well as award eligibility and restrictions) is available in the Office of Financial Aid.

To be considered each year for federal, state, or institutional aid, students must: be academically eligible, be degree seeking, complete the Free Application for Federal Student Aid (FAFSA) as early as October 1 of each year. For Indiana residents to be considered for Indiana state awards; FAFSA must be submitted by April 15 of each year. If FAFSA verification is required; supply documents to the Office of Financial Aid. Student loans cannot be in default status, cannot have any unresolved grant overpayments and must be a U.S. citizen or eligible non-citizen. If a student is concurrently attending another institution, staff in the Office of Financial Aid must be informed.

### **Satisfactory Academic Progress (SAP) Policy**

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

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



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

**SAP consists of three parts:**

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

Below are examples of maximum time frame requirements:

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

**SAP Evaluation**

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

**SAP Appeal Process**

1. SAP Suspensions may be appealed if unusual or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military

service, or other circumstance deemed appropriate for consideration by the SAP Appeals Committee.

2. The student, if on suspension, must complete the SAP Appeal Form. Instructions will be included in the student's letter of SAP notification of suspension. Please contact the Financial Aid Office to receive instructions on obtaining the form if needed.
3. The student will be notified by email of the decision made by the appeals committee.
4. All appeal approvals are accompanied with a plan that outlines conditions by which a student can regain SAP Good Standing status and it requires a student's signature.
5. All decisions of the SAP Appeals Committee are final and a student is limited to 2 appeals.
6. All students who raise their cumulative standards to equal or exceed the minimum requirements will be reinstated to SAP Good Standing.
7. The Financial Aid Office will make a determination regarding continuation of financial aid and notify the student via email.
8. The Academic Affairs Office will convene the Readmission Committee, which will determine requirements for academic readmission, if possible, and notify the student via email and letter.

### **Maintaining Academic Standing**

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

Suspensions may be appealed if unusual or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service, or other circumstance deemed appropriate for consideration by the Satisfactory Academic Progress (SAP) Appeals Committee. The student must complete the SAP Appeal Form at: <https://www.ccsj.edu/admissions/financial-aid>.

The appeal will first be assessed by the Financial Aid Office to determine if the student remains eligible for aid. The Financial Aid Office will make a determination regarding continuation of financial aid and notify the student via email.

Next, the appeal goes to the Academic Affairs Office, which convenes a committee of faculty and student service staff members who will assess the request for readmission. **An appeal that has been approved by financial aid doesn't automatically mean academic approval** because different factors are considered. This part of the appeal requires a thorough discussion of the mitigating circumstances that led to the student's academic issues and the student's plan to address them. The appeal should use all standards of good writing, including effective organization, good grammar, and correct capitalization and punctuation to demonstrate the student's ability to do college-level work. **Appeals that do not meet college standards will be returned to the students without a decision.** In that case, the student may revise and resubmit if desired.

The student will be notified by email of the decision made by the appeals committee. All appeal approvals are accompanied with an academic plan that outlines conditions by which a student can regain SAP Good Standing status. Decisions of the SAP Appeals Committee are final, and a student is

limited to 2 appeals. All students who raise their cumulative standards to equal or exceed the minimum requirements will be reinstated to SAP Good Standing.

### **Food Service**

Students wishing to eat on campus can find fresh food options at the Crimson Café, which is located on the first floor during Fall and Spring. Menu and hours of operation vary. Vending Machines are located on the second floor and are available 24/7.

### **Mission and Ministry**

[Ministry - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

The Office of Mission and Ministry at Calumet College of St. Joseph advances the Catholic identity and Precious Blood heritage of the only Catholic college in Northwest Indiana by supporting the integration of learning, faith and service through a broad array of programs that engage students, faculty, staff, College leadership, and alumni in the understanding and practice of our religious identity, values and commitments.

Each year, many persons participate in the programs of the Office of Mission and Ministry: retreats, seminars, lectures, mission and immersion trips, service projects, and opportunities for worship and spiritual reflection on campus, on location, and on-line. As a Catholic college in the Precious Blood tradition, we respect and value the wide variety of religious and humanist perspectives of our colleagues. We strive to represent a “centered pluralism” in our offerings and respectfully engage the particular traditions represented in our community.

### **Registrar**

[Registrar - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

The Registrar's office is the official repository of all student records. Services of the office include processing and verifying registrations, posting grades, recording transfer credit, determining grade point average and class rank, providing grade report sheets, issuing transcripts, offering Veterans Assistance, verifying eligibility for degree conferral and issuing student grade reports, and developing the Dean's and President's lists. Students are urged to call this office if questions arise concerning any of the following. ***See Class Policies, Grade Policies and/or Graduation Policies in the Course Catalog for more detailed information.***

### **Specker Memorial Library**

[Specker Library - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

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 70,000 physical items and over 75,000 e-books. Patrons with access to the CCSJ network may also use the extensive array of online journals, indexes, and full-text databases. The Library also provides interlibrary loan services to obtain books and articles not on the Library's shelves or in its databases.

To access the Library's catalog and databases, At the CCSJ homepage, users will click on the Academics pull-down menu, then select "Library" or simply navigate to [www.ccsj.edu/library](http://www.ccsj.edu/library).

Students are encouraged to seek assistance from library staff. 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](mailto:library@ccsj.edu).

### **Lost and Found**

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

## **Student Organizations and Activities**

[Clubs and Organizations - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu/clubs)

Co-curricular and extra-curricular activities are a very important part of the college experience. CCSJ students may take part in student organizations and clubs for many different interests. Student engagement inside and outside of the classroom creates lasting friendships, while enriching the social, cultural and educational experiences necessary for career advancement.

Our list of clubs and organizations is always growing. Below are some of the established clubs and organizations at CCSJ; however, students are encouraged to start their own club to meet their interests. For a club to be active, it must have a faculty sponsor.

#### Co-curricular Clubs

Business/SHRM (Society of Human Resource Managers)  
Criminal Justice Club  
Drama Club  
Education Club  
English/Creative Writing Club  
Science Club

#### Extra-curricular Clubs

Black Student Union  
Emmaus Catholic Student Association  
G.I.V.E. (Get Involved, Value Everyone)  
Los Amigos  
Student Government  
Veterans Club

The College newspaper Shavings and the literary magazine Against the Grain provide students opportunities to publish their written work. All questions and inquiries about co-curricular clubs should be directed to Dr. Derek Shouba, Vice President of Academic Affairs by email at [dshouba@ccsj.edu](mailto:dshouba@ccsj.edu) and extra-curricular club inquiries should be directed to Dr. Dionne Jones-Malone, Vice President of Student Engagement and Retention by email at [djonesmalone@ccsj.edu](mailto:djonesmalone@ccsj.edu).

## **Student Success Center**

[Student Success Center - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu/ssc)

The Student Success Center (SSC) is an engaging and supportive environment where professional tutors and support staff assist students with extra lecture help, writing development and learning strategy support. The SSC's overall goal is to provide extra-support to students in a variety of academic areas to improve learning and promote continuing education and career advancement.

The tutors work collaboratively with other campus offices, faculty, and staff in a team effort to support and mentor students with a variety of needs.

For more information, contact the Student Success Center at 219-473-4373 or by e-mail at [tutoring@ccsj.edu](mailto:tutoring@ccsj.edu). The SSC is located within the Specker Memorial Library and is open during regular library hours by appointment (preferred) and drop-in visits pending availability.

## **Testing Services**

### **CLEP**

Calumet College is a national testing site for the College Level Examination Program (CLEP) The CLEP exam allows students to receive college credit by testing in an area of proficiency. Tests are by appointment only. For additional information about CLEP testing, contact the Office of Enrollment at 219-473-4215.

## **STUDENT CODE OF CONDUCT**

### **Anti-Bullying Policy**

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

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

### **Hazing and Good Faith Reporting Policy**

All forms of hazing are prohibited both on and off campus. Indiana Code Hazing and good faith defined in IC 35-42-2-2.5:

- (a) As used in this section, “hazing” means forcing or requiring another person:
  - (1) with or without the consent of the other person; and
  - (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.
- (b) A person who knowingly or intentionally performs hazing commits a Class B misdemeanor. However, the offense is a Level 6 felony if it results in serious bodily injury to another person, and a Level 5 felony if it is committed by means of a deadly weapon.
- (c) A person, other than a person who has committed an offense under this section or a delinquent act that would be an offense under this section if the violator were an adult, who:
  - (1) makes a report of hazing in good faith;

(2) participates in good faith in a judicial proceeding resulting from a report of hazing;  
(3) employs a reporting or participating person described in subdivision (1) or (2); or  
(4) supervises a reporting or participating person described in subdivision (1) or (2);  
is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.

(d) A person described in subsection (c)(1) or (c)(2) is presumed to act in good faith.

(e) A person described in subsection (c)(1) or (c)(2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:

(1) an offense under this section; or

(2) a delinquent act that would be an offense under this section if the offender were an adult.

Any hazing allegation against a student will be investigated by the College. If found guilty in a disciplinary action, the hazing student organization may incur a disciplinary penalty. University action occurs whether or not civil or criminal actions take place. In addition to action taken against a student organization, the College may take action against individual students for hazing when their conduct falls within the Student Expectations section (outlined under the Policy on Student Responsibility and Conduct). Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of Student Engagement and Retention.

### **Child Care**

Unattended children are prohibited inside the College. Although some students have childcare issues, Calumet College of St. Joseph is not in a position to supervise unattended children. Under no circumstances will children be permitted to roam the halls and/or occupy the Library, 2<sup>nd</sup> Floor Student Lounge, Gym/Athletic Center, or the Student Center.

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

### **Classroom Misconduct**

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

### **Computer Use**

[Technology - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu/technology)

Computer use is an essential part of many Calumet College of St. Joseph activities. This document includes the college-wide policy for management of computer data networks and the resources they make available as well as for stand-alone computers that are owned and administered by the College. It also represents the general ethical principles of the college community and indicates what privileges and responsibilities are characteristic of the college computing environment. The Computer Services

Department has the responsibility for providing and maintaining all college computing tools. General policies regarding resources provided by the college are outlined below.

### **Mission and Purpose**

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

### **Censorship**

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

- The presence of the information involves illegality (e.g. copyrighted material, software in violation of a license agreement).
- The information in some way endangers computing resources or the information of other users (e.g. a computer worm, virus, or other destructive program).
- The information is inconsistent with the mission of the college, involves the harassment of others including the use of obscene, bigoted, or abusive language or images, or is otherwise not in compliance with legal and ethical usage listed below.

### **Confidentiality**

Information stored on computers is considered confidential unless the owner intentionally makes the information available to other groups or individuals. Computer Services will maintain the confidentiality of all information stored on college computing resources. However, there are legitimate reasons for persons other than the account holder to access computer files or computers or network traffic: ensuring the continued integrity, security, or effective operation of College computing systems; to protect user or system data; to ensure continued effective departmental operations; to ensure appropriate use of 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 inappropriate, computer users will receive prior notice of such disclosure.

On the computer network, every user is assigned an individual account(s), which is for the exclusive use of the owner. Messages and Email transmitted to other users should always identify the sender. Obscenities should not be transmitted. The college does reserve 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, satisfy a legal obligation, or insure proper use of the electronic mail facilities.

### **Facilities Usage**

College computing resource users can facilitate computing in many ways. Collegiality demands the practice of facilitative computing, which includes:

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

## **Ethical Usage**

Computing resources should be used in accordance with the high ethical standards of the college community. Examples of unethical use (some of which may be illegal) follow:

- Violation of computing system security.
- Unauthorized use of computer accounts, access codes, or computer identification accounts assigned to others.
- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or email exchanges, or overuse of interactive network utilities).
- Use of computing facilities for personal or private business purposes unrelated to the mission of the college or college life.
- Academic dishonesty (plagiarism, cheating).
- Violation of software license agreements.
- Violation of network usage policies and regulations.
- Violation of another user's privacy.
- Attempts to harm or thwart the operations or business of the college or college activities.

## **Legal Usage**

Computer resources may not be used for illegal purposes. Examples of illegal purposes include:

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

## **Sanctions**

Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the established disciplinary procedures of the college, and the loss of computing privileges may result. Illegal acts involving college computing resources may also be subject to prosecution by state and federal authorities.

## **E-mail**

Users of Calumet College of St. Joseph's electronic mail system are assigned a user-id and password. User's names and user-ids are included in each mail message. Users are responsible for all electronic mail originating from their user-id. The following practices are not allowed:

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

## **Wireless Networking**

### **Purpose**

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



## **Application**

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

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

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

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

## **Policy Restrictions**

1. All wireless access points not operated or installed by Networking Services, including wireless access points designed for networking homes or small offices are not permitted on CCSJ wireless and wired data networks.
2. Broadcast frequencies used by the wireless network may be monitored on CCSJ property. Devices that interfere with the wireless network may be subject to restriction or removal.
3. Only authenticated access to the CCSJ wireless network is permitted. Typically, authentication is by an assigned CCSJ username and password. Logs may be used for assessing network problems or identifying unauthorized or unacceptable use of the wireless network.
4. All data transmitted across the CCSJ wireless network may be monitored.
5. Any effort to circumvent any security systems and systems designed to prevent unauthorized access to any CCSJ wireless network may result in the suspension of all data network access and an appearance before the appropriate disciplinary board.
6. Use of the wireless network is subject to the general restrictions as outlined in the Calumet College of St. Joseph Computer Use Policy.
7. Connection and use of the CCSJ wireless network may be subjected to machines meeting certain criteria such as the installation of Anti-Virus software, operating system security patches and or Service Packs in addition to machine registration.

## **Limited Support**

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

All support related questions regarding the CCSJ wireless network should be directed to the Computer Services Help Desk to ensure that accurate and reliable information is acquired. The Computer Services Help Desk can be reached at 219-473-4366 or by visiting the Library.

## **Copyright and Peer-To-Peer (P2P) File Sharing**

**The Higher Education Opportunity Act (HEOA) of 2008 requires academic institutions to communicate to students on an annual basis about copyright infringement and peer-to-peer (P2P) file sharing.**

Calumet College of St. Joseph is committed to taking reasonable steps to avoid misuse of its computer networks, including use of the computer networks to violate the Copyright Law of the United States. Campus computer networks are often used to reproduce and distribute copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks. P2P file sharing applications allow a computer to connect to a P2P network, and once connected, make it possible to download and share files with other users on the network. P2P networking has been around for many years, but the wide variety of file sharing applications have made it easy to trade files with people around the world.

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

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

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

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

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

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

### ***What will happen if I get caught?***

#### **College disciplinary action for students**

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

#### **College disciplinary action for faculty and staff**

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

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750.00 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For detail, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

### **Dress Code**

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

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

### **Drug, Alcohol and Tobacco-Free Policy**

Calumet College of St. Joseph is committed to maintaining a drug, alcohol and tobacco-free environment. This includes, but is not limited to, the use of electronic smoking devices, cigarettes, chew, dip, snuff, cigars, pipes, etc. Examples of electronic smoking devices are e-cigarette, vape pen, e-cigar, e-pipe, or e-hookah. CCSJ will provide a safe and productive work environment for its staff and students. The Drug Free Schools and Communities Act of 1989 requires that educational institutions provide educational programs that will combat substance abuse through prevention, rehabilitation and

punishment. The following sections are the response of Calumet College of St. Joseph to inform students of the Act itself and to indicate the manner in which Calumet College fulfills its obligations under this Act. Note: Please check current state and local ordinances for any changes or revisions in these laws.

**STANDARD OF CONDUCT**

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

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

*Calumet College of St. Joseph’s Statement on Alcohol*

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

**LEGAL SANCTIONS**

*Indiana and Federal Laws*

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

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

- fines up to \$10,000 (Indiana);
- fines up to \$10 million for a first offense (Federal);
- imprisonment up to 50 years (Indiana);
- imprisonment up to life (Federal); and
- confiscation of property

| <b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b> |                                      |   |   |  |
|---|--------------------------------------|---|---|--|
| <b>Schedule</b>   | <b>Substance/Quantity</b>            | <b>Penalty</b>  | <b>Substance/Quantity</b>                 | <b>Penalty</b>   |
| II  | Cocaine<br>500-4999 grams<br>mixture | <b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If | Cocaine<br>5 kilograms or more<br>mixture | <b>First Offense:</b> Not less than 10 yrs. and not more than life. If death |

|    |  |   |   |   |
|----|--|---|---|---|
| II | Cocaine Base<br>28-279 grams mixture                       | death or serious bodily injury, not less than 20 yrs. or more than life.  | Cocaine Base<br>280 grams or more mixture                             | or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  |
| IV | Fentanyl<br>40-399 grams mixture                           | Fine of not more than \$5 million if an individual, \$25 million if not an individual.  | Fentanyl<br>400 grams or more mixture                                 |   |
| I  | Fentanyl Analogue<br>10-99 grams mixture                   | <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual. | Fentanyl Analogue<br>100 grams or more mixture                        | <b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| I  | Heroin<br>100-999 grams mixture                            |   | Heroin<br>1 kilogram or more mixture                                  |   |
| I  | LSD<br>1-9 grams mixture                                   |   | LSD<br>10 grams or more mixture                                       |   |
| II | Methamphetamine<br>5-49 grams pure or 50-499 grams mixture |   | Methamphetamine<br>50 grams or more pure or 500 grams or more mixture | <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.   |
| II | PCP<br>10-99 grams pure or 100-999 grams mixture           |   | PCP<br>100 grams or more pure or 1 kilogram or more mixture           |   |

| Substance/Quantity                                    | Penalty  |
|---|--|
| Any Amount of Other Schedule I & II Substances        | <b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.   |
| Any Drug Product Containing Gamma Hydroxybutyric Acid |  |
| Flunitrazepam (Schedule IV)<br>1 Gram                 | <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.   |
| Any Amount of Other Schedule III Drugs                | <b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.<br><br><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual. |
| Any Amount of All Other Schedule IV Drugs (other than | <b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  |

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

| <b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>  |  |
|---|--|
| Marijuana<br>1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants  | <b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.<br><br><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual. |
| Marijuana<br>100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants  | <b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.<br><br><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.    |
| Marijuana<br>50 to 99 kilograms marijuana mixture,<br>50 to 99 marijuana plants   | <b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.<br><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.   |
| Hashish<br>More than 10 kilograms   |  |
| Hashish Oil<br>More than 1 kilogram   |  |
| Marijuana<br>less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)<br><br>1 to 49 marijuana plants | <b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.<br><br><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.   |
| Hashish<br>10 kilograms or less   |  |

|                                   |  |
|-----------------------------------|--|
| Hashish Oil<br>1 kilogram or less |  |
|-----------------------------------|--|

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

### HEALTH RISK

Risk of addiction for all substances

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

*Provided by Minnesota State University*

### COUNSELING, REHABILITATION AND TREATMENT

#### *Drug, Tobacco and Alcohol-Free Awareness Program*

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

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

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

#### Locally Offered Programs

- In an emergency: call 9-1-1.
- Regional Mental Health Centers [www.regionalmentalhealth.org](http://www.regionalmentalhealth.org)
  - Stark Center (East Chicago location) 219-398-7050

- Strawhun Center (Merrillville location) 219-769-4005
- 24 Hour Crisis Line 219-769-4005
- Narcotics Anonymous [www.na.org](http://www.na.org)
  - North West Area (Gary location) 219-765-5327
  - South Shore Area (Valparaiso location) 219-793-6262
- Alcoholics Anonymous of the Hammond Area (219)-844-6695 or [www.aanwi.org](http://www.aanwi.org)

**National Resources**

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour National Hotline 1-800-950-7226
- Department of Drug Enforcement: Drug Fact Sheets [http://www. dea.gov/factsheets](http://www.dea.gov/factsheets)

*Additional Assistance for Students*

CCSJ offers a Student Assistance Program (SAP). The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP serves as an excellent resource for addressing issues such as substance and alcohol abuse and school conflicts. Additionally, the SAP provides training opportunities for students. For more information, contact a SAP Counselor, at 219-663-6353.

*Additional Assistance for Employees*

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

**Nondiscrimination/Title IX Policy**  
[Title IX - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

Calumet College of St. Joseph (CCSJ) is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. In accordance with the provisions of Title IX of the Higher Education Amendments Act (Title IX), the University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The Title IX Coordinator coordinates CCSJ's efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. Discrimination complaints are processed in accordance with the procedures set forth in CCSJ's Sexual Discrimination, Harassment and Misconduct Compliance Policy.

**TITLE IX OFFICER AND DEPUTY COORDINATORS**

CCSJ has identified Dr. Dionne Jones-Malone as the Title IX Coordinator and eight deputy coordinators. All deputy coordinators are authorized to take reports of harassment and discrimination. All reports taken are forwarded to the Title IX Coordinator who oversees the Title IX investigative process. CCSJ assures it will take steps to prevent reoccurrence of sexual misconduct.

| <b>Title IX Coordinators and Deputy Coordinators</b> |   |
|--|---|
| <b>Title</b>   |   |
| Title IX Coordinator                                 | Dionne Jones-Malone, Ph.D.<br>Room 101A, 219.473.4305 |



|                             |   |  |
|-----------------------------|---|--|
|                             | <a href="mailto:djonesmalone@ccsj.edu">djonesmalone@ccsj.edu</a>  |  |
| Title IX Deputy Coordinator | Andy Marks<br>Room 107, 219.473.4295<br><a href="mailto:amarks@ccsj.edu">amarks@ccsj.edu</a>              | Jacqueline Cruz<br>Room 113, 219.473.4209<br><a href="mailto:jcruz@ccsj.edu">jcruz@ccsj.edu</a>                |
|                             | Paula Shreve, SPHR<br>Room 609, 219.473.4328<br><a href="mailto:pshreve@ccsj.edu">pshreve@ccsj.edu</a>    | Keith Alexander<br>Room 114, (219) 473-4210<br><a href="mailto:kalexander@ccsj.edu">kalexander@ccsj.edu</a>    |
|                             | Christopher Artim<br>Room 103, 219.473.4314<br><a href="mailto:cartim@ccsj.edu">cartim@ccsj.edu</a>       | Sally Lobo-Torres<br>Room 100A, 219.473.4219<br><a href="mailto:slobotorres@ccsj.edu">slobotorres@ccsj.edu</a> |
|                             | Amanda Copeland<br>Room 301, (219) 473-4350<br><a href="mailto:acopeland@ccsj.edu">acopeland@ccsj.edu</a> | Marion Castillo<br>Room A104, (219) 473-4276<br><a href="mailto:mcastillo@ccsj.edu">mcastillo@ccsj.edu</a>     |

**REPORTING A COMPLAINT AND PROCESS OVERVIEW**

1. Submit complaint online [Title IX - Calumet College of St. Joseph \(ccsj.edu\)](#).
2. Title IX Coordinator schedules and completes initial assessment with complainant
  - a. Supportive measures offered to complainant
  - b. The right to file a formal complaint and how to file are discussed
3. Complainant or the University elects to file a formal complaint
  - a. Written notice to respondent and complainant within 10 days if formal complaint
4. Investigators assigned to the case and investigation process begins
  - a. Complete and send investigative report including evidence to each party and the advisors for review.
  - b. Decision maker and advisors (if needed) are assigned
5. Conduct Hearing (questioning and cross examination)
  - a. Decision communicated to both parties (written and orally) and an outcome letter sent within 10 days of the conclusion of the hearing
6. Complainant or respondent has option to submit an appeal if they are not satisfied with the final determination
  - a. Appeal is submitted to the Title IX Appeal Officers (Decision and Sanctions)
  - b. Appeal reviewed, decision made and sanctions assigned
  - c. Final outcome letter is sent to both parties

The College will conduct its investigation in a reasonably prompt manner. How long an investigation will take depends on a number of factors, such as the complexity of the allegations, the number and availability of witnesses and intervening holiday breaks when school is not in session.

**DEFINITION OF TERMS**

The following terms and definition apply to the HR 20.5: Title IX – Sexual Discrimination, Harassment and Misconduct Compliance Policy.

| TERM                    | DEFINITION   |
|-------------------------|--|
| <b>Actual Knowledge</b> | Notice of Sexual Harassment or allegations of Sexual Harassment to a University’s Title IX Coordinator or any official of the University who has |

|                        |   |
|------------------------|---|
|                        | <p>authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. Examples of an employee with authority to institute corrective measures on behalf of the University include deans, associate deans, vice presidents, coaches, Title IX Coordinator and deputy coordinators, directors, resident and graduate assistants, human resources staff, campus safety officers, administrators, and other employees as outlined Section III: Employee Duty to Report.</p>   |
| <b>Child Molesting</b> | <p>A person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual misconduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.</p>  |
| <b>Complainant</b>     | <p>Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the University Community.</p>  |
| <b>Consent</b>         | <p>Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.</p> <ul style="list-style-type: none"> <li>A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity.</li> <li>B. Consent may be withdrawn at any time.</li> <li>C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes "blanket" Consent (i.e., permission in advance for any/all actions at a later time/place).</li> <li>D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.). <ul style="list-style-type: none"> <li>i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).</li> <li>ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.</li> <li>iii. Being impaired by alcohol or other drugs will never function as a</li> </ul> </li> </ul> |

|   |  |
|---|--|
|   | <p>defense for any behavior that violates this policy.</p> <p>E. It is the obligation of the person initiating the sexual activity to obtain Consent.</p> <p>F. An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.</p> <p>i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person.</p> <p>ii. Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.</p> <p>G. A person who does not want to Consent to sex is not required to resist or verbally object.</p> <p>H. Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).</p> <p>I. Consent may not be given by an individual who has not reached the legal age of Consent under applicable law.</p> |
| <b>Faculty-Student Consensual Relations</b> | <p>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. Because of the imbalance of power implicit in the relationship between a faculty member and a student, a sexual relationship between them is inappropriate and must be avoided, regardless of whether the relationship is consensual. Likewise, it is a violation for a supervisor and a directly reporting employee to have a consensual amorous or sexual relationship with each other.</p>  |
| <b>Formal Complaint</b>                     | <p>A complaint filed by the Complainant or the University that triggers the University's full investigation and hearing process under Title IX</p>   |
| <b>Inducing Incapacitation</b>              | <p>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.</p>   |
| <b>Media-Based Misconduct</b>               | <p>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.</p>   |

|   |   |
|---|---|
| <b>Other Inappropriate Sexual Contact</b> | 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.  |
| <b>Relationship Violence</b>              | A broad term that encompasses domestic violence and dating violence.  |
| <b>Domestic Violence</b>                  | Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant’s current or former spouse or intimate partner, a person with whom the complainant share a child in common, a person who is or has cohabitated with the complainant as spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to the policy.   |
| <b>Dating Violence</b>                    | Violence committed by a person- <ul style="list-style-type: none"> <li>A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and</li> <li>B. Where the existence of such a relationship shall be determined based on a consideration of the following factors: <ul style="list-style-type: none"> <li>i. The length of the relationship</li> <li>ii. The type of the relationship</li> <li>iii. The frequency of interaction between the persons involved in the relationship</li> </ul> </li> </ul>   |
| <b>Respondent</b>                         | Any member of the University Community who is reported to have engaged in conduct prohibited by this policy.  |
| <b>Retaliation</b>                        | Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or Sexual Harassment.   |
| <b>Sexual Harassment</b>                  | <ul style="list-style-type: none"> <li>A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;</li> <li>B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or</li> <li>C. “Sexual assault” as defined in 20 U.S.C.1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a) (10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a) (30).</li> </ul> <p>All such acts constitute of Sexual Harassment under this policy.</p> |
| <b>Sexual Violence</b>                    | Sexual acts perpetrated without Consent.  |

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| <b>Sexual Assault</b>                    | Non-Consensual Sexual Conduct and Non-consensual Sexual Penetration  |
| <b>Non-Consensual Sexual Contact</b>     | <p>Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion.</p> <p>Sexual contact includes: intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts or object, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other office.</p>  |
| <b>Non-Consensual Sexual Penetration</b> | <p>Any sexual penetration, however slight, with any body part of object by any individual upon another that is without consent and/or by force or coercion.</p> <p>Sexual penetration includes: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.</p>   |
| <b>Sexual Exploitation</b>               | <p>Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual exploited.</p> <p>Examples of sexual exploitation include but not limited to:</p> <ul style="list-style-type: none"> <li>A. Engaging in voyeurism;</li> <li>B. Exploiting one's genitals in non-consensual circumstances; including another to expose their genitals;</li> <li>C. Going beyond the boundaries of consent (e.g., letting others hide in a closet to watch you having consensual sex);</li> <li>D. Invasion of sexual privacy;</li> <li>E. Knowingly transmitting a sexually transmitted infection (STI) to another;</li> <li>F. Non-consensual pictures, video or audio-recording of sexual activity, or the nonconsensual distribution of such material;</li> <li>G. Possession, use, and/or distribution of alcohol or other drug (e.g. Xanax, Ambien, Benadryl, Rohypnol (Roofies), Ketamine, GHB, etc.) for the purpose of engaging in or facilitating any activity prohibited under this policy; and</li> <li>H. Prostituting another.</li> </ul> |
| <b>Sexual Misconduct with a Minor</b>    | A person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submit to sexual intercourse or sexual misconduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.  |
| <b>Stalking</b>                          | A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for their own or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged  |

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|                             | perpetrator directly, indirectly or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant's property. |
| <b>University Community</b> | Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.  |

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)

## **Pregnancy and Parenting Policy**

### **POLICY STATEMENT**

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by Calumet College of St. Joseph the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Academic Disability Services. To the extent possible, Calumet College of St. Joseph will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Vice President of Student Engagement and Retention, who serves as the College's Title IX Coordinator, has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation(s). Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Director of Academic Disability Services, who will maintain all appropriate documentation related to accommodations.

In situations such as student teaching, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Calumet College of St. Joseph's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as

efficiently and comfortably as possible. The Director of Academic Disability Services will assist with plan development and implementation as needed.

## **DEFINITIONS**

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| Caretaking<br>Child(ren)                   | Caring for and providing for the needs of a child.<br>For purposes of this policy, those under the age of 18 who are dependents of students, faculty or staff.   |
| Medical Necessity                          | A determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interests.  |
| Parenting                                  | The raising of a child by the child's parents in the reasonably immediate post-partum period.  |
| Pregnancy and Pregnancy-Related Conditions | Includes (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.  |
| Pregnancy Discrimination                   | Includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.  |
| Pregnant Student/Birth-Parent              | Refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.  |
| Reasonable Accommodations                  | For the purposes of this policy, changes in the academic environment or typical operations that enables pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of Calumet College of St. Joseph. |

## **REASONABLE ACCOMODATIONS OF STUDENTS AFFECTED BY PREGNANCY, CHILDBIRTH, OR RELATED CONDITIONS**

1. Calumet College of St. Joseph and its faculty, staff, and other employees will not require students to limit their studies as a result of pregnancy or pregnancy-related conditions.
2. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
3. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of student or research, and may seek assistance from the Office of Academic Disability Services.
4. No artificial deadlines or time limitations will be imposed on requests for accommodations, but Calumet College of St. Joseph is limited in its ability to impact or implement accommodations retroactively.
5. Reasonable accommodations may include, but are not limited to:

- a. Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
- b. Making modifications to the physical environment such as accessible seating;
- c. Providing mobility support;
- d. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy related absences;
- e. Offering remote learning options;
- f. Excusing medically- necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member or department);
- g. Granting leave per Calumet College of St. Joseph's medical leave policy or implementing incomplete grades (per Incomplete Policy) for classes that will be resumed at a future date;  
or
- h. Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

#### **MODIFIED ACADEMIC RESPONSIBILITIES POLICY FOR PARENTING STUDENTS**

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the first 3 months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
2. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Office of Academic Disability Services, the student's academic advisor, and the appropriate academic department(s).
3. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Office of Academic Disability Services to determine appropriate academic accommodations requests. The Director of Academic Disability Services will communicate all requests under this policy to students' academic advisors and coordinate accommodation-related efforts with the advisors unless the student specifically requests that their advisors be excluded. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the Office of Academic Disability Services. If, for any reason, caretaking/parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert the Office of Academic Disability Services as soon as possible, and the office will help facilitate needed accommodations and modifications.
4. In timed degree, certification or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension of up to 3 months to prepare for and take preliminary and qualifying examinations, and an extension of up to 3 months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by Calumet College of St. Joseph. Longer extensions may be granted in extenuating circumstances.
5. Students can request modified academic responsibilities under this policy regardless of whether



they elect to take a leave of absence.

6. While receiving academic modifications, the student will remain registered and retain benefits accordingly.

## **LEAVE OF ABSENCE**

1. As long as students can maintain appropriate academic progress, faculty, staff, or other Calumet College of St. Joseph employees will not require them to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
2. Enrolled students may elect to take a leave of absence for up to six (6) weeks because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
3. Students taking a leave of absence under this policy will provide notice of the intent to take leave 30 calendar days prior to the initiation of leave, or as soon as practicable.
4. Intermittent leave may be taken with the advance approval of the Vice President of Academic Affairs and students' academic department(s), when medically necessary.
5. To the extent possible, Calumet College of St. Joseph will take reasonable steps to ensure that upon return from leave, students will be reinstated to their program in the same status as when the leave began, with no tuition penalty.
6. Continuation of students' scholarship or similar Calumet College of St. Joseph-sponsored funding during the leave term will depend on the student's registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship or similar Calumet College of St. Joseph-supported funding by exercising their rights under this policy.
7. The Title IX Coordinator and the Director of Academic Disability Services can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

## **Policy on Student Responsibility and Conduct**

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

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

### **Student Expectations**

1. Treat all with dignity and respect.
2. Refrain from the use of offensive, abusive language.
3. Respect the property of all.
4. Abide by all local, state or federal laws while on campus or engaged in college-related activities.

5. Conduct ourselves in a manner that assures the safety of others.
6. Do not disrupt classes or impinge on students' unhindered access to classes or other sources of information.
7. Refrain from the use of hate speech, physical and verbal abuse, and other provocative actions.

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

## **Student Grievances**

### **Nonacademic Grievances**

If a student has a grievance against another student, agent or employee of Calumet College of St. Joseph that is not academically related, then he or she may file a grievance on line at: [Leave Feedback - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu/leave-feedback).

### **Filing Non-Academic Complaints with the Vice President of Student Engagement and Retention**

All disciplinary matters should be resolved in a rational manner at the lowest level of institutional involvement possible. The Vice President of Student Engagement and Retention is the college's liaison empowered to investigate and make decisions regarding consequences or recommendations to the President for sanctions as outlined in Section VI, Penalties and Sanctions, page 45 of this Student Code of Conduct. A student charged with a violation of university policy will be given an electronic notification of the infraction or a written statement of the charges within 5 business days. If needed, an investigation will be conducted on policy violations concluding with sanctions where applicable.

Previous behavioral conduct will be considered in determination of conduct sanctions. A copy of the infraction or referral will be kept as part of the student's permanent record for a minimum of 10 years. If and when a student reaches three university policy infractions, a review of the student's enrollment continuation may be held. The review will be requested by the Vice President of Student Engagement and Retention and conducted by the Judicial Review Panel.

Students will be notified by the Vice President of Student Engagement and Retention as to the decision made concerning the breach of expectations. Notice of the decision of the Vice President of Student Engagement and Retention is effective when communicated to the student or when written notice is emailed/mailed to the student at the address on file with the institution; this is known as the mailbox rule. The student, upon receiving the decision, has 10 days to file an appeal of said decision with the Judicial Review Committee. The letter of appeal must be sent directly to the President of the college.

### **Judicial Review Panel**

The Judicial Officer is appointed by the President of the College; the appointment will not be someone involved in the judicial process (e.g. the Vice President of Student Engagement and Retention or the President). It is a one (1) year, renewable appointment. The Judicial Officer will then convene the Judicial Review Panel if deemed necessary. The Judicial Review Panel will serve as an appeals board for students who wish to contest decisions regarding dismissals, or behavioral violations rendered by the

Vice President of Student Engagement and Retention as outlined in the appeals process. The student conduct procedures are designed to protect a student's right for an impartial review of serious and/or repeat conduct issues for which disciplinary action might jeopardize his/her academic progress or enrollment. The Judicial Review Panel will consist of five (5) members. These members will be: two (2) students (appointed by Student Government), one (1) faculty member (appointed by faculty), one (1) C.P.P.S. member and one (1) administrative/staff member (appointed by the President). The Chair will be selected by the panel. The actual panel will be selected at the beginning of each academic year. Attempts should be made to have the panel reflect the make-up of the College at large with regards to gender, race/ethnic background, and age.

## **I. DEFINITIONS**

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

**Disciplinary Notice:** This is a warning to the student for actions contrary to the regulations and policies of the university, and that repetition of that action, or any other non-compliance with established policies, will result in a more severe disciplinary action.

**Verbal Warning:** This is an oral notification for a violation of university policy which will still be documented.

**Written Warning:** This type of warning is a formal statement indicating that the individual is in violation of university policy.

**Confiscation and/or Disposal of Property:** Items such as alcohol, drugs, weapons, or other restricted or misused items may be confiscated and/or discarded.

**Behavioral Contract:** A behavioral contract is a written contract between the university and the student that the student agrees to uphold. In this contract, unacceptable behavior is listed and an outline of the university's expectations for the student to correct the behavior is provided.

**Educational Courses or Counseling:** A student may be given an option or opportunity to complete an educational course or seek counseling assistance in lieu or of addition to other forms of disciplinary sanctions.

**Disciplinary Probation:** This means that a student and/or student group may be restricted from participation in specified university events and functions. University financial aid may be rescinded or modified during the period of probation. This is the disciplinary action that precedes suspension or expulsion and that should be seen as a serious matter for the student's consideration. Parents and/or guardians will be notified of this disciplinary action.

**Suspension:** Suspension is the immediate dismissal from the university without possible return for a specified period of time. At the end of that time, the student may apply for readmission by writing to the office of student affairs. When a student is suspended, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

**Expulsion:** This is immediate dismissal from the university without possibility of return. When a student is expelled, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

## **II. PROCEDURE**

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

## **III. THE VICTIM/ACCUSER**

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

## **IV. THE ACCUSED**

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

## **V. TIME FRAME FOR BRINGING CHARGES**

1. From the time of the alleged violation to the filing of charges, a victim/accuser has seven (7) class days. Sexual harassment or discrimination are excused (according to law) from the requirement of seven (7) class days as it may take time for that pattern to become established or for the victim/accuser to feel comfortable enough to bring charges.
2. From the Judicial Officer receiving the charges to the completion of the investigation, no more than thirty (30) class days should elapse. Everyone involved will wish for a speedy and efficient resolution of the charges. At times, however, thirty (30) days may not be enough time for a

complete investigation and the Judicial Officer may allow for an extension. Also, if the case is closed, it may be reopened with new evidence even if the thirty (30) days have elapsed.

3. From the Investigating Officer's report and recommendation, the victim/accused, the accuser, or the President of the College has five (5) class days to file a written request for a Judicial Review Panel.
4. From the filing of the request for a Judicial Review Panel to the beginning of the Judicial Review Panel process, no more than fifteen (15) class days shall elapse.

## **VI. PENALTIES AND SANCTIONS**

The following penalties and sanctions are defined under Section I:

1. Disciplinary Notice
  - a. Verbal Warning – This is an oral notification for a violation of university policy which will still be documented.
  - b. Written Warning – This type of warning is a formal statement indicating that the individual is in violation of university policy.
2. Confiscation and/or Disposal of Property
3. Behavioral Contract
4. Educational Courses or Counseling
5. Disciplinary Probation
6. Suspension
7. Expulsion

### **Faculty Student Grievance Committee (FSGC)**

The Faculty-Student Grievance Committee (FSGC) adjudicates issues between students and faculty involving academic performance and behavior, that is, grades and academic integrity (breaches of academic honesty and plagiarism).

In case of a grievance,

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

The FSGC will be composed of two faculty members appointed by the Vice President for Academic Affairs, the President of the Student Government and one other member of the Student Government elected by the Student Government, and a member of the C.P.P.S. Community as decided by the community. The FSGC may request the parties to submit all available evidence and present the issues in writing. All deliberations will be confidential. The FSGC will dispose of all cases by the end of the twelfth week of the regular semester following the semester in which the disputed issue occurred. (See Grade Appeal Procedures below.) The committee can reach the following judgments:

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

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

### Grade Appeals

In academia, grades are a measure of student achievement toward fulfilling course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and generally the course grade given is final.

The grade appeal system provides recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. Additionally, a student may challenge the reduction of a grade for alleged academic dishonesty. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The Faculty Student Grievance Committee (FSGC: See above) hears the grade appeals. A hearing by the FSGC means that the particular grade will be reviewed; it does not mean that the grade will necessarily be changed.

### Procedures

1. A student who wishes to appeal a grade should meet with the instructor to attempt to resolve the issue. If the issue is still not resolved, the student should meet with the appropriate Department Chair. These meetings should occur shortly after the grades are issued, but **not later than the fourth week of the regular semester following the semester in which the questioned grade was given.**
2. If a mutually acceptable solution cannot be reached at these levels, the student may petition the Vice President of Academic Affairs, in writing, for a formal hearing. This written petition must include the date, course, semester, name of the instructor, and a statement as to why the grade given was inappropriate. This written notice must be filed with the Vice President of Academic Affairs **by the end of the seventh week of the regular semester following the semester in which the questioned grade was given.** The Vice President of Academic Affairs will forward copies of the petition to both the instructor and the chair of the FSGC, who will convene the FSGC.
3. The hearing must conclude by the end of the twelfth week of the semester.
4. The chair of the FSGC shall submit the committee's recommendation to the Vice President of Academic Affairs. Copies of this report shall be placed in the files of both the student and the instructor.
5. The recommendation of the FSGC is final.
6. If the decision of the FSGC is to recommend the faculty member make appropriate adjustments in his/her judgments on grades, the faculty member must submit in writing to the Vice President of Academic Affairs a statement about his/her response (action) to the recommendation and the rationale for the response. This should occur before the end of the semester during which the hearing was conducted. The Vice President for Academic Affairs may overrule the response of the faculty member.

### Grades Appeals Schedule

End of Semester - Original Grade

Next Semester - *By the end of the fourth (4th) week:*

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

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

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

By the end of twelfth (12th) week:

- Decision of FSGC

Before end of semester:

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

## Student Honor Code

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.*

## Statement of Plagiarism and other Acts of Academic Dishonesty

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may give the student a 0 for the assignment. In more serious cases, the instructor may elect to bring the matter up for judicial review. Penalties range from an F for the course to the maximum penalty, dismissal from the College. The procedures for judicial review are listed under the section of this handbook that addresses student grievances. Please be aware that all academic work may be submitted for examination for plagiarism to Turnitin.com or SafeAssign.

Calumet College of St. Joseph adheres to the citation guidelines in the current edition of the *Publication Manual of the American Psychological Association* or the *MLA Handbook for Writers of Research Papers*, depending on the discipline. These handbooks outline how to cite references from a variety of sources, including electronic media. Copies are available from the Calumet College of St. Joseph Library. Citation guidelines are also available on the Library website under Research Guides – Citing Sources at <https://www.ccsj.edu/Library/subjectsplus/subjects/guide.php?subject=cite>

## Weapons/Firearms Policy

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

## **CLASS POLICIES**

### **Registration for Classes**

No student will receive credit for any courses taken without being officially registered. Initial registration occurs in the Academic Advising Offices or the Education Department, if the student is a graduate student in teaching. After a student has registered, changes in courses or class sections must be approved and processed in these offices.

### **Class Schedules**

A class schedule is available online prior to the beginning of each semester. It shows the courses offered, class times, and the names of instructors. The College reserves the right to withdraw an announced course in which insufficient numbers of students have registered. It also reserves the right to assign students to class sections and to limit the number of students who select a course in the event that a class is over-subscribed or when limited enrollment is advised.

Students in an accelerated degree program are provided with schedules specifically designed for the cohorts to which they are assigned.

Academic advisors provide academic plans and assist students in charting their programs of study. Students are advised to select a major by the end of their sophomore year and to consult with an advisor in planning a program of study.

A student's schedule of classes will not be considered final until it has been processed through the Registrar's Office each semester. A student will have the opportunity to adjust a class schedule during the first week of class each semester.

### **Schedule Changes and Dropping or Adding Classes**

Traditional students are permitted to drop courses during the standard add/drop period (the first week of the semester; see the College Calendar). Traditional students who have never attended any classes in any of their courses during the first three weeks of a semester will be administratively dropped from their entire course load. This process will take place between the third and fifth week of the semester based on verification of non-attendance by faculty members. Students are permitted to withdraw from their courses through the Academic Advising Office (see below).

Accelerated Degree Program students should consult their program handbook for policies pertaining to course changes.

### **Withdrawal from Classes**

After the last day established for class changes has passed (see the College calendar), students may withdraw from a course in which they are registered due to circumstances beyond their control, such as an illness, accident, grievous personal loss, or other such circumstances. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive a written request for withdrawal by the last day of classes. Written requests should be submitted in person or, when an in-person visit is not possible, mailed or e-mailed to the Office of Academic Advising. If the request requires instructor approval per



the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

Withdrawal from classes may have implications for time to graduation, athletic eligibility and financial commitments, and students should meet with representatives of Academic Advising, Athletics (if applicable), and Financial Aid. Following these meetings, if the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with representatives from Academic Advising, Financial Aid, and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a “W” grade on the student’s transcript. Discontinuing a course without written permission automatically incurs a grade of “FW,” failure to withdraw. See Refund Policies on the College website ([www.ccsj.edu/businessoffice/Refund.php](http://www.ccsj.edu/businessoffice/Refund.php)) for the financial implications of withdrawing from courses.

Accelerated Degree Program students should consult their program handbook for withdrawal procedures pertaining to their specific programs.

### **Failure to Withdraw (FW)**

If a student does not complete withdrawal paperwork with the Office of the VPAA or notify the instructor of his or her intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student’s control, the student will receive a Failure to withdraw (FW). This grade is submitted by the instructor at the end of term, and it has the same consequences as an F for academic performance does.

### **Dropping, Withdrawing, or Failing to Withdraw**

The three different ways of leaving a course therefore have different purposes and different results. These processes and their implications can be summarized as follows:

- 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 Load

### Undergraduate

Full-time students carry a minimum of 12 semester hours of graded courses in a regular 16-week term, or a minimum of 6 credit hours in a 7-week session.

Part-time students carry fewer than 12 semester hours of graded courses in a regular 16-week term or less than 6 credit hours in a 7-week session.

### Graduate

Full-time students carry 9 credit hours and part-time students carry 8 and fewer credit hours.

## Class Standing

Undergraduate students are classified according to the number of credit hours they have earned:

- 1<sup>st</sup> Semester Freshman: 0 to 12 credit hours
- 2<sup>nd</sup> Semester Freshman: 13 to 26 credit hours
- Sophomore: 27 to 56 credit hours
- Junior: 57 to 91 credit hours
- Senior: 92+ credit hours

For purposes of probation and dismissal, a student is considered a second-semester freshman upon completion (passed or failed) of 13 semester hours. A student is considered a sophomore upon completion of 27 semester hours.

## Auditing a Course

Students who do not wish to incur the obligation of regular attendance, outside class work, tests, or examinations may audit a course if space permits. Students register to audit a course in the same manner as they would for a course for credit. The total number of for-credit and audited hours combined may not exceed 18 each semester. A reduced tuition rate may apply. For full-time students, the fee for auditing a course is \$15 for each semester hour in excess of 12 hours of credit and audit work combined. Auditing is available only to students who have been admitted to the College.

## Course Credit

The unit of academic credit is the semester hour. It represents the work of a semester course that meets once weekly for a 60-minute time period and which requires the equivalent of two periods of preparation. Thus, a class that meets three times weekly for an hour each time, a class that meets twice weekly for an hour and a half each time, and a class that meets once weekly for three hours each time all carry three credits. Note that all these three-credit-hour classes require **three hours of attendance and six hours of preparation per week**. One laboratory period (2 to 4 hours) is equivalent to one class meeting. The minimum passing grade required to receive credit is D-.

## Advanced Placement Courses

Calumet College of St. Joseph grants credits based on appropriate National Advanced Placement test scores. Program directors determine if an approved exam will meet the College's General Education requirements, program requirements, or elective course requirements.

### **Alternative Credit**

Students can earn up to 45 semester hours of credit at the baccalaureate level through the College Level Examination Program (CLEP) and the Life Experience Assessment Program (LEAP).

### **College Level Examination Program Credit (CLEP)**

Calumet College of St. Joseph serves as an official test center for the College Level Examination Program (CLEP), a national testing program sponsored by the College Board. Students may earn credits for successful performance on a variety of CLEP tests. See the Admissions Office for additional information.

### **Directed Study**

Requests for directed study are selectively granted to senior students for upper level (300+) courses in their major when there is a demonstrated need. To qualify for a directed study course:

- The senior student must have a 2.00 GPA or higher;
- The course must be required for the major;
- The course must not be projected to be offered prior to the student's anticipated graduation; and
- The chairperson of the student's major division must have determined that a substitution is not advised or appropriate.

Directed study applications are available in the Academic Advising Office. Completed applications should be turned in by the end of the regular registration period prior to the start of the semester.

### **International Baccalaureate (IB) Credit**

Calumet College of St. Joseph grants credits awarded through the International Baccalaureate Program. Acceptable IB scores are determined by program directors on a subject-by-subject basis.

### **Life Experience Assessment Program Credit (LEAP)**

Calumet College of St. Joseph recognizes that learning can take place outside of the traditional classroom setting. Students can earn credit for college-level knowledge and skills they have acquired through a variety of life experiences. A maximum of 30 semester hours of credit can be awarded through the Life Experience Assessment Program. Students must submit a life experience (LEAP) portfolio documenting their life experiences as they pertain to college-level courses. Further information may be obtained by consulting the LEAP Handbook. Students interested in obtaining semester credits through LEAP must attend a LEAP workshop that explains the requirements for documenting college-level learning through life experiences. The final product of the workshop is a life experience (LEAP) portfolio. The student is charged a processing fee as well as a per-credit fee for this service. In order to qualify for this credit option, a student must have earned 12 credit hours and taken a college-level English course.

### **Class Attendance**

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. Students are expected to review the syllabus for each class and comply with the specific requirements for that class.

## **OTHER ACADEMIC POLICIES AND PROCEDURES**

### **Academic Recognition**

#### Dean's List

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

#### President's List

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

### **Family Educational Rights and Privacy Act (FERPA)**

Calumet College of St. Joseph is in full voluntary compliance with Public Law 93-380, Family Education Rights and Privacy Act of 1974 (FERPA), as amended. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In some situations, school administrators may determine that it is necessary to disclose personally identifiable information (PII) from a student's education records to appropriate parties in order to address a health or safety emergency. FERPA's health or safety emergency provision permits such disclosures when the disclosure is necessary to protect the health or safety of the student or other individuals. See 34 CFR §§ 99.31(a)(10) and 99.36. This exception to FERPA's general consent requirement is limited to the period of the emergency and generally does not allow for a blanket release of PII from a student's education records. Rather, these disclosures must be related to an actual, impending, or imminent emergency, such as a natural disaster, a terrorist attack, a campus shooting, or the outbreak of an epidemic disease.

## **CAMPUS SAFETY AND SECURITY**

### **Emergency Notification System**

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

### **Emergency Procedures for Students and Individuals with Disabilities**

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

#### **I. Notification**

- Students who are concerned about their ability to safely evacuate in an emergency should sign up to receive critical alerts through the emergency notification system ([www.ccsj.edu/alerts](http://www.ccsj.edu/alerts) and provide the required information).

## **II. Pre-Emergency Preparedness by the individuals with a disability**

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

## **III. Emergency Guidelines**

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

## **IV. Assistance from Others During an Emergency**

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

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

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

#### **V. Expectations of Staff and Faculty**

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

- notify the Building Coordinator, immediately if the situation is life threatening, of any disabled individuals on the Floor Marshall's floor.



## **Safety Procedures**

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

### Medical Emergency

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

### Smoke or Fire in the Building

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

### Evacuation Procedures

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

### Blocked Escape Routes

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

### Other Emergency Situation-Tornado/Chemical Spill

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

### Security

Lobby Extension - 335

Cell Number – 219-644-6595