

Calumet College
OF ST. JOSEPH

Graduate Student Handbook

A Place Where you Belong!



2026

2027

THE OFFICE OF GRADUATE STUDIES
2400 New York Avenue | Whiting, IN 46394
219-473-4224 | 877-700-9100
www.ccsj.edu



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**Every student who attends Calumet College of St. Joseph, by virtue of enrollment, has agreed to comply with these standards and, therefore, to be a cooperative member of the campus community. Every student is responsible for becoming aware of policies and procedures included in this handbook.*

**The policies outlined in the Graduate Student Handbook do not supersede, replace, or negate any policies contained in the College's general Student Handbook. In the event of any discrepancy, the policies in the Student Handbook take precedence. Updated:*

ADMINISTRATION

Board of Trustees, 2025-26

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Carrie Hutton, Ed.D. Interim Provost	Brian Lowry, M.L.A. Vice President of Institutional Advancement
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President's Message

To Our CCSJ Graduate Students,

As a graduate student, you are joining a community committed to excellence, discovery, service, and purpose. Graduate education is more than the pursuit of an advanced credential. It is an opportunity to deepen your expertise, challenge assumptions, and prepare yourself to lead and serve in a world that is changing rapidly. At Calumet College of St. Joseph, we believe education should not simply prepare you for what comes next; it should help you shape what comes next.

Our mission calls us to meet that challenge with integrity, humility, and a willingness to say yes to possibility. We are committed to supporting you throughout your journey and to creating an environment in which rigorous scholarship, innovation, and human connection reinforce one another. This handbook provides guidance on academic policies, student services, and community standards, but it also reflects something larger: our shared responsibility to one another and to the communities we serve.

Your time at CCSJ should challenge you. You will refine your expertise, encounter different perspectives, and produce work that matters beyond the classroom. You will also become part of a College that values adaptability and innovation while remaining grounded in its Catholic heritage and its enduring commitment to dignity, service, and the common good.

We are proud to have you as part of the CCSJ graduate community. On behalf of our faculty, staff, and administration, I encourage you to make the most of this opportunity—to ask difficult questions, pursue meaningful work, and leave CCSJ better because you were here.

Sincerely,
Dr. Ron Tulley
President
Calumet College of St. Joseph



Our History

In 1951 the Missionaries of the Precious Blood established an educational outpost in Northwest Indiana. They served a community like their patron St. Joseph: selfless, hardworking, and devoted to family. In church basements and empty storefronts, they educated the sons and daughters of millworkers and first-generation college students. Offering the Calumet Region's first bachelor's degree, the College changed lives. Providing access to education, the College grew. A move to Whiting accommodated expansion. In 1973, Standard Oil donated the building that currently serves as our 6-story "vertical campus." During these early years, the College's visionary mission was defined: to serve the Calumet Region by offering a quality education in the Catholic tradition.

In keeping with the Catholic tradition, we place high value on the dignity of every person. In addition to gaining knowledge and skill, our students learn to respect themselves and others. They learn to serve. Our graduates become alumni who make a daily difference in the community. They positively influence the fields of education, business, law enforcement, and the professions. They serve as artists and social workers, leaders of banking and industry. This dedicated family of alumni is the College's legacy and future.



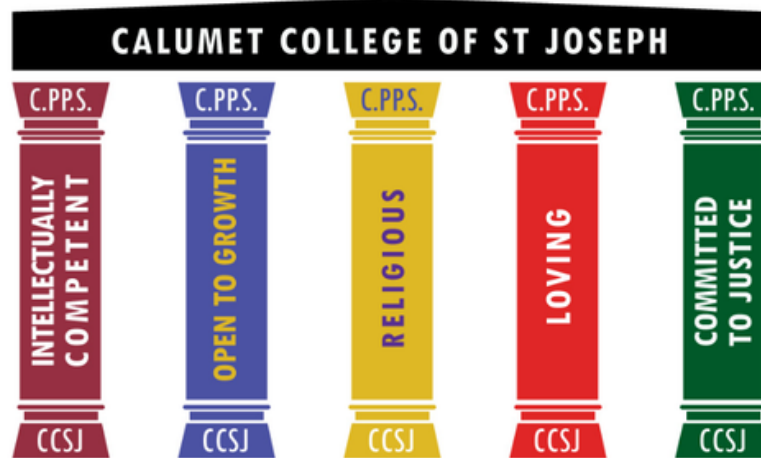
Religious Affiliation

CCSJ is a Catholic college sponsored by the United States Province of the Missionaries of the Precious Blood (C.P.P.S.). CCSJ offers a quality education in the Catholic tradition: It is open to students of all faiths.



**Missionaries of the
Precious Blood**
UNITED STATES PROVINCE

Calumet College of St. Joseph's Mission



Calumet College of St. Joseph is a Catholic institution of higher learning informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.). The mission of the College is to cultivate the academic, spiritual, and ethical development of our students by affirming the inherent dignity of all people, promoting social justice and an ethic of service, and providing opportunity and empowerment.

Intellectually Competent

The graduate will exhibit a mastery of the academic requirements for advanced forms of thinking within a liberal arts education. While these requirements relate to departmental subjects, the student will have developed many intellectual skills and understanding which transcend the need for intellectual integrity in their personal quest for religious truth and in their responses to issues of social justice.

Open to Growth

A graduate of a Calumet College of St. Joseph has demonstrated maturity to take responsibility for his/her own growth (as opposed to having a passive, drifting attitude about growth). Students are seeking opportunities to expand their mind, imagination, feelings, and religious consciousness.

Religious

The graduate at graduation will know some of the essential beliefs and practices of the Catholic Church and will have examined his/her own religious feelings and beliefs in order to choose an orientation toward God. The student will ideally establish a relationship with a religious tradition and/or community.

Committed to Justice

The graduate at graduation has achieved considerable knowledge of the many needs of the local and wider communities and is preparing for the day when they will take a place in these communities as a competent, concerned, and responsible member. They have begun to acquire the skills and motivation necessary to live as a man and woman for others.

Loving

The graduate at graduation continues to discover her/his own identity, moving beyond self-interest or self-centeredness in relationships with others, and taking positive risks toward deeper levels of relationship.



The Office of Graduate Studies Mission Statement

Mission

Calumet College of St. Joseph's Office of Graduate Studies is dedicated to advancing graduate education by fostering an inclusive and supportive environment that empowers CCSJ graduate students to excel in scholarship and professional development. We enhance the intellectual life of the College by enabling graduate and professional students to engage in rigorous academic study in preparation for impactful professional careers.

Our mission is fulfilled through a focus on the following strategic areas:

- **Student Experience:** CCSJ is committed to supporting the holistic development of graduate students by providing robust programming of an infrastructure, with resources that promote academic success and career readiness. This includes fostering strong mentor/mentee relationships and individual student support.
- **Diversity, Equity, Inclusion, and Access (DEIA):** We strive to cultivate a diverse and inclusive graduate community by promoting equity and access throughout the student lifecycle—from holistic recruitment and admissions processes to student engagement initiatives. We support graduate student organizations advancing DEIA, recognize exemplary leadership in these areas, and provide resources for faculty to promote an inclusive academic climate and effective mentorship.
- **Continuous Improvement and Assessment:** Through systematic data collection, reporting, transparent assessment practices, and institutional effectiveness, CCSJ strives for continual improvement in graduate education. We pursue partnerships and external funding opportunities to innovate and enhance student experiences, ensuring decisions are data-informed and aligned with best practices in graduate education.
- **Field, Faculty, and Staff Support:** CCSJ's Office of Graduate Programs, delivers effective services that enable our departments to focus on instruction, and professional development. We support faculty and staff through individual research and provide resources that promote academic integrity and student well-being.
- **Visibility and Advocacy:** CCSJ celebrates the achievements of our graduate students and faculty, promoting their scholarship, and leadership both within and beyond the College. Through internal and external communications, we advocate for the importance of graduate education, influence national conversations on higher education, and position the College as a leader in graduate innovation.

By collaborating with faculty, students, alumni, and administrative units, Calumet College of St. Joseph serves as a catalyst for excellence in graduate education, addressing critical local, national, and global challenges while preparing the next generation of scholars, professionals, and leaders.

Resources at a Glance

Safety and Security Security

Emergency.....911

CCSJ Main Security.....219.644.6595

2400 New York Avenue, Whiting, IN 46394

CCSJ On-Call Resident

Assistant..219.765.1061

2450 New York Avenue, Whiting, IN 46394

For housing (Clark House and Illiana) residents

City of Hammond Police Department

Emergency.....911

Non-Emergency.....219.853.6490

509 Douglas Street, Hammond, IN 46383

City of Whiting Police Department

Emergency.....911

Non-Emergency.....219.473.4440

1914 Schrage Avenue, Whiting, IN 46394

Additional Campus Safety Services

www.ccsj.edu/campus-alerts/

Campus Offices

Welcome and Information Center.....219.473.4224

Human Resources.....219.473.4328

Room 609

Campus Ministry.....219.473.4239

Room 126

Residence Life.....314.365.4138

Room 180

housing@ccsj.edu www.ccsj.edu/student-life/residence-life/

Academic Accommodations.....219.473.4349

Room 181

disabilityservices@ccsj.edu

Mental Health Resources

Providing Access to Health (PATH)

219.413.3702

Available to currently enrolled students

Room 176

Suicide Crisis Line.....988

Call or text

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Resources

Haven House.....219.931.2090

Off-campus resource available to the public

National Domestic Violence Hotline

800.799.7233

TTY.....800.787.3224

RAINN (Rape, Abuse & Incest National Network) National Sexual Assault Hotline

800.656.4673

www.rainn.org

Substance Abuse Resources

Substance Abuse and Mental Health Services

Administration National Helpline

800.662.4357

www.samhsa.gov

National Suicide Prevention Hotline

800.273.8255

Title IX Contact

Title IX Coordinator 219.473.4305

Room 177

titleix@ccsj.edu

www.ccsj.edu/title-ix/

STUDENT CODE OF CONDUCT

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 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.

CCSJ Standards of Conduct

The State of Indiana statutes declare that it is unlawful for any person under 21 years of age to consume or possess alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute, or possess alcohol on College properties or as part of any College activity. It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages. It is unlawful to be under the influence of, to use, possess, distribute, sell, offer, or agree to sell, or represent to sell, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.

Conflicts of Interest

Sexual relationships between faculty/graduate assistants and students, even if consensual, may become exploitative especially so when a student's academic work, residential life, or athletic endeavors are supervised or evaluated by the faculty member. The respect and trust accorded a faculty member/graduate assistant by a student, as well as the power exercised by the faculty member/graduate assistant in their department/unit role, make voluntary consent by the student objectionable. Although consensual sexual relationships between persons of unequal institutional power do not necessarily constitute sexual misconduct, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, evaluative, or other institutional authority. In their relationships with students, faculty members/graduate assistants are expected to be aware of their professional responsibilities and to adhere to university policy, avoid conflict of interest, favoritism, or bias. The following policy concerning conflicts of interest and sexual relationships with students applies:

- Consensual sexual relationships between faculty members and graduate students are a conflict of interest when both parties are affiliated with the same degree program, or department, and any circumstances in which the faculty member directly or indirectly exercises evaluative, or supervisory authority over the student, or may be reasonably expected to do so in the foreseeable future.
- Sexual/romantic relationships between graduate assistants and students where a direct supervisory or evaluative relationship exists are a conflict of interest. Any such relationship must be ended immediately and disclosed to the faculty member/graduate assistant's supervisor immediately.

Direct supervision includes any type of evaluative role. Examples of direct supervision of the student include teaching the student's class, serving as a thesis or dissertation director, instructor of record, member of the student's thesis or dissertation committee, member of the student's comprehensive or doctoral exam committee, member of other committees where the focus is evaluation or supervision of the student's academic competence or the student's assistantship.

Indirect evaluative or supervisory authority includes any circumstance where the faculty member holds institutional authority over the student or has academic responsibility over the student. Examples include mentoring, advising, participating in decisions regarding funding or other resources, or providing recommendations for admissions, employment, fellowships, or awards. This includes when a faculty member is serving as an advisor in a formal tutoring program or student club.

Dress Code

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

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

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 College 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.

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.

Electronic Scooter Policy

To maintain the safety and comfort of all individuals on campus, the college prohibits the use of e-scooters and other low-speed, motorized personal transportation devices on the premises and in college facilities. The policy includes but is not limited to motorized scooters, skateboards, hoverboards, all classes of pedal and throttle assist bicycles, and roller blades. This policy does not apply to wheelchairs or ADA-related mobility aids.

- Scooters are prohibited from use on campus sidewalks and are subject to traffic laws.
- Scooters must be parked in an upright position, utilizing existing campus bike rack infrastructure.
- Scooters are not to be abandoned or haphazardly left on campus, against buildings, or in grass/landscaped areas.
- Electric scooters are prohibited from being charged inside campus residence halls, academic buildings, or other campus facilities.
- Scooters are prohibited inside campus residence halls, academic buildings, or other campus facilities.

Videotaping and Camera Use

Consistent with state law and College policy, persons living in or visiting the College residence halls have rights as well as responsibilities regarding the privacy of others. No person may video/audio record, or take photographs of any person without that person's explicit knowledge and consent. Private locations include, but are not limited to, residence hall rooms, bathrooms, and lounges. CCSJ maintains video and audio security recording equipment in select, designated public areas of the residence halls such as building entries, stair wells, elevators, hallways and lobby areas. Any recordings made by these devices are for the purposes of monitoring and responding to issues of student and community safety and violations of the law and/or College policy. Tampering with or damaging recording equipment is prohibited.

Weapons/Firearms Policy

No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College.

Students shall not carry, possess, use or store weapons (including firearms) on properties owned or controlled by the College. As a condition of living in CCSJ Housing (residence hall/Illiana), all students agree not to possess or use any weapons in such areas, to voluntarily waive any legal rights related to the possession of weapons, and acknowledge they are prohibited. This waiver is voluntary, in exchange for living and dining in CCSJ facilities, and applies to all students, even if they have a lawful permit to carry a concealed firearm pursuant to C.R.S. 18-12-201 et. seq. This waiver also includes all rights that may be asserted under the Second Amendment to the United States Constitution or Article II, Article I, § 32 of the Indiana Constitution. Any possession or use of any weapon on campus may result in further action under applicable law or College disciplinary procedures.

Students may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable facsimile, etc.) into the residence hall/Illiana.

Firearms, weapons, or explosives of any nature (including fireworks and flammable liquids) are strictly prohibited in the residence hall/Illiana. Exotic weapons (such as swords, nunchucks, etc.) are also not permitted on College property.

Any knife, dagger, razor, or other cutting instruments in which the blade is exposed automatically through a switch, pushbutton, or spring mechanism and striking instrument including clubs, truncheons, blackjacks, sandbags or metal knuckles are prohibited.

Search and Seizure

The Security Oversight Manager or designee may search College property including:

- vehicles parked on College property;
- any item(s) concealing a weapon (backpack, purse, person, etc.); and/or
- seize any weapon discovered on campus property that they deem to present a danger to the campus community

Computer Use

Technology - Calumet College of St. Joseph (ccsj.edu)

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.

Legal Alternatives for Acquiring Copyrighted Material

The Higher Education Opportunity Act of 2008 requires an Educational institution to offer legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The institution must periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material, and make the results of the review available to its students through a Web site or other means. T

To comply with this directive, and to ensure Calumet College of St. Joseph students and other constituents have access to the most current legal alternatives, Calumet College of St. Joseph provides these links:

The Educause compilation of Legal Sources of Online Content <http://www.educause.edu/legalcontent>

Drug and Alcohol Abuse Prevention Program (DAAPP)

<https://www.ccsj.edu/student-life/daapp/>

Calumet College of St. Joseph is committed to providing a safe and productive work environment for its faculty, staff and students. For this reason, the College maintains a drug, tobacco and alcohol-free workplace for employees and students.

Standards of Conduct

The following actions are prohibited at the College or while engaged in College related activities:

- Illegal use, sale, transfer, dispensing, distribution, possession, or unlawful manufacture of a controlled substance
- Being under the influence of controlled substances while on the job or on the College's premises. This includes, but is not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates, etc..
- Any such controlled substances found on the College'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.
- Except for limited circumstances approved by the President (i.e., services in the Chapel, Board of Trustee meetings, St. Joseph Society, Christmas parties and other specially designated events), the possession and/or use of alcohol on the job or on College's premises is prohibited. Being under the influence of alcohol on the College'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 the College's premises.
- Violators will be subject to disciplinary action up to and including termination.

College employees who are suspected of being impaired will not be allowed to continue working or remain in the workplace. Impairment is defined as a condition which:

- Affects the employees ability to perform his or her job;
- Endangers the safety of an employee or others;
- May cause equipment or property damage; and
- May otherwise expose the College to a potential liability.

Such impairment when caused by alcohol, drugs, or controlled substance abuse is a violation of this policy. The College reserves the right to make a search of its premises and other owned property if a violation of this policy is suspected. The College also reserves the right to search the property of employees on College premises when there is a reasonable belief that there has been an abuse of a controlled substance or alcohol or a violation of this policy.

Counseling, Rehabilitation and Treatment

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. Calumet College of St. Joseph is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students have access. Topics for this program may include, but are not limited to:

- o Drug-free workplace policy,
- o Health effects of controlled substances and drug abuse,
- o 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

- o In an emergency: call 9-1-1.
- o Regional Mental Health Centers www.regionalmentalhealth.org
- o Stark Center (East Chicago location) 219-398-7050 o Strawn Center (Merrillville location) 219-769-4005
- o 24 Hour Crisis Line 219-769-4005 o Narcotics Anonymous www.na.org
- o North West Area (Gary location) 219-765-5327 o South Shore Area (Valparaiso location) 219-793-6262
- o Alcoholics Anonymous of the Hammond Area (219)-844-6695 or www.aanwi.org National Resources
- o National Alcohol and Drug Abuse Help Line 1-800-821-4357 o Alcohol Abuse 24 Hour Hotline 1-800-950-7226
- o Department of Drug Enforcement: Drug Fact Sheets
(Visit http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf)

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Health insurance coverage is available for treatment of alcohol and drug abuse. Employees may contact Human Resources for additional assistance or reach out to one of the local or national resources noted above.

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

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

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

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

Substance/Quantity	Penalty
Any Amount of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

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

Harassment and Hate Crimes

Bias Motivated Crimes & Incidents

Bias motivated incidents are non-criminal activities against a person or property that is motivated, in whole or in part, by the offender's bias against perceived or actual race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or gender expression. Bias incidents are prohibited in the residence hall/Illiana. Bias motivated crimes are prosecutable offenses committed against a person or property with the intent to intimidate or harass another person because of perceived or actual race, ethnicity, nation origin, religion, ability, age, gender, gender expression, socioeconomic status or sexual orientation. Hate crimes are prohibited in the residence hall/Illiana.

Harassment and Hate Incidents

Calumet College reaffirms its intention to create and maintain a work and study environment for faculty, staff, and students that is fair, humane, and responsible. This environment supports, nurtures, and rewards people on the basis of such relevant conditions as ability, performance, dedication, and diligence. The Student Code of Conduct prohibits the harassment of any member of the College community, meaning verbal or physical harassment, on the basis of gender, race, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or gender expression. The Code also prohibits abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual, or a group of individuals.

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. College 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.

CCSJ's Statement on Equal Opportunity and Non-Discrimination

Calumet College of St. Joseph is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the Colleges' community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and College policies, procedures, and processes. In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the College strives to create and maintain a harmonious, high-performance work and educational environment. Conduct that discriminates, harasses, or intimidates by threat, is contrary to our commitment. Further, workplace behavior that is disruptive to the operations of the College or that impairs workplace discipline interferes with this mission. It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the College. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation. CCSJ will continue to reinforce its commitment of non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve. CCSJ further recognizes that discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the College's mission. As a result, the College has established internal complaint procedures available to all who believe their experience on our campus has been less than appropriate.

Notification of Students' Rights under FERPA The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Calumet College of St. Joseph (the "College") receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should email the Registrar's office and clearly identify the part of the record the student wants changed, and specify why it should be changed. If Calumet College of St. Joseph decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Calumet College of St. Joseph discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Calumet College of St. Joseph discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-4605.

Release of personally identifiable information without student consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other college officials within Calumet College of St. Joseph if it is determined that the individual has legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the college has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

Service & Emotional Support Animals

CCSJ recognizes that some types of disabilities may require animal assistance as an accommodation. There are two categories of animals that may be allowed on campus to provide assistance to students with disabilities – service animals and emotional support animals. Students with a disability that necessitates the assistance of an animal may work with the Disability Services for management of the accommodation. Students are responsible for behavior of the animals in regard to other standard policies and city codes. This includes but is not limited to maintaining proper control of the animal, clean-up of campus grounds, and liability for any damages caused by the animal. Students may be required to complete a supplemental agreement with the Residence Life and in consultation with Academic Accommodations. For the full guidelines on service and emotional support animals, please contact Academic Accommodations at disabilityservices@ccsj.edu.

Freedom of Speech and Expression

Calumet College believes it is important that all members of the community have the opportunity to express themselves about events, decisions, or actions with which they may agree or disagree. The expectation and spirit for the College community is to allow free and respectful expression. Because of our commitment to free expression, peaceful campus demonstrations and assembly by the members of the Calumet College community are permitted subject to the limitations described in this policy. The opportunity to protest or raise concerns should always be balanced with the right of the individual to participate in his/her education free from disruption or obstruction; accordingly, the following are actions that will result in a judicial process:

- Violence towards a person or structure or the threat of violence
- Occupancy of a room, space, building, or area at the exclusion of others who have a legitimate reason to be present
- Unreasonable prevention of progress of an educational activity or college event
- Preventing a person or persons from participating in the primary purpose and/or function of an educational activity or college event
- Blocking or obstructing access to a facility or event
- Damage to college or personal property

Calumet College is private property and supports demonstrations or assemblies by students who are currently enrolled at Calumet College. Calumet College reserves the right to ask people who are not members of the College community to leave. Participation in an assembly or demonstration does not free a participant from observing other rules and policies which may be applicable to his/her conduct.

Gambling

Gambling is not permitted on campus and in CCSJ housing.

Gaming

Gaming consoles are allowed on campus wired and wireless networks. Gaming console network use is bound by the CCSJ Computer Usage policies. Failure to comply with these policies may result in your gaming console being banned from the network. CCSJ offers no guarantee as to the availability, latency, or bandwidth available to gaming consoles. CCSJ cannot guarantee the compatibility of your gaming console with the wireless security configuration of our network(s). CCSJ IT Services will make reasonable efforts to guide students through the initial network setup for gaming consoles. If your console supports it, please set your console to download updates during overnight hours. CCSJ will ensure that common online gaming services are allowed through the firewall. Requests to allow specific ports or applications will be entertained but not guaranteed. CCSJ reserves the right to limit or shape the traffic related to gaming if it is determined that other campus networks are being adversely affected.

CCSJ's Statement on Title IX

"Calumet College of St. Joseph is committed to providing a community in which the learning and working environment reflect our Mission. This environment is free from all forms of gender-based discrimination or harassment because such behavior violates an individual's fundamental rights and personal dignity. Calumet College of St. Joseph's considers gender-based discrimination to be a serious offense and has zero tolerance. This policy covers all forms of gender-based discrimination and harassment connected to the college, whether the matter involves students, faculty, staff or volunteers. This policy also applies to sexual misconduct, including sexual assault, sexual exploitation and relationship violence by students, faculty, staff, or visitors/guests of the college."

In compliance with Title IX of the Education Amendments of 1972 and other federal, state and local equal opportunity laws and in accordance with our mission, the College has developed these policies and procedures that prohibit gender-based discrimination in all of its forms. The policies and procedures have been developed to affirm our commitment and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Title IX Coordinator

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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 College 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.

A full description of the HR 20.11: Title IX – Sexual Discrimination, Harassment and Misconduct Compliance Policy, consent, investigation process, and conduct can be found on the website www.ccsj.edu/StudentLife/TitleIX.php

Violence Against Women's Act (VAWA)

The Violence Against Women Act (VAWA) is a federal law that was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for “sex segregation or sex-specific programming” when it is deemed to be “necessary to the essential operations of a program”.

Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing a partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

CCSJ's VAWA Policy Statement

CCSJ is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the College.

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.

If the student cannot complete your course before the end of the semester, the best practice is to issue an incomplete. Students are allowed until the end of the next semester to finish the course. If the incomplete is issued for the fall semester, the student has until the end of the spring semester to finish. If the incomplete is issued for the spring semester, the student will have until the end of the summer semester to complete the course work. Instructors can work on a shorter timeline for the incomplete if it is appropriate. Per school policy, the student will be unable to register for the next semester until the incompletes are finished.

DEFINITIONS

Caretaking	Caring for and providing for the needs of a child.
Child(ren)	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 ACCOMMODATIONS 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.

A full description of the Title IX Policy can be found on the website www.ccsj.edu/title-ix.

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, 2nd 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.

ACADEMIC POLICES

Orientations

Orientation will be held prior to the of the first course. Pertinent information will be disseminated about the campus, financial aid, and student services.

Registration

Students are registered for classes by their appropriate academic advisor or Program Director. To cancel registration, students must submit a written request to their academic advisor or Program Director.

Transfer Students

- A maximum of six (6) graduate credit hours earned at another accredited educational institution may be considered for possible transfer.
- Students with prior graduate credits should speak to their Program Director to discuss transferring the credit hours.
- All transfer credits must be approved by the Program Director four weeks prior to the start of a student's first semester.
- Only courses with the grade "B" or higher will be considered for transfer and the course must correlate to a graduate course at CCSJ within the student's program.

Student-At-Large

A graduate student that is a Student-at-Large (SAL) , may take graduate-level courses without being enrolled in a degree program. Students-at-large must have a bachelor's degree, are not eligible for financial aid, and may only apply a limited number of credits to a future degree program.

Grades

Maintaining Good Academic Standing

Graduate students must maintain a minimum GPA of 3.0 to be in good academic standing. No more than two "C" grades may be counted toward degree requirements, however all grades are received are calculated towards the GPA. Students who receive a "D" or lower in a course will be required to repeat the course. If a student's GPA falls below a 3.0, the student will be placed on academic probation. The probationary status may be removed by achieving and maintaining the required GPA of 3.0. No graduate student may graduate with less than a 3.0 GPA.

Minimum GPA Requirement

Graduate students must maintain a minimum GPA of 3.0. No more than two "C" grades may be counted toward degree requirements; although all grades are counted in compiling the a GPA. A student whose GPA is less than 3.0 will be placed on academic probation. This probationary status may be removed by achieving the required overall cumulative GPA of 3.0

Add/Drop

A student may add or drop a course by contacting their Academic Advisor or Program Director. A course can be added any time prior to the start of the first class session. Students are not required to pay for a course that is dropped. A dropped course will not appear on the transcript.

Withdrawal

1. Student- Initiated Withdrawal

A student may withdraw from a course before the second class meeting. The request must be approved by an Academic Advisor or Program Director. A "W" will appear on a student's transcript indicating a withdrawal. Students are still required to pay for withdrawn courses, but may make up the course for no additional charge for up to six months after their original graduation date.

2. Administrative Withdrawal

The Registrar will withdraw a student from a class if one or more class sessions is missed of any given course. Students administratively withdrawn from courses are still responsible to pay for that course, but are allowed to make up the course at no additional charge for up to six months after their original graduation date.

If a student withdraws from a second time, the student must pay for the course.

GRADUATE ACADEMIC INTEGRITY AND 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).

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 29 of this Student Code of Conduct. A student charged with a violation of College 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 College 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 College, 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 College policy which will still be documented.

Written Warning: This type of warning is a formal statement indicating that the individual is in violation of College 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 College and the student that the student agrees to uphold. In this contract, unacceptable behavior is listed and an outline of the College'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 of or 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 College events and functions. College 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 College 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 College 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 25 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 College 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 College 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

Statement of Plagiarism and other Acts of Academic Dishonesty

1. Policy Statement

Graduate students at CCSJ are expected to uphold the highest standards of academic integrity. Plagiarism—defined as presenting another's words, ideas, data, images, or code as one's own without proper citation, or reusing one's own prior work without disclosure (self-plagiarism)—is a serious violation. This policy applies to all academic activities, including coursework, examinations, proposals, theses, and research.

2. Reporting and Notification

Any member of the academic community may report suspected plagiarism. Reports must be documented with supporting evidence. Students will be notified in writing of the allegation and provided access to the materials forming the basis of the claim.

3. Review Process

Allegations are reviewed in a two-step process:

- **Initial Review:** The instructor or Program Director may attempt an informal resolution when appropriate (e.g., educational sanction, resubmission).
- **Formal Review:** Serious or unresolved cases are referred to the Graduate Committee or designated academic committee for adjudication. Students have the right to respond, present evidence, and, where permitted, have an adviser present.

4. Sanctions

Sanctions are proportional to the severity, intent, and frequency of the violation. Possible outcomes include, but are not limited to:

- Resubmission of work, reduced grade, or failing grade for an assignment or course.
- Academic probation or loss of graduate funding (assistantships).
- Suspension or dismissal from CCSJ.
- In cases involving theses/dissertations or published research, referral for retraction, degree revocation, or reporting to external agencies.

5. Appeals

Students may appeal findings or sanctions to the designated academic committee . Appeals must be submitted in writing within the timeline specified in college procedures.

6. Confidentiality and Records

Records of academic misconduct are maintained by the Registrar and Program Directors. Information is treated confidentially, except where disclosure is required for academic or legal purposes.

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>

STUDENT SERVICES

Student Services Academic Advising - <https://www.ccsj.edu/advising/> Academic advisors assist students with selecting majors and minors and choosing the course work to achieve their educational and career goals. The Academic Advising Office is located in Suite 100 and is open during daytime and certain evening hours. Students who are nearing graduation should complete a graduation application through MyCCSJ at least a semester before they plan to graduate. See the CCSJ Advising website 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.

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

Career Services - <http://www.ccsj.edu/careers/> The Office of Career Services is located in room 101B. The Office provides a wide range of current occupational information, internship and job listings, and career development materials designed to help students and alumni prepare for and explore career opportunities. It offers resume and cover letter assistance, mock interviewing, self-assessment tools, career workshops, and job postings. An annual career fair featuring area employers is held every spring. Internships are strongly encouraged, regardless of major. The Office of Career Services assists at all levels of the process. Computer Labs and Help Desk - <https://www.ccsj.edu/student-services/technology/>

The Computer Services Department is responsible for providing and maintaining all of the College's computing tools. General policies regarding resources provided by the College can be found in the Student Handbook. The Computer Services Department maintains computers for student use for homework and Internet access. An Open Lab is located in Room 416. The computers in the Open Lab are loaded with all of the software used in the College's instructional labs. The Computer Services Department also maintains computers in the Specker Memorial Library, the writing labs, and the Academic Support Center. All computers in these locations provide Internet access and access to MS Office professional software, as well as some additional programs. Open lab computers are generally available from 9:00 a.m. to 9:00 p.m. Monday through Friday and from 9:00 a.m. until noon on Saturdays. Hours may change because of holidays or maintenance schedules. The Computer Services Help Desk is located in the Library. Computer Services personnel are available to assist students who experience problems with computing resources, which may include connecting to the campus wireless network, access to various web services (the Blackboard Learning System and Student Online Services), technical issues in computer labs, and performing user account maintenance. Students who require assistance with homework or software use will be directed to the Student Success Center. The Help Desk can be contacted by calling 473-4366 or e-mailing computerservices@ccsj.edu.

Disability Services - <https://www.ccsj.edu/disabilities/> Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Director of Disability Services to request an accommodation and/or an auxiliary aid (e.g., additional time for tests, note-taking assistance, special testing arrangements, and the like). It is the student's responsibility to contact the Director of Disability Services as early as possible to request an accommodation for each academic term.

Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. In addition, a student can bring an IEP or Section 504 from their high school as sufficient documentation. The cost of obtaining the professional verification is the responsibility of the student. All questions and inquiries pertaining to disability services should be directed to the Director of Disability Services in Room 181, 219-473-4349.

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

Library (Specker Memorial) - <https://www.ccsj.edu/Library/> Calumet College of St. Joseph's Specker Memorial Library provides information resources and services that support the College's mission and educational programs. The Library makes a wide range of materials and services available to students, faculty, and staff. Its collection currently includes more than 100,000 items. Pegasus, the Library's online catalog, lists all of the materials available at the Library, including books, periodicals, e-books, and reserve materials. Those with access to the CCSJ network may also use the extensive array of online periodicals and online indexes, many with full-text articles. The Library also provides interlibrary loan services to obtain books and articles not on the Library's shelves or in its databases. Specker Memorial Library's online resources can be accessed from campus computers or offsite locations at any time via the internet using your CCSJ ID number, found at the bottom of your photo ID card. These cards are created in the Library – no appointment is needed to get your picture taken and have an ID card created. Access the Library at the link above to find useful guides and information. Students are encouraged to seek assistance from professional staff and student workers. This can include simply pointing out where various resources are located or launching comprehensive research on a particular topic. Reference assistance is provided to class groups or on an individual basis. Library staff can be contacted in person, by telephone at 219-473-4373 or by e-mail at library@ccsj.edu.

Lost and Found Lost and found articles are turned in at the Library Circulation Desk where they are kept for three months. The College is not responsible for loss of property in its building or on its grounds. Mission and Ministry The Office of Mission and Ministry at Calumet College serves students, faculty and staff, of all religious identities. As a Catholic college in the tradition of the Missionaries of the Precious Blood, our care extends to everyone, without exception.

Mission and Ministry offers pastoral services, referrals, resources for personal growth, advocacy, and opportunities for the Sacrament of Reconciliation. Catholic Mass and prayer opportunities are offered during the academic year. The office of Mission and Ministry also offers opportunities for service to the community. Contact Fr. Timothy McFarland, C.P.P.S., Room 611, 219-473-4386, tmcfarland@ccsj.edu

P.A.T.H Counseling Program. - <https://PATHCounseling.as.me/> Calumet College of St. Joseph provides free mental health counseling services to current students. P.A.T.H. (Providing Access to Health) 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 P.A.T.H. counselor is available on campus M-F by appointment and some walk-in availability. Visit <https://PATHCounseling.as.me/> or use the QR code to schedule an appointment. For more information or immediate concerns, contact Kerry Knowles, P.A.T.H. Counselor, at 219- 413-3702 (cell), or kknowles@ccsj.edu. Her office is located on the 1st floor, room 176.

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

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

CAMPUS SAFETY AND SECURITY

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

Emergency Procedures for Students and Individuals with Disabilities

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

I. Notification

- Students who are concerned about their ability to safely evacuate in an emergency should sign up to receive critical alerts through the emergency notification system (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.

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.

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.

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

Emergency Procedures Handbook

INTRODUCTION AND PHONE NUMBERS

Calumet College of St. Joseph Emergency Procedures Handbook is prepared to assist members of the campus community to deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future. Your judgment often determines whether or not a situation is an emergency. If you consider it to be an emergency, then it is an emergency and you should follow the procedures outlined for the specific emergency. If in doubt, err on the side of safety.

EMERGENCY PHONE NUMBERS

Fire Department 911

Police Department 911

Ambulance 911

Hazardous Materials Emergency 911

If you have an emergency situation and are calling from a college telephone dial 9911. Emergency phones are placed in the elevators, in the lobbies of the 2nd & 3rd floors, and in the 4th floor corridor. These emergency phones are red in color and automatically dial the emergency extension in our Welcome and Information Center (WIC).

Any questions regarding emergency procedures should be addressed to the Facilities Manager at extension 299.

Non-Emergency Phone Numbers

CCSJ Main Security 219-644-6595

CCSJ Res Hall Security 219-765-1061

Police Department 219-852-2900

Fire Department 219-853-6550

BUILDING EVACUATION

All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel.

DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.

- a. If necessary, or if directed to do so by a designated emergency official, activate the building alarm.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. Assist the handicapped in exiting the building! Remember that the elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
- d. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
- e. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

(NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.)

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are or where you will be moving. If you must move, we recommend the following:

- A. Move to an exterior enclosed stairwell.
- B. Request persons exiting by way of the stairway to notify the Fire Department of your location.
- C. As soon as practical, move onto the stairway and await emergency personnel.

FIRE

EMERGENCY ACTION 1

1. Pull alarm (located by EXIT doors).
2. Leave the building
3. Call 911 from a safe distance, and give the following information:
4. Location of the fire within the building.
5. A description of the fire and how it started (if known).

In all cases when a faculty, staff, student, or visitor becomes aware of fire and or smoke, the Fire Department MUST be notified immediately.

- A. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911. Give them the following information:
 - 1. Address of the building.
 - i. Main Building: 2400 New York Avenue, Hammond
 - ii. Athletic Center: 2400 New York Avenue, Hammond
 - iii. Residence Hall: 2450 New York Avenue, Hammond
 - iv. Illiana Apartments: 1200 119th St., Whiting 2
 - 2. Location of the fire within the building.
 - 3. A description of the fire and (if known) how it started.
- B. If you can hear instructions coming over the building's emergency public address system, listen carefully, and follow the instructions.
- C. Evacuate the building following the established building evacuation procedures (see BUILDING EVACUATION).
- D. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- E. Do not fight a fire if you have not been trained. Make sure the Fire Department has been called and the building alarm has been sounded. In all cases, possible injury and excessive risks should be avoided. If the fire is or could get out of control, the building should be evacuated.

1. If you become trapped in a building during a fire: Stay calm, and take steps to protect yourself.
2. If possible, move to a room with an outside window.
3. If there is a telephone, call 911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
4. Stay where rescuers can see you through the window, and wave a light colored item to attract their attention.
5. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
6. Be patient. Rescue of occupants within large structures will take time.

FIRE LIFE SAFETY EQUIPMENT

Smoke Detectors are provided in various parts of the building.

Heat Detectors are provided throughout the rest of the building.

Manually Activated Pull Stations are located at exit points of the building.

Emergency Response Speakers are located in corridors. Heat and or smoke detectors will activate the building alarm. The location will be indicated on the central station monitoring equipment in the maintenance area and remote displays at the front & rear entrances. This will reduce the amount of time spent locating the emergency area.

Elevator Fire Control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. Emergency personnel using an override key can access the elevators. **DO NOT** attempt to use the elevators to evacuate the building.

Emergency Lighting is provided in the building. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

Illuminated Exit Signs are provided throughout the buildings.

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to the patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

Fire Department personnel are trained Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Vice-President of Business and Finance.

ILLNESS OR INJURY TO FACULTY/STAFF/STUDENTS

The Police Department will dispatch the appropriate emergency response personnel. The Police Department and Fire Department will respond and arrange for transportation if required. An Incident/accident form must be completed for all incidents of job-related illness and injury.

These forms are available on the web site, at the Security desk and in the Welcome and Information Center (WIC).

ILLNESS OR INJURY TO VISITORS AND GUESTS Request emergency medical assistance by calling 911

FIRST AID

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life?
2. Will I place myself in harm or jeopardy?

FIRST AID IS FIRST AID ONLY . . . DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY.

1. To obtain prompt professional emergency medical treatment, you should call 911.
2. The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

Medical emergencies should not be transported in personal vehicles.

CRIME AND VIOLENT BEHAVIOR

EMERGENCY ACTION

In Progress Incidents:

1. Protect yourself first
2. Call 911. Give your name and location. The dispatcher should be told that the incident is in progress

HOW TO REPORT

If the crime is an emergency situation that would require immediate police and/or medical response, dial **911**.

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the Police Department. You should attempt to provide as much of the following information as possible.

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the Police Department. You should attempt to provide as much of the following information as possible.

- A. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
- B. Location of the incident.
- C. Description of suspects involved.
- D. Injuries that have occurred.
- E. Description of any weapons involved.
- F. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local Police Department 219-853-6490; be prepared to provide at least the following information:

- a. Your name.
- b. Your address.
- c. Your telephone number.
- d. A brief synopsis of what occurred.
- e. Your exact location at the time of the call.

PSYCHOLOGICAL CRISIS

EMERGENCY ACTION

1. Call 911

A psychological crisis exists when an individual is threatening harm to him/herself, or is agitated and disruptive. If a psychological crisis occurs: Call 911.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
If a suspicious object is observed (e.g. a bag or package left unattended):
 1. Don't touch it!
 2. Evacuate the area.

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

All personnel should acquaint themselves with the following procedures:

- A. If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911. Be sure to include the location and appearance of the object when reporting.
- B. If a phone call bomb threat is received, ask the caller the following questions and record the answers:
 - 1. When is the bomb going to explode?
 - 2. Where is the bomb located?
 - 3. What kind of bomb is it?
 - 4. What does it look like?
 - 5. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information also:

- 1. Time of call.
- 2. Age and sex of caller.
- 3. Speech pattern, accent, possible nationality, etc.
- 4. Emotional state of caller.
- 5. Background noise. If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

- 1. Call 911 and report intruder.

GENERAL

Federal and state law enforcement reports indicate that terrorist acts or intruders are possible on college and university campuses. For this reason, Calumet College of St. Joseph employees should take reasonable security precautions by being alert to their surroundings.

Members of the Calumet College community should report any instances of suspicious activity that they observe on campus. Should you observe anything out of the ordinary, immediately contact Campus Security by dialing ext. 335 or the security officer cell phone number (219) 644-6595.

THREAT CONDITIONS

The Department of Homeland Security has replaced the color-coded Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS). NTAS alerts are as follows:

A. Imminent Threat Alert

1. Warns of a credible, specific, and impending terrorist threat against the United States.

B. Elevated Threat Alert

1. Warns of a credible terrorist threat against the United States.

C. Sunset Provisions

1. An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolve.

By state policy, security measures at state facilities of Indiana are the responsibility of agency heads and site managers. The President, in consultation with the senior staff of the college, will determine appropriate responses to specific NTAS alerts. Although the likelihood of a terrorist event directly affecting Calumet College campus is remote, all employees should remain alert.

ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice and display no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals.

How you respond to an active shooter situation will depend upon several dynamic and personal factors. There may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and obey all instructions given to you by law enforcement officials.

IN THE EVENT THAT THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM

Immediately dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques: remain calm, sound confident, do not raise the tone of your voice, do not respond defensively, do not touch the person, do not challenge the shooter, do not accept the weapon if offered – instead ask that it be laid down, and do not invade the shooter's personal space (3 to 6 feet). Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

IN THE EVENT THAT THE SHOOTER IS IN THE SAME BUILDING AS YOU

Close the door to your room, insure the door is locked by pushing the top button on the side of the door, pushing the locking button in the middle of the door handle or rotate the locking lever towards the door frame. Cover any windows which might allow for sight into the room. If possible, call the Hammond Police Department by dialing 911, relaying pertinent information. Close window blinds, turn off lights and radios, be quiet, and do not activate any fire alarms.

Should you be captured by the shooter, consider playing dead if there are other victims around you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot.

IF THE SHOOTER IS ON THE CAMPUS BUT NOT NEAR YOUR LOCATION

Run or drive away from the threat as quickly as possible, in a direction away from the shooter, warning others as you go. Otherwise, assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call 911, offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

IF IT BECOMES NECESSARY TO FLEE DURING A SHOOTER INCIDENT

Make certain that you have an escape plan in mind and that you have considered your route of escape. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with cover and distract the shooters eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. It is the purpose of the law enforcement officers to stop the shooting as quickly as possible and as such, they may be dressed, or armed, differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniform. They may be from departments other than the Hammond Police Department. They may have shotguns and/or assault rifles in addition to helmets and pepper spray. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands in plain view and drop any items which you may be carrying. Do not question the officer's authority. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.

RUN, HIDE OR FIGHT TIPS:

- A. **Prepare** – frequent training drills to prepare the most effectively.
- B. **Run and take others with you** – learn to stay in groups if possible. Leave the cellphone.
- C. **Can't run?** Hide – lock the door and lock or block the door to prevent the shooter from coming inside the room.
- D. **Silence your cellphone** -- use landline phone line.
- E. **Why the landline?** Landline phone is best to use in this instance to allow emergency responders to know your physical location.
- F. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
- G. **Forget about getting shot** – fight --- you want to buy time to distract the shooter to allow time for emergency responders to arrive.

- H. **Aim high** – attack the shooter in the upper half of the body such as the face, hands, shoulder and neck.
- I. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
- J. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.

EXPLOSION

EMERGENCY ACTION

1. Take cover.
2. Call 911.
3. Assist the injured.

In the event of an explosion or similar emergency, take the following action:

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone 911. Give them the following information:
 1. Location.
 2. Area where explosion occurred.
 3. Cause of explosion, if known.
 4. Injuries.
- C. BEFORE YOU HANG UP, MAKE SURE THE EMERGENCY SERVICES DISPATCHER HAS ALL THE INFORMATION NEEDED.
- D. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

For spills, releases or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

Call the Hammond Fire Department and inform them of the environmental situation.

- A. Give the operator the following information:
 - 1. Your name, telephone number, and location.
 - 2. Time and type of environmental incident.
 - 3. Name and quantity of the material, if known.
 - 4. Extent of injuries or damage, if any.
- B. Remain in the building unless instructed otherwise by emergency personnel.
- C. The key person should evacuate the affected area once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- D. Anyone who is contaminated by the spill should avoid contact with as much as possible remain in the vicinity, and gave his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- E. No effort to contain or clean up spills and or releases should be made unless you have been trained.
- F. Take appropriate steps to make sure no one evacuates through the contaminated area.
- G. If an evacuation alarm sounds, follow established building evacuation procedures (see Building Evacuation).
- H. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless directed by emergency personnel.
- I. Do not re-enter the area until directed by emergency personnel.

TORNADO

EMERGENCY ACTION

- 1. Avoid automobiles and open areas.
- 2. Move to a basement or corridor.
- 3. Stay away from windows.
- 4. Do not call 911 unless you require emergency assistance.

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning or siren activation.

- A. Before the Storm.
 - 1. Locate an accessible basement or corridor location in your area of the building.
 - 2. Stay informed through local media sources on days when severe weather is expected.
 - 3. Obtain a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings. The main NOAA Weather Radio is located in the Library.
 - 4. Keep a good reliable flashlight in your office/work area

B. During the Storm - Possible Indicators of a Tornado.

1. Dark, often greenish sky.
2. Large hail.
3. Loud roar, similar to a train.
4. Cloud of debris (the tornado may not be visible).
5. Wind becomes calm and still.
6. Frequent lightning.
7. Tornadoes generally occur near the trailing edge of a storm.

C. When Taking Shelter

1. Proceed to the basement of the building or a 'Safe Area' corridor with no outside windows. Position yourself in the safest portion of the area. Be prepared to kneel facing a wall and cover your head.

TORNADO WATCH A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under these conditions keep, you should keep informed by listening to radio or television for updates.

TORNADO WARNING A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. **Take shelter immediately.**

WARNING SIGNALS Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency. Radio and television stations announce the **ALL CLEAR** signal. The sirens remain silent.

SEVERE THUNDERSTORMS The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

A. What is Shelter In-Place? Shelter In-Place simply means seeking immediate shelter inside a building. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air. The air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

B. How would I be notified?

1. Severe Weather Alert Sirens.
2. Through radio or television.
3. You observe or sense dangerous air conditions.

C. Additional actions.

1. Close all doors and windows to the outside.
2. Do not use elevators as they may pump air into or out of the building.
3. If possible close and/or seal vents & ducts. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

D. Information Sources.

1. Tune to the Emergency Alert System station on your device or television for further information.
2. Remain in place until Police, Fire, or other Emergency Response Officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

UTILITY FAILURE

EMERGENCY ACTION

1. Remain calm.
2. Do not call the Welcome and Information Center (WIC) for information concerning utility failures unless you have an emergency.
3. If you discover a water leak, gas leak, or know the source of a utility failure, call the Welcome and Information Center (WIC).
4. Call 911 if you are injured or require emergency assistance.

The possibility exists for a utility system failure of some nature and magnitude. If you discover a water leak, gas leak, or other major utility failure, call the Welcome and Information Center (Ext. 224). Do not attempt to correct the problem on your own. The Welcome and Information Center (WIC) will notify the necessary maintenance personnel, clean up, and insurance representatives. Please do not call the Welcome and Information Center (WIC) for information concerning a utility failure unless you have an emergency. For non-emergency repairs or information, submit a work order to the Facilities department.

ELECTRIAL/LIGHT FAILURE

The emergency lighting will provide minimal and sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Do not call the Welcome and Information Center (WIC) unless you have an emergency or you have information that could help identify the source of the utility failure.

PLUMBING FAILURE/FLOOD/WATER LEAK

Cease using all electrical equipment. Call the Welcome and Information Center (WIC) if you know the source of the leak or discover leaking water.

ELEVATOR FAILURE

EMERGENCY ACTION

1. Remain calm.
2. Use the telephone to contact the Welcome and Information Center (WIC) or call 911.

If you become trapped in an elevator, use the emergency telephone and activate the elevator emergency bell within the elevator car. All elevators are equipped with an emergency phone that will automatically dial the Welcome and Information Center (WIC). In the event that the Welcome and Information Center (WIC) is closed, this call will default to the Police Department.

Give the following information:

1. Tell the Welcome and Information Center (WIC) which car you are on. Main elevators, north car, south car, student car or library car. If possible what floor you are at.
2. If a medical emergency exists.

Before you hang up, make sure the Welcome and Information Center (WIC) has all the information they need.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures to keep the car from moving. Remain calm and wait for help to arrive. The activation of an elevator smoke detector will cause the main elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.