

St. Catharine College



**STUDENT HANDBOOK
2010-2011**



August 2010

Dear St. Catharine Students—

On behalf of Student Affairs, I would like to welcome you to St. Catharine College. Here you will find a strong community of faculty, staff, and students who welcome you and will join with you in working toward your academic and personal success. We also look forward to the many significant contributions you will make during your years at SCC.

Your college experience is about learning, and learning occurs both in and outside of the classroom. Student Affairs is dedicated to enhancing your college experience by helping to build community on campus and providing opportunities for learning, service, and leadership development outside the classroom that complement your academic experience. You will have opportunities for personal growth and building your cultural awareness, self-confidence, and sense of individual and community responsibility.

I invite and strongly encourage you to take advantage of the out of class learning opportunities by getting involved on campus. Students who engage in activities outside the classroom not only have a more rewarding and enjoyable college experience, they also typically attain a higher level of academic achievement. You'll form lifelong friendships, become a stronger leader, and build valuable life skills through your involvement. It's truly a win-win proposition!

This *Student Handbook* offers useful information and guidance to help you understand expectations and better navigate your college experience. It provides vital information about your rights as a student and the many services SCC offers to support student success. It is important to familiarize yourself with its contents and to actively use the *Student Handbook* as a resource. If you have any questions about its contents or topics not covered in the handbook, please feel free to contact me or a member of the Student Affairs staff. We would be glad for you to visit with us or to seek our assistance at any time.

Best wishes for the year to come!

Victoria L. Guthrie, PhD
Dean of Students

Foreword

St. Catharine College's policies have been created for the protection and well-being of all members of the St. Catharine community. Many aspects of a student's conduct are not directly described in the provisions of this *Handbook*. The policies in this *Handbook* can not be expected to cover every situation arising on campus or between students. This means that the College expects a great deal of its students in exercising common sense and in observing commonly accepted moral and ethical standards. Students violating such standards may be subjected to disciplinary proceedings. Cases not specifically mentioned in this *Handbook* will be handled on an individual basis.

This *Handbook* remains in effect until a revised *Student Handbook* is placed on the St. Catharine College website. Policies and procedures are updated and reviewed on a regular basis and the College reserves the right to change, modify or supersede any of these policies and procedures at any time. All College employees and students are welcome to suggest changes, additions, or deletions to these policies and procedures. Suggestions should be directed to the Dean of Students.

St. Catharine College, in light of its mission, is committed to a community where all are welcomed. It is the policy of St. Catharine College not to discriminate on the basis of race, color, sex, national origin, religion, age, or disability in its educational programs, admissions practices, scholarship and loan programs, athletics and other school-administered activities or employment practices.

Failure to read this *Handbook* does not excuse students from the requirements and regulations described herein.

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I. MISSION AND HISTORY

A. The St. Catharine College Mission

***Mission Statement:** St. Catharine College, a Catholic, Dominican college inspired by its founders, welcomes all to the challenging pursuit of truth; preparing them to become critical thinkers, ethical leaders, and engaged citizens.*

***Vision Statement:** St. Catharine College will stand among the foremost private colleges in the country known for innovative academic and student development programs, the spirited loyalty of alumni, and the contribution of its graduates to society.*

(Approved by SCC Board of Trustees 2010, awaiting final approval)

In pursuit of its mission, St. Catharine has the following purposes:

- to provide an affordable education in a small college environment where faculty and staff show concern for the personal and academic development of students;
- to provide a strong academic foundation in liberal arts and professional programs and to prepare students for transfer to colleges offering additional degrees or for employment after earning the appropriate certificate or degree.
- to stimulate spiritual growth by combining formal and informal study of religion, and providing opportunities for religious experiences and community service;
- to contribute to the holistic development of students. To this end the College also offers opportunities for raising ethical consciousness, for the exercise of leadership, for participation in cultural programs, and for involvement in sports, and in recreation and social activities.
- to meet the educational needs of students who differ in academic preparation and in responsibilities outside the College.
- to provide lifelong learning opportunities for those living in the surrounding communities and to work with local organizations and businesses in determining educational needs in the area.

As St. Catharine continues to grow, it renews its efforts to provide a rich educational environment where students can nourish those intellectual gifts and human values needed to live as caring, productive people in a changing, challenging world.

B. History of the College

The Commonwealth of Kentucky chartered the Kentucky Dominican Sisters to grant educational degrees in 1839. After years of growth and development, the Academy building was destroyed by fire in 1904. Determined to continue their pioneering efforts to offer quality education, the sisters rebuilt immediately on higher ground adjacent to the original site but closer to Highway 150.

In 1920, the charter of 1839 was amended, giving power to found colleges and to grant collegiate degrees. A normal training school was then established to meet the demand of students seeking teaching certificates. This school became St. Catharine College in 1931. Although originally a women's college, it became co-educational when men were enrolled in 1951.

St. Catharine College received its accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools in 1958. In 2005, the College was accredited to offer bachelor degrees.

The Governing Board of the Dominican Sisters delegated management of the College to a Board of Directors in 1969. In 1978 the College was separately incorporated, and academic, legal and financial responsibilities were entrusted to a Board of Trustees.

Faithful to its mission of Truth, which the College envisions as something to be pursued with an open mind, St. Catharine College welcomes students from a variety of different social, ethnic, and religious backgrounds. Their involvement in a variety of College activities is an integral part of the holistic approach to personal growth.

St. Catharine is a Catholic college (affiliated with the Roman Catholic Church) and a catholic college ("catholic" also means universal), where students of all religious denominations are encouraged to deepen their spiritual life through religious studies and to worship according to their beliefs. An ecumenical spirit pervades the campus.

St. Catharine offers a wide range of bachelor degrees and terminal associate degrees in the health sciences. St. Catharine's 4,000 alumni live in 40 states and 13 foreign countries.

C. Campus

The campus occupies nearly 60 acres on a 750+ acre tract two miles from the town of Springfield and sixteen miles south of Bardstown on Highway 150. The property includes the Motherhouse, Sansbury Care Center, the Dominican Earth Center and farm of the Dominican Sisters, St. Catharine, KY.

College buildings include: the Hilary J. Boone Administration Building; Lourdes Hall which houses the Office of the Dean of Students, Campus Ministry office, bookstore, gymnasium, computer labs, faculty workroom, and faculty and coaches' offices as well

as classrooms; the St. Catharine Building which houses classrooms, library, and the U.S. Post Office; the Spalding Student and Community Center which houses the Office of Residence Life & Student Activities; Dominic, Althaire, Bertrand, and Siena Residence Halls; and the Richard S. Hamilton Health and Science Building housing classrooms and faculty offices. Faculty offices are located in Lourdes Hall, the St. Catharine Building, Bertrand Hall and the Richard S. Hamilton Health and Science Building.

D. Saint Catharine College Shield

The St. Catharine congregation of sisters is a part of the Dominican Sisters of Peace, a member of the *Dominican* Order. They organize their worship and lives around precepts laid down by St. Dominic and share a special sisterhood with other Dominicans worldwide, in places such as France, Spain, Iraq, the continent of Africa, among others. You will see the College shield in the College pin worn by SCC employees and incorporated in various places on campus (in the design of the lobby of the Hamilton Health & Science Building and in the center of the Spalding Dining Center, for example). It includes a torch, which symbolizes Dominic's passion to preach the truth of God's mercy and love wherever people gathered. This refers to a story that is supposed to have happened during the time of Dominic's mother's pregnancy. His mother, Jane, had a dream in which she saw a dog with a torch running across the world igniting everything it touched—setting the world on fire, just as St. Dominic would later do with his preaching.

The other symbol that is used in Christian art of Dominic is a star. This comes from the story told about his baptism--that his godmother saw a bright star shining on Dominic's forehead at the time of his baptism.

The year 1931 refers to the year the College began.

All of these, the torch, the star and the date, are depicted on a shield. In the time of St. Dominic (the 13th century), it was customary for a family to have a shield on which to display symbols that had meaning for that particular family. The St. Catharine College family carries on this tradition in the College shield. The shield colors are purple and gold, the official colors of St. Catharine College.

A child once said that a legend is “when the outside words might not be true but the inside words are true.” The inner truth of these legends that the Dominicans hold dear is that we are all called to spread the Word of God throughout the world so that it will bring light where there may be darkness and always be receivers and givers of God's mercy and love.

The Dominican charism (pronounced care-ism)

For nearly 800 years the motto of the Dominican Order has been *Contemplare et Contemplata Aliis Tradere*. Translated from the Latin it means “to contemplate truth and share with others the fruits of this contemplation.” This is expressed in the *four pillars: prayer, study, ministry and community*, which are foundational to the mission of any Dominican school.

II. PHILOSOPHY AND EXPECTATIONS

A special characteristic of St. Catharine College is its status as an independent institution of higher education steeped in the Dominican traditions of pursuit of truth and openness to the realities of contemporary culture. Application for admission to an independent institution is inherently an individual choice. St. Catharine College provides quality holistic education, something which requires an environment where learning is prized. The student agrees to abide by the guidelines set forth by the College to ensure academic and personal growth. Neither attendance at college nor agreement to submit to certain behavior standards makes the student less an autonomous adult or the institution more a guardian.

The primary goal is to foster a spirit of community that is supportive of each member developing his/her potential to the fullest. St. Catharine College also strives to help students become well-rounded individuals competent in making informed, ethical decisions in the realm of leisure and personal wellness as well as in the areas of work and career.

St. Catharine College, in light of its mission, is committed to a community where all are welcomed. It is the policy of St. Catharine College not to discriminate on the basis of race, color, religion, national or ethnic origin, age, sex or handicap in its educational programs, admissions practices, scholarship and loan programs, athletics and other school-administered activities or employment practices. This policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, regulations of the Internal Revenue Service, and all other applicable federal, state and local statutes, ordinances and regulations.

III. SERVICES

A. Listing of Selected Services

St. Catharine College provides various services for students.

1. Academic Advising

Every student at St. Catharine College is assigned a faculty advisor to help the student in making academic choices according to the student's educational goals. The positive relationship between the advisor and advisee can make a student's experience in college much more engaging and fulfilling.

Advisors help students to:

- Choose classes at pre-registration time
- Examine career goals or changes
- Drop or add classes
- Clarify problems with classes
- Plan future educational or employment goals after SCC

The faculty advisor will not tell the student what to do, but will let him or her know possible effects of choices. The student bears significant responsibility for planning his/her academic schedule to fulfill the requirements for graduation. Advisors and advisees have responsibilities to each other in facilitating successful academic progression through college.

While Advisors assist the students in many ways, they **must** be consulted for official signatures in the following specific circumstances:

- Registering for classes each semester
- Adding/dropping classes within a semester
- Changing a major
- Completing a degree audit upon applying for graduation

To request a change of advisor, a student must see the Registrar or Center for Student Support Services.

Roles and Responsibilities of the Advisor and Advisee

Advisee Responsibilities:

- Clarify their personal values, abilities, interests and goals
- Contact and make an appointment with the advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.

- Prepare for advising session and bring appropriate resources or materials
- Follow through on actions identified during each advising sessions
- Evaluate the advising system, when requested, in order to strengthen the advising process
- Request re-assignment to a different advisor if necessary
- Accept final responsibility for all decisions

Advisor Responsibilities:

- Help students define and develop realistic educational and career plans
- Assist students to plan a program consistent with their abilities and interests
- Monitor progress toward educational/career goals
- Discuss and reinforce linkages and relationships between instructional program and occupation/career
- Interpret and provide rationale for instructional policies, procedures, and requirements
- Approve all designated academic transactions (e.g., schedule, drops and adds, withdrawals, change of major, waivers, graduation requirements)
- Refer students when academic, attitudinal, attendance, or personal problems require intervention by other professionals.
- Assist advisees in identifying career opportunities
- Develop a caring relationship with advisees
- Inform students of special services available to them for remediation, academic assistance, and other needs.

The Center for Student Support Services is an advising support service offered to students. The Center is a walk-in office where students can ask **general questions** regarding majors and careers and general academic advising. It is located on the first floor of Bertrand Hall, room #8.

2. The Academic Resource Center (ARC)

The Academic Resource Center is located on the lower level of Bertrand Hall, room #10. Faculty members and student tutors are available in the Academic Resource Center to assist students. The staff provides services such as reinforcement, correction and review of basic skills in the specific areas of mathematics, writing, reading, and spelling. Help is available for use of the graphing calculator and for various computer exploratory programs in mathematics. This is a **free** service offered to enhance your success in college. Research shows that it is the better students who more frequently take advantage of this service.

3. Center for Student Support Services (CSSS)

The Center for Student Support Services supports students in three major areas: 1) General Academic Support 2) Advising Support and 3) Career Development.

In contrast to the Academic Resource Center which offers academic support in specific course areas (see above), the CSSS is a place where students can receive academic support services related to general topics such as:

- study skills
- time management
- note-taking
- test stress
- learning styles inventory
- choosing a major
- supporting the advising process
- career assessments
- resume writing/interview skills
- job searches/job placement

The Center hours are Mon., Tues., Thurs. & Friday 9:00 am – 5:00 pm and Wednesday evening by appointment only. It is located on the first floor of Bertrand Hall, room #8. Walk-ins are welcome and appointments encouraged (call x1273).

4. Peer Tutoring

The Peer Tutoring program is coordinated by the Academic Foundations division and staffed by SCC students. Peer tutoring is a free service that is available to all SCC students. Initial outreach efforts included tutoring in A&P I and II, chemistry, mathematics (developmental math, college math, and college algebra), English I and II, world religions, and psychology (intro and developmental). A range of course content is currently covered and tutoring services will expand in additional content areas as needs arise and the staff of tutors increases.

Students who could benefit from one-on-one peer tutoring or peer-led group tutoring should contact Mrs. Laura Satterly via email or phone (ext. 1343). Students will get connected with their peers and will be served through flexible scheduling and academic excellence.

5. Library

The Emily W. Hundley Library at St. Catharine College is located on the ground floor of the St. Catharine Building. Library collections include online databases, print and electronic books, audiovisual materials and more.

AQUINAS, A Quick, Universal, Integrated Network at St. Catharine, serves as SCC's

Library Hours (Fall and Spring Semesters)

Sunday	4:00 p.m. – 8:00 p.m.
Monday – Thursday	7:45 a.m. – 9:00 p.m.
Friday	8:30 a.m. – 6:00 p.m.

Closings and changes are posted online at www.sccky.edu/library/library-hours.

gateway to academic research. Online at <http://aquinas.sccky.edu>, AQUINAS features a catalog of local library collections, plus links to databases and other online resources. The *WorldCat* database allows library patrons to search the combined catalogs of libraries worldwide and to request materials not found in SCC's collections.

The library's online resources are available 24-7, both on and off campus. Use your St. Catharine College e-mail username and password to log in when required.

Library resources also include:

- A 12-workstation instructional computer lab with SmartBoard [installation due Summer 2010];
- Eight additional networked computer workstations;
- Wireless Internet access;
- Spaces for individual and group study.

Services provided by the library staff include:

- Individual and group library orientation;
- Help in finding and using library resources;
- Training in the use of online resources;
- Help with Microsoft Office and email.

In addition, the library offers two one-hour courses, *Information Literacy I* and *Presentation Literacy I*.

The library staff can be reached online via **Ask a Librarian** at www.sccky.edu/library/ask-a-librarian, via email at library@sccky.edu, or by phone at 859.336-5082 x1260.

Library Cards

Student IDs double as library cards and must be presented when borrowing library materials. Student ID's are made in the library.

Circulation policies

Most materials circulate to students for two weeks at a time and can be renewed for an additional two weeks, subject to holds and recalls. Reference materials, periodicals, course reserves and other designated materials do not circulate.

Fines are charged for overdue items. Higher late charges apply for course reserves.

Final semester grades and transcripts are not released until all library materials are returned and payment in full is received for lost or damaged items.

6. Financial Aid

The Financial Aid Office, located in the Administration Building, handles all types of financial assistance available to SCC students including the following:

Academic Scholarship—privately endowed and institutionally sponsored scholarships;

Grant-in-Aid—institutionally sponsored grants;

Grants—Federal Pell Grants, FSEOG, State Grants;

Work—Provided by the Federal Work-Study Program;

Loans—Federal Perkins, Federal Stafford, Bagby

Veterans Education Benefits—Veterans qualifying for education benefits

Students should apply for financial aid by submitting the renewal or the Free Application for Federal Student Aid (FAFSA) by the priority deadline of **March 15**. Students can access the required forms at www.fafsa.ed.gov. The FAFSA will be used to determine eligibility for federal and state grants, loans, college work-study, and the institutional grants and scholarships. It is the student's responsibility to ensure the FAFSA is submitted for each academic year the student plans to attend school.

Student requesting Veterans Education Benefits should contact the Registrar's Office at the time of registration to obtain a Request for Veterans Education Benefit form.

Exemplary behavior and consistent class attendance is expected of any student receiving institutional aid and/or other financial benefits from the College. Excessive absences or a pattern of disciplinary problems may result in a reduction or cancellation of institutional financial aid.

Refunds of Financial Aid to the Department of Education will be made in accordance with government regulations when attendance stops in all classes. The student is responsible for any balance this return of funds may cause to the student's account.

7. Student Accounts

Students from foreign countries are required to make payment in full at the time of registration by money order or by check payable through a United States bank. Exceptions to this policy must be pre-approved by the Treasurer. Students transferring from other colleges must have financial clearance.

If a student withdraws completely from all classes, arrangements must be made with the Business Office regarding any outstanding balance. A student who leaves unofficially, that is without completing the withdrawal form, forfeits all rights to any reduction of his/her semester account.

No student is to move into student housing without completing the registration process. If a student officially withdraws from the College and his/her tuition has been paid in full then a refund may be made to the student according to the refund schedule printed in the registration schedule.

Note that fees, room deposits, and tuition deposits are not refundable and room damage deposits are applied to any charges on the student's account before refunding any excess.

Refund appeals

A student whose withdrawal from college was the result of extenuating circumstances may appeal the refund determination in writing within thirty (30) days from the date of withdrawal. See the Business Office (Administration Building) for complete details. The appeal will be considered by the Appeals Committee on Student Accounts.

8. Transcripts, Enrollment Certifications

Students may obtain enrollment certifications—certificates showing that they are enrolled (often needed to show full-time student status to continue under a parent’s health insurance)—from the Registrar’s Office, located on the lower level of Bertrand Hall.

To send an official transcript, the Registrar’s Office needs the student’s full name, social security number, dates of attendance, the address to which the transcript is to be mailed, and the STUDENT’S SIGNATURE. Check the website for the current cost. A printable request form is available on the website, and you may fax the signed request to 859-336-9381.

9. Registrar’s Office

The Registrar’s Office, located in the lower level of Bertrand Hall, provides course schedules (class schedules as well as student schedules), transcripts and enrollment certifications. There is a fee for official transcripts.

Phone: (859) 336-5082 ext. 1256 or 1212.

10. Campus Ministry

Campus Ministry at SCC is the dynamic coming together of students in friendship to dialogue about what is integral to their lives, to the campus community and to the world. From diverse faith traditions, denominations and spiritual experience, students are valued for who they are and are encouraged to contribute and grow in ways consistent with their own identities. Springing from the rich Dominican Heritage of St. Catharine College, Campus Ministry offers a safe and hospitable environment for students to think, reflect, pray and to give of themselves in works of mercy and justice. All students are invited and welcome.

Phone: (859) 336-5082 ext.1090; location, Lourdes Hall, main floor

11. Campus Chaplain

The Campus Chaplain seeks to meet the spiritual needs of the SCC community, especially the Catholic community. The campus chaplain is Father Ben Brown.

Phone: (859) 336-5082 ext. 1374; location: Hamilton Hall, main floor

12. Mass and Other Church Services

Opportunities for Mass will be announced by the Campus Minister. When Mass is celebrated at the Motherhouse (Magdalene Chapel) or Sansbury Care Center it is open to members of the campus community. Contact the Campus Minister for directions and for

the times Mass is held. The Campus Minister also has a list of services at other churches in the area and an additional list is posted in the Residence Life/Student Activities office window facing the Spalding Student Center. Two off-campus retreats are held each year in the fall and spring. These are open to all college students. Also prayer services are provided for special times (e.g., International Day of Peace).

13. Counseling

St. Catharine College provides counseling assistance for the full range of problems and needs which students may encounter. For academic counseling, each student is assigned an academic advisor from the faculty or staff who helps with the planning of a sound academic program. If there are questions about a specific course, the student is also encouraged to seek the advice of the course instructor. If the student is still confused or unsure about an academic matter, the Registrar is available to help.

Personal counseling is available through Children and Family Counseling Associates who, through contract with the college, provide an on-campus counselor available on a part-time basis. Students may set up a confidential appointment with the counselor through the Dean of Students by calling 859-336-5082, ext. 1213. Members of the college staff such as the Dean of Students, Director of Residence Life, Campus Ministers, and others are available to provide assistance and referrals to counseling resources. Residence Directors and Resident Assistants are available for peer counseling assistance to resident students. **The College reserves the right to mandate counseling for any student threatening suicide or behaving in a manner that may cause considerable harm. In this case, if a student refuses to go to counseling, the College reserves the right to remove the student from the residence halls and/or the College.**

14. Health Services

There is no official campus physician. The Resident Directors, Assistant Dean of Students, or Dean of Students will help you locate health care resources. All health care arrangements are the responsibility of the student. However, the Resident Directors, Resident Assistants or Assistant Dean of Students for Residence Life, as well as the Dean of Students, are available to assist students in making arrangements for emergency health care services. In case of injury or accident on campus, immediately contact the Dean of Students (during the daytime) at 859-336-5082 ext. 1213 or the Resident Directors (evenings) at (859) 481-1145.

First aid kits are available in the office of the Assistant Dean of Students for Residence Life and Student Activities, located off the Student Activities Center.

15. Dining Center/Food Services

The Dining Center is located in the center of the second floor of the Spalding Student and Community Center. The student dining room is located upstairs between Althaire and Dominic Residence Halls. Residents of Dominic and Althaire Halls may enter via the

elevator or doorways on the second floor of those respective halls during meal hours. Residents of Siena Hall may enter via Dominic. For Bertrand Hall residents, commuter students, faculty, staff, and the public, the Dining Center is conveniently accessible through the main entrance off the traffic circle on the campus side of the building.

Three meals are served buffet style weekdays during the academic year, with two meals on weekends (note that there are college holidays during which the Dining Center is closed). Resident students are required to purchase the meal plan, but commuters, faculty and staff as well as members of the public also enjoy eating in the Dining Center. Students, faculty and staff may purchase discounted meal tickets in the Administration Building to use as needed or may obtain a discount by showing their St. Catharine IDs at the register. Resident students must show their student IDs at all meals.

Commuters save 20% on meals in the Dining Center by showing their student IDs. Brown baggers are also welcome. The Dining Center is also open in the afternoon for studying, though no food services are available between lunch and dinner hours.

All diners should have the opportunity to enjoy their meals, and food service staff members deserve to be treated with consideration and respect. Therefore diners must use appropriate behavior in the Dining Center or they may lose dining privileges, temporarily or permanently. Some of the infractions which may result in loss of dining privileges include: deliberate waste of food or beverages, removing plates and/or utensils from the Dining Center for personal use, leaving a mess for others to clean up, inappropriate language, show of disrespect to food service staff, and pushing or shoving. Athletic equipment should not be brought into the Dining Center, nor should dirty/muddy cleats be worn.

16. Post Office

A U.S. Post Office is located in the St. Catharine Building. It observes regular U.S. Post Office hours and holidays. An outdoor mailbox is located outside the St. Catharine Building near the ramp to the Library. Mail arriving at the Post Office by 3:00 p.m. on weekdays is expected to go out that day. On Saturday, mail must be received by noon to go out same day.

17. St. Martin de Porres Head Start & Child Care Center

This modern head start and child-care center, located behind Lourdes Hall, is open to qualifying children of students, faculty and staff. It is an independent, federally funded and operated Head Start Center. Arrangements for child care should be made with the director of the center at 859-336-0897. The center also serves as a teaching setting for early childhood education majors and internships are available.

18. Technology

Computer labs are used for classroom instruction. Students may access these labs during the day when a class is not in session. Internet access is available in the labs and the library. Students who have appropriate computers may access the internet from residence hall rooms and from the Spalding Student Center. Wireless access points are available across campus. Contact the Data Center, Library, or your Resident Assistant for exact locations.

A St. Catharine College network account is a privilege which may be revoked for failure to follow **Usage Guidelines** (See IV (J) of this Handbook). If technology is used in a way that is illegal or against College policy, additional sanctions may apply.

Users are expected to act ethically, responsibly, and legally, or risk forfeiture of their network accounts. Conduct involving SCC computers or computing facilities or other technology must not unreasonably interfere with the usage or rights of others.

19. Lost and Found

The Bookstore maintains a Lost and Found. Any item found on or near campus at any time should promptly be given to the Bookstore.

20. Mid-Kentucky Arts

The Mid-Kentucky Arts at St. Catharine College provides an opportunity for our students and our communities to experience a wide variety of cultural arts, to experience professional quality presentations and performances as well as provide a forum for local and regional artists to be featured in their own and neighboring communities. The Mid-Kentucky Chorus is a group of men and women with a love of singing and includes a mix of both professionally-trained members and those who just like to be part of a quality choral group. The Chorus always welcomes new members and is open to SCC students. Students can receive college credit for participation in the Mid-Kentucky Chorus. For more information, or if you would like to join, contact Teresa Tedder at 270-789-9286 or 859-336-5082, ext 1264. Students are also encouraged to attend the various events occurring on campus each year. Admission is free to students with student ID.

21. Athletic Events

Students are encouraged to attend the various Patriot athletic events occurring throughout the school year. The 2008-09 academic year marked the first year for the Patriots to compete in the Mid-South Conference of the National Association of Intercollegiate Athletics (NAIA). Admission to home athletic events is free to students with student ID.

22. Parking

Parking passes are available in the Business Office for \$30. This parking pass will last the entire time the student is enrolled at St. Catharine College.

Employees and students may park in the numbered lots of the College. A campus map indicating college parking areas is available at the bookstore and business office. Business office needs to be notified of any changes—new vehicle, changing from commuter to resident, or resident to commuter, or more than one vehicle. There is no additional charge for changes.

Employees and students are prohibited from parking in the designated Motherhouse parking. This includes the parking lot in front of the Motherhouse, all spaces marked with signs, and all spaces marked —reserved MH. Employees and students parking in Motherhouse parking are subject to immediate towing.

Parking is a privilege which may be revoked. Reasons include, but are not limited to, parking in restricted areas or driving in such a way that other people or property may be endangered.

If students receive a parking fine, it is added to their student account. Or they may stop by the business office to pay.

23. Reserving Facilities

Reservations for the use of classrooms on campus are made through the Registrar's Office (x1256). If furniture or special equipment is needed outside the place where it is usually kept, its transfer should be authorized by the Director of Auxiliary Services (x1209). Reservations for the Dining Center or for catering are made through the Director of Food Services (x1261). If food is to be used in the Dining Center, it must be catered by the College. Reservations for Pettus Auditorium, the Matherly Conference Room, or other non-classroom spaces in the Richard S. Hamilton Health & Science Building should be made through the Dean of Health Sciences Office (x1101).

24. The Grounds

The College sits on nearly 60 acres. Students are welcome to enjoy this area, and may fish in the “catch and release” lake in front of the Spalding Center if they have a valid Kentucky fishing license. **All other ponds in the area are off-limits to students unless they have special permission from the owner** (the fine is over \$200).

The College grounds adjoin the grounds of the St. Catharine of Sienna Motherhouse, the Earth Center, the St. Catharine farm and Sansbury Care Center. Those entities belong to the Dominican Sisters of Peace, not to the College. Students may seek permission to enter any of these areas just as anyone would elsewhere. It is important to remember that the Motherhouse, Sansbury Care Center and the houses fronting the farm road in front of the cemetery are private dwellings and the home of Sisters and others. Their privacy should be respected. The farm is a working farm and it is extremely important that any entry onto the farm grounds be only after obtaining valid permission from the farm manager, Danny Spalding. In the past it has been necessary to bring in Fish and Wildlife officers to have students removed—resulting in costly fines.

IV. ACADEMIC POLICIES (Selected)

The following include a *selection* of academic policies. The College Catalog is available online and contains the academic policies of St. Catharine College. Should there be differences between this handbook and the catalog in the statement of academic policy, the current College Catalog will control.

A. Intellectual Property Rights (Policy and Procedure Manual, July 2006)

In general, student papers and works submitted toward the completion of a course remain the property of the student. **However**, the College reserves the right to publish student work in College artistic or literary publications on a royalty-free basis with the permission of the student. Work resulting from student participation in scholarly work, research, or grant-funded activities in cooperation with or under the supervision of a faculty member is treated by the College in the same manner as the property rights of the participating faculty member.

Scholarly materials

Faculty members retain the rights, as modified by the eventual publisher, for scholarly articles, papers, essays, books, art and artwork, and other similar intellectual works. Rights to patents and/or software produced for commercial application and/or marketing must be declared to the College and the right thereto will be individually negotiated.

Non-related Publication

Non-related publications, novels, essays, art and artwork, photographs, and similar work not of a scholarly nature related to the faculty member's discipline are the property of the faculty member as modified by the eventual publisher or seller.

Logistics and Support

Where the production of scholarly or non-scholarly works as described are deemed to require a significant use of logistics, funds, resources, materials, etc. from the College, the College may require negotiated reimbursement. Significant use generally implies an access to logistics, funds, resources, materials, etc., not routinely available to all faculty members within their normal divisional or program budgetary and/or support expectations. Disputes will be resolved by the College senior leadership.

Grants and Contracts

Grants and contracts obtained by or including effort from the faculty member in which the College is a relevant partner, participant, sponsor, worksite or content provider are to be approved and managed within the College's operation and financial accountability structure and any intellectual property resulting from such grants is the sole property of the College as modified by the terms of the original grant.

B. Absence (Faculty)

In the case of faculty absence, the students in that class may depart fifteen minutes after the scheduled beginning time. Students are required to sign a list brought by one of them

to the Office of the Vice President for Academic Affairs or appropriate Academic Dean. Students whose signatures appear on this list are not counted absent for that class.

C. Absence (Student) (revised, July 2006)

St. Catharine College is a voluntary community of learning in which the student holds the primary responsibility for his or her own actions and performance with the mentorship and assistance of the faculty. The College does not establish a mandatory “Cut” policy. However, the College does require that each faculty member establish an attendance policy that is appropriate for each course and to establish performance and grading criteria in regard to attendance.

Attendance is important both because it models successful behavior in the workplace and because the student has a responsibility to contribute to the class.

Attendance in Clinical and Field Experience Courses: Attendance in Health Sciences classes in clinical settings or Field Experience assignments in teacher preparation programs is not only an academic responsibility but also the demonstration of appropriate professional responsibility and maturity on the part of the student. The clinical hours are also set by accreditation and licensing hours in some cases. **Failure to meet attendance standards in Clinical or Field Experience courses may result in dismissal from the course and/or from the program.**

Attendance at Athletic Competition or Sponsored Events: The College recognizes attendance by team members at scheduled inter-collegiate games or other student attendance at sponsored events that are part of their program of studies as a legitimate absence. **HOWEVER**, it is the responsibility of the student in all cases to inform the faculty member of the upcoming absence and to arrange appropriate schedules for completing the missed work. Absences that are not coordinated by the student in advance will not be considered as excused.

Attendance is ultimately a student responsibility. Students who properly coordinate legitimate absences will be supported to the best of the faculty’s ability in a manner that is academically appropriate. Students who fail to coordinate absences in advance (other than emergencies) may be considered in unexcused absence status and denied access to make-up opportunities. Students who are absent in an emergency must coordinate with faculty at the first class to which they return or their absence may be considered unexcused.

D. Academic Dereliction

Academic dereliction is taken to mean a willful pattern of non-attendance and/or non-participation in one or more classes that is so blatant as to prevent the student from passing the course(s) and/or have a negative effect on the experience of others in the class. Academic dereliction also includes willful failure to meet financial obligations to the College, failure to conform to the basis of an award of scholarship, or failure to

conform to requirements of a previously assigned academic probation. Academic dereliction does not encompass the failure to pass a course when good faith effort is being made, nor does it include academic dishonesty which is covered by other policies. Students held to be academically derelict may face a range of sanctions from failure of a single course to dismissal from the College.

Students who simply cease coming to class without following proper withdrawal procedures may be considered to have abandoned the class and a grade of F may be issued. No refund will be given for an abandoned class or classes. Abandonment of a class or classes may have a direct effect on financial aid and eligibility for residence hall accommodation. The appeal process for abandonment is the same as for any other appeal of a grade.

Students must *actively participate* in a minimum of 12 credit hours to maintain eligibility to live in the residence halls.

E. Academic Integrity

St. Catharine College expects the highest standards of personal and intellectual integrity in all academic work on the part of individual students, groups of students, and the faculty. The College is committed to respecting and nurturing sound, diligent, and honest intellectual effort and the growth that inevitably comes from such effort. It is equally committed to being unwilling to tolerate academic dishonesty.

Academic dishonesty includes:

1. Cheating:

Cheating includes such actions as using unauthorized notes, non-permitted calculators, books or other reference materials during closed book exams or violating the instructions given for an out-of-class exam.

- Examples: A cheat sheet; looking at or appearing to look at another student's paper during a test; sending or receiving text-messages regarding examinations during an examination.

2. Copying:

Copying includes such actions as copying from another student's exam, lab report, or other exercise with or without the other student's knowledge; allowing a student to copy from one's own work in an unauthorized fashion; or discussing an exam or other exercise during the event except as authorized by the instructor.

- Examples: Several students copy the lab report of another student and submit it. A student provides a homework assignment to another student who copies it.
- Copying does not include group work that has been explained and authorized by an instructor when the instructions and standards of the instructor are followed.

3. Plagiarism:

Plagiarism is the submission of work of others as being one's own without proper documentation. This includes "cut and paste" or direct copying from on-line sources, books, articles, papers, journals, poems, stories, essays, newspapers, or other sources as well as the submission of journals, lab reports, projects, or other works written by others and presenting them as one's own.

- Examples: cutting paragraphs from an essay found on the Internet and pasting them into an essay to be submitted for class; copying material directly from a book or journal without properly acknowledging the source.

Plagiarism does not necessarily require direct, full-text copying. Submitting a work that substantially repeats the wording, tone, intent, data, graphics or conclusions of someone else's work without proper documentation in a manner which misrepresents the originality of the work may constitute an act of plagiarism and/or copyright violation even without direct word-for-word copying.

- Example: Taking numbers from a table in a study and using them in a narrative portion of a research report without giving proper credit to the source.

All similar wording is not automatically plagiarism. For example, giving a definition of a word in common terms may resemble a dictionary definition but not be plagiarism. Copying a complex definition from a technical dictionary word for word, using that definition in a technical paper, and not crediting the dictionary would be plagiarism.

4. Misrepresentation:

Misrepresentation, which is related to but different from plagiarism, involves having another person complete an exam, paper or other exercise or doing so for another person. It also includes submitting a paper or other work that has been purchased from another person, Internet site, or other source.

- Example: Student A writes a poem for student B who submits it as original work; a student purchases a research paper from an internet "paper mill" and submits it as his or her own.

5. Fabrication:

Fabrication means to deliberately make up or falsify references, data, lab reports, research or citations and references. It also includes altering the content, data, or conclusions of the work of others or of one's own work so as to misrepresent or falsify the material.

- Examples: Making up bibliography entries to "pad" a research paper; altering the data in a lab report to get the 'correct' answer; making up daily attendance numbers for a study on absentee rates at a day-care center to fill in days for which the student failed to collect the needed information.

6. Submitting Previous Work:

Submitting for credit an assignment previously submitted for credit in another class without the knowledge and permission of the current instructor.

- Example: Changing the title page on a paper on King Lear submitted in a literature class and using it in a class on theater.

7. Tampering:

Tampering is the act of changing one's papers, answer sheets, exams or other work after it has been submitted in order to alter the outcome or to falsely claim that a grading error has been made. It also includes altering or changing the work of another student to aid in cheating, as a prank, as an act of sabotage, or for any other reason.

- Example: A student changes a minus sign to a plus sign on a graded math quiz and then claims a mistake in grading was made; a student takes a paper of another student out of a faculty in-box to harm the grade of the other student with whom he or she is competing for an academic honor.

8. Unauthorized Possession:

This violation includes any unauthorized copy of an exam, quiz, or other graded exercise or the key or answer sheet to such items without the permission of the instructor and/or buying, selling, or distributing the same.

- Example: Student A purchases a copy of an instructor's final exam from student B who has taken it from a copy machine. Both students are guilty, even if the exam proves not to be the one that the instructor uses.

9. Some prohibited computer uses:

Computer theft includes the theft or unlawful copying of computer software programs, data, art, text, or other files belonging to another person or party; hacking into another student's files or work, or any unauthorized hacking into a College computer or network; sending e-mail or files and representing the source as another person or entity, including the College. Anyone who uses for unlawful purposes the access St. Catharine College provides, even though those purposes do not lie within academic issues, is subject to both College discipline and potential criminal or civil action.

- Examples: Student A downloads a file from student B's computer without B's knowledge and then uses the material in an assignment; a student sends a false message to an instructor from another student's computer so as to pretend that the owner of the computer sent the message; a student downloads and sells unauthorized copies of a movie using campus internet access.

See also Subsection J of this section for Information Technology Usage Guidelines.

10. Aiding and Abetting:

Aiding and abetting includes any act which is undertaken to assist another person or persons in the commission of any act of academic dishonesty, whether or not the attempt was successful.

- Examples: Student A lends student B a research paper to copy; student A distracts a faculty member while student B steals an exam key.

F. Responsibilities and Policies Regarding Academic Integrity

1. Students:

It is the responsibility of each student to know and understand the definitions and categories of violations of academic integrity, the standards of the instructors of individual courses, and the College's policies regarding academic integrity. A claim of ignorance of either policy or definitions regarding academic integrity will not be considered as a defense or basis for appeal.

2. Faculty:

It is the responsibility of each faculty member to establish appropriate policies regarding academic integrity; including test procedures, rules for group work, and documentation standards and protocols that are appropriate to the specific course. It is the responsibility of each faculty member to encourage and honor work done with integrity and honest effort and also to act against academic dishonesty when detected. Faculty members will take reasonable effort to observe classroom behavior and to evaluate assignments to detect academic dishonesty. Assignments involving academic dishonesty will not be accepted. When academic dishonesty is encountered, the first line of response is the individual faculty member who may, after counseling the student regarding academic integrity, take any of the following actions as appropriate or any combination of these actions:

- Reissue the assignment in question or an equivalent assignment.
- Reissue the assignment with a mandatory lowering of the grade.
- Give a grade of 0 or F for the assignment with no make-up, even if the grade will result in an F for the course.
- Refer the student to the Department or Division Chair or Dean for resolution or further disciplinary action.

G. Special Status of Professional Conduct and Ethics:

Many St. Catharine programs and courses include clinical and internship programs in professional settings including hospital, health care, and educational settings. All students participating in such programs bear a special responsibility for attendance, academic integrity and professional conduct in such settings. Specific information will be provided by each program that includes such settings. Violation of such standards may result in sanctions up to and including immediate expulsion from a program. Poor attendance or poor performance can result in both failing grades and a reputation in the community that could hamper future employment. Serious misconduct in professional settings may expose the student to legal action from those organizations or individuals affected. A claim of ignorance of standards, definitions or policies will not be accepted as a defense in matters of professional misconduct.

H. Cell Phones

Cell phones shall not be used in College classrooms. No student shall use a cell phone, either by voice or by text messaging or by camera capacity, to perpetrate an act of

academic dishonesty, to willfully invade the privacy or dignity of another person, or to engage in any unlawful activity.

I. Recording a class

Students who wish to tape or otherwise record a class must have the permission of the instructor except where such permission has been granted as part of an ADA support plan. In the case of an ADA support plan, the student is responsible for informing the instructor regarding the accommodation and ensuring that the instructor is aware of the recording activity.

J. Information Technology Usage Guidelines (revised July, 2006)

By logging on to the school network you agree to and understand that you will abide by the following terms:

The following guidelines are of a general nature and refer to all usage of the network and workstations. These guidelines apply to all St. Catharine College computing and network resources, including host computer systems, St. Catharine College sponsored computers and workstations, software, data sets, and other communications networks, including telephone systems, which are controlled, administered, or accessed directly or indirectly by St. Catharine College computer resources or services, employees, or students. This policy does not cover every situation; it merely serves as a guideline. If users have questions about what is acceptable and what is not, they should contact or visit Information Technology.

Failure to comply with the Computer and Network Policy and the guidelines outlined in this document can result in, at minimum, termination of service. Those in violation of this policy are subject to the full range of sanctions, including the loss of computer or network access privileges, disciplinary action, dismissal from St. Catharine College, and legal action. Some violations may constitute criminal offenses--as outlined by local, state, and federal laws--and will be reported to the appropriate authorities.

St. Catharine College provides reasonable security against intrusion and damage to files stored on the network; St. Catharine College is not responsible for unauthorized access by other users or for loss due to power failure, fire, floods, etc. St. Catharine College makes no warranties with respect to Internet services and their availability, and it specifically assumes no responsibilities for the content of any advice or information received by a user through the use of St. Catharine College's computer network.

College employees and students should also be aware that data and other material and files maintained on the network servers may be subject to review or disclosure. St. Catharine College will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with College policies conducted through the network system. Users, when requested, are expected to cooperate with system administrators in investigations of system abuse. Failure to cooperate may be grounds for loss of access to the network.

1. Electronic mail is the primary method of communication at St. Catharine College. Email users are responsible for maintaining a reasonable number of messages within limits designated by the Information Technology department. If a mailbox is full all messages will be returned to sender with a notification of such. Anyone needing assistance in email management should contact the E.W. Hundley Library.
2. St. Catharine College email is necessary to conduct daily business. Good judgment should be used in the sharing of “friendly” email. The forwarding of such emails should be limited to smaller groups of people and not necessarily involve sharing with the whole institution.
3. New employees of St. Catharine College will undergo basic technology training in the use of email and shared directory network functions as part of their orientation.
4. Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and in-room jacks. St. Catharine College's network infrastructure has been implemented with performance planning and appropriate security as major objectives. Network efficiency is one of the foremost priorities of Information Technology, along with acceptable use practices and best use of resources. For these reasons, modifications will only be made by Information Technology personnel.
5. No unauthorized networking equipment, i.e. routers, switches, hubs, may be used to access internal or external networks at St. Catharine College, nor may they serve in any way as an electronic gateway to non-St. Catharine College affiliated systems without the permission of the Director of Information Technology.
6. Computer or workstations are provided with names designated by Information Technology to identify them on the campus network. Changing the name of a computer or workstation is not allowed and may result in making that computer unavailable to others and unable to access network resources. Should change to a computer name be necessary, please contact Information Technology.
7. The network should not be used in a way that disrupts the use of the network by other users. Attempts to degrade the performance or to deprive authorized personnel access to any St. Catharine College computer system or network are prohibited, as are acts which have that effect, whether intended to disrupt or not. Examples include: non-academic use of streaming video, listening to music or radio broadcast, or the use of any other third party programs such as “Weatherbug”, which continually access the web for updating purposes.

8. Current state and federal laws regarding obscenity and pornography, libel and slander, and misuse of the mails for threats and anonymous letters apply to electronic mail, Internet and bulletin boards. Users are to use common courtesy, avoiding vulgarity, obscenity and profanity. At no time may anyone connected to SCC's information technology system download pornography.
9. Destroying or damaging equipment, software, or data belonging to the school or to others is prohibited.
10. Intentional spreading or creation of computer viruses is prohibited. Any type of hacking (defined as an attempt to gain access to folders, databases, hardware, or other material on internal or external networks to which one is not entitled) is considered to be an extremely serious offense and will not be tolerated. Any user who indulges in hacking and/or possesses hacking software or paraphernalia on his/her machine will have immediate suspension of network privileges and be subject to further disciplinary action.
11. Any attempt to circumvent system security or information protection schemes, uncover security loopholes, guess other users' passwords, access codes, or gain unauthorized access to local or network resources is forbidden.
12. Unauthorized monitoring of electronic communications is forbidden. Attempts to gain unauthorized access to private information will be treated as violations of privacy, even if the information is publicly available through authorized means. In addition, searching through directories to find unprotected information is a violation.
13. The primary user of any computer connected to the St. Catharine College Network is responsible for the behavior of other users on that computer and for all network traffic to and from the computer. Sharing files on a computer may often be desirable; however, individuals are responsible for the content and legality of any information they choose to share. This responsibility includes making regular disk backups and controlling physical and network access to your computer. Avoid storing passwords or other information that can be used to gain access to other campus computing resources.
14. Software not provided by St. Catharine College and subject to licensing must be properly licensed and all license provisions (e.g., installations, use, copying, number of simultaneous users, and term of license) must be strictly adhered to. St. Catharine College assumes no responsibility for individual licensors or maintenance of their license. Such licensing is the responsibility of the user. Copyright violation is subject to disciplinary action by St. Catharine College and/or civil or criminal liability. Any and all software must be guaranteed by the manufacturer. Beta versions will only be used by the IT department or individuals testing the software. Administrative exceptions may apply.

15. Individual network folders are configured to allow students and employees the privilege of storing school-related material. Users are totally responsible for the material in their own individual network folders. Similarly, students may only save items to their own personal folders or to designated academic class folders for classes they are currently enrolled in. Individual folders and class folders have size limitations (i.e., quotas) placed on them, and users are responsible for managing their folders within these size restrictions.
16. Each user should have his/her own account and is responsible for all activities in or from the account. It is each user's responsibility to protect his or her account from unauthorized use; therefore, accounts should not be shared.
17. All users are required to log on to the St. Catharine College network with their username supplied by St. Catharine College. For faculty and staff a personal username will consist of their first initial of their first name and full last name and minimum four (4) digit password. Student usernames will be in the format *[first.last]* and may require additional characters to ensure uniqueness.
18. Effective summer 2007, passwords are restricted to at least four (4) characters and expire every 90 days. After five consecutive incorrect entries of a user's network password, the user's account will be locked until reset by an administrator.
19. User accounts will be deleted when a user ceases official association with St. Catharine College. All files saved to the server, unless otherwise specified by a user's supervisor, will also be deleted.
20. Special access to information or other special computing privileges are to be used in performance of official duties only. Information obtained through special privileges is to be treated as confidential.
21. When users cease being members of St. Catharine College (e.g., withdraw, graduate, terminate employment, or leave St. Catharine College) or are assigned a new position and/or responsibilities within St. Catharine College, access authorization must be reviewed. Users must not use facilities, accounts, access codes, privileges, or information for which they are not authorized in their new position or duties.
22. No services will be provided to outside organizations or agencies that would normally be provided by other public or private agencies within the geographical areas of the campus without the prior approval of the Vice President of Finance and Administration.
23. Only Information Technology personnel or those authorized by Information Technology personnel shall have physical access to St. Catharine College's network servers.

24. System Administrators may access user's files for the maintenance of networks and computer and storage systems (e.g., to create backup copies of data). In all cases, however, individuals' privileges and rights of privacy are to be preserved to the greatest extent possible. System administrators respect the privacy of accounts.
25. Certain circumstances may require access to someone's computer for vital information needed to conduct business during an employee's absence. Any requests for such information must be approved by the Vice President of Finance and Administration.
26. While St. Catharine College is committed to an open environment where information and ideas are freely shared, the College is also committed to the privacy of the members of the College community. Behavior that constitutes misconduct as defined by this policy is not protected. In such instances, with approval of the President, a Vice-President may, without notice, authorize a member of the Information Technology department to access or disable such User accounts or files.
27. System administrators will not intentionally inspect the contents of data files or email messages or disclose such contents to any person other than the owner, sender, or an intended recipient without the consent of the owner, sender, or an intended recipient unless required to do so by law or to investigate complaints regarding files or email alleged to contain material contrary to St. Catharine College policies or applicable laws.
28. No one shall knowingly use or allow to be used any computer resource of the campus, to include internet or telephone access, to engage in any criminal or illicit activity including, but not limited to, violations of audio or visual copyrights through illicit downloading or distribution, receiving or distributing pornography, engaging in illegal gambling activities, or any purpose of fraud or deception. Any student who has evidence that his or her access has been misused or "hacked" or their files or identity compromised, by parties known or unknown, should immediately notify the Business Office.
29. The guidelines listed in this document will be reviewed as needed by the Technology Committee.

K. College Catalog

The College Catalog (accessible through the College website at www.sckky.edu) provides essential information dealing with academic regulations and with progress toward graduation. Students are responsible for knowing and following regulations in the catalog. In addition, students should track their progress toward graduation against the requirements of the catalog.

L. Student handbooks, program handbooks, and course syllabi

Students have access online to the *Student Handbook* (<http://www.sccky.edu/student-life/student-handbook>) and the *Residence Life Handbook* (<http://www.sccky.edu/student-life/housing-and-residence-life>), and residential students receive a *Residence Life Handbook*. Students are also provided through the student activity fee a free yearly student planner that contains the *Student Handbook* and *Residence Life Handbook*. **Everyone present in a residence hall, whether a resident or not, is subject to the *Residence Life Handbook*.**

Various programs also issue handbooks for policies, rules, and procedures appropriate to the program or major. Faculty also issue syllabi for individual courses. Students are responsible for understanding the information in those sources and adhering to the requirements set forth therein. In the event of conflict between published documentation, the appropriate Chair or Dean shall determine the proper precedence in consultation with the Vice President for Academic Affairs or the Dean of Students.

M. Admission to Classes

Admission to class requires being accepted into the College through the Admissions Office. Admission to class also requires an official notice from the Registrar or Academic Dean that registration has been completed.

N. Registration Information

1. Add/Drop Procedures*

Students who wish to change their course load by dropping or adding courses after they have registered must complete an official course change form. Forms are available in the Registrar's office; they must be completed and signed by both the student and the student's advisor and submitted to the Registrar before the change will be reflected on the student's academic records. The Registrar's Office is located in Bertrand Hall.

***NOT ATTENDING CLASS DOES NOT CONSTITUTE AN OFFICIAL DROP, AND MOST LIKELY WILL RESULT IN AN "F" IN THAT CLASS. It may also have implications for other areas including, but not limited to, financial aid, participation on sports teams and eligibility for continuing to live in the residence halls.**

2. Audit

An auditing student is one who enrolls in a course for informational instruction only and does not seek a grade or credit. Auditing students are not required to complete assignments or examinations, but regular attendance is required in order to receive transcript posting of the audit. Audit is available on a space available basis and the

tuition is 50% of the normal rate. Change from audit to credit during the semester will not be approved. Students changing from credit to audit during a semester will not receive a tuition reduction or refund.

3. Withdrawal

Withdrawal dates and Add/Drop dates for each semester are posted in the annual academic calendar. It is important to note the ‘last date to Withdraw’ with a grade of “W” from a class, and to follow the proper procedures to do so if needed. Students must complete their withdrawal request and submit it to the Registrar’s Office in a timely manner, including consultation with their academic advisor, in order for their withdrawal to be official and to be eligible for any appropriate refunds. Students who, for legitimate reasons such as illness or major change in personal situation, wish to request a withdrawal after the posted withdrawal dates must submit an appeal in writing to the Admissions and Academic Standing Committee, Office of the Dean of Students.

Students who register but who do not subsequently attend classes during the first week of class or the first session of a weekend term will be withdrawn from the course by the Registrar. The student will be notified of the action in writing sent to the last known address.

Students who engage in disruptive behavior or blatant academic or personal dishonesty related to a course may be withdrawn from that course at the discretion of the faculty member. Students will be notified in writing of the action and their right to appeal.

If a student receives financial aid, refunds will be made to the Financial Aid Programs based on the student’s last date of attendance. Before deciding to withdraw from a class, students should consider the implications of dropping a class on financial aid, athletic eligibility, scholarships, VA benefits, ability to live on campus and eligibility to continue in the U.S. as an international student. Very often students must be classified as “full-time” to be qualified to continue in the program or status or remain in the residence halls.

4. Repeating a Course

Students may repeat courses. The grade earned on the repeated course, whether it is higher or lower than the first grade, supersedes the first grade and is used for calculating the student’s grade point average. The initial course record is not counted in grade point averages but remains on the transcript. Students should be aware that policies on credit for repeated courses may vary at other colleges and universities.

5. Special Credit

In some cases students may receive credit by taking a course on an independent study basis, or may receive credit based on their score on an AP exam or based on CLEP (College Level Examination Program). Other possible means of receiving special credit include credit by competency examination (e.g., CIS 100, CIS 110, BIO 110), prior

military service and prior professional training according to the guidelines of the American Council on Education (ACE). In addition to formal professional and continuing education students may petition for credit for significant life experience. More information on all of the above special credit procedures is available in the College catalog.

6. Overload

Registering for more than 18 hours results in a charge (per hour) for the hours over 18 and requires permission from the appropriate Academic Dean.

O. Disruption of Class

A student who disturbs a class and who does not respond to correction may be required to leave the class and an absence will be recorded. If problem behavior continues, the instructor will officially bring the matter to the attention of the Academic Dean. Among other disciplinary measures, the student may be dismissed from that class and assigned a grade of “F” for the course.

P. Early Alert Referral System (EARS)

The college has an academic support program whereby a faculty member can refer a student to the Center for Student Support Services via an Early Alert. An Early Alert referral may be sent in response to faculty concern about a student’s academic performance due to excessive absences from class, missing assignments, failing quizzes/tests, etc. The faculty member sends an Early Alert referral form to the Center for Student Support Services. The student is then contacted by Center staff to request a meeting to discuss academic success strategies.

Q. Mid-Term Grades

At mid-semester, grades reflecting current progress are issued to all students. Mid-term grades do not appear on official transcripts. The purpose is to motivate students to focus seriously on course work and to provide a feedback mechanism for a student’s academic performance in the first half of the semester.

R. Final Examinations

The final examination schedule is distributed well in advance of the examination dates. Students are responsible for bringing any conflict in the schedule to the attention of the Registrar immediately. The Registrar will make whatever adjustments are reasonable to resolve the conflict. The student who is unavoidably absent from a scheduled examination will be required to substantiate the reasons for absence with evidence. In such cases an alternate examination should be taken, normally within one week after the regular examination period. A fee, payable to St. Catharine College, may be charged for a

special final examination. A student absent from any examination without serious cause receives a grade of “F” for the examination.

S. Academic Standing, Probation and Suspension

An overall GPA (grade point average) of 2.0 is required for a student to be in good standing. Health sciences majors may have higher GPA requirements to remain in the major. A student may be placed on Academic Probation for one semester if his or her grade point average falls below 2.0 for any semester. A student on Academic Probation may be required to limit the number of hours or courses for which he or she registers, establish special advising programs, or to take other action to bolster the likelihood of future success. If a student on probation does not achieve a 2.0 grade point average for the following semester, he or she may be suspended.

All students placed on academic probation are required to meet with the Center for Student Support Services the following semester within the first week of class. Staff will assist the student to set up a contract for academic success and help him or her identify strategies for educational growth and improved academic performance. Strategies may include study skills, time management, note-taking, resource center referrals, etc.

A student whose grade point average falls below 0.75 at any time after completing at least 12 credit hours will be automatically suspended. Also, if a student does not sufficiently raise his or her GPA by the end of a semester of probation he or she may be suspended. A student who has been suspended may not re-enroll until at least one full semester has passed.

A student who has been placed on suspension may appeal in writing to the Admissions and Scholastic Standing Committee. This appeal must be submitted not later than two weeks prior to the last day to register for the next semester. Upon reinstatement by either appeal or by the passage of time prior to re-registration, a student who fails to earn the required grade point average after return to class is subject to dismissal from the College. Dismissal from the College for academic failure must be confirmed by the President of the College.

T. Academic Bankruptcy

Academic bankruptcy allows a student to void all or part of his or her previous college record at St. Catharine College. Upon approval of a request for academic bankruptcy, all courses taken in the specified semester or semesters will be declared void. Bankruptcy cannot be requested for individual courses. The bankruptcy will be posted to the student transcript, and the voided credit hours and grades will not count toward graduation and will not be used for grade point average (GPA) calculations. However, the records will remain on the transcript along with any notations of suspension, probation, or other actions. Academic bankruptcy must be requested in writing to the Vice President for Academic Affairs. Bankruptcy may be requested only once, and students who have declared a bankruptcy are not eligible for future graduation honors.

U. Right of Appeal

The student has the right of appeal as set out in the Academic Appeals matrix.
A MATRIX OF ACADEMIC APPEALS PROCESSES

Appeal of:	First Challenge	First Appeal	Subsequent Appeal	Basis for Appeal
Single grade, course failure, a paper, or a test	Faculty Member <ul style="list-style-type: none"> ➤ Student must discuss the grade within two class meeting days of the return of the grade to the student. 	Department or Program Chair <ul style="list-style-type: none"> ➤ If agreement is not reached, the student may appeal to the Program or Division Chair in writing within two class days of meeting with the faculty member. ➤ The Chair shall consider the student's appeal, discuss the matter with the faculty member, and render a decision. ➤ The Chair may meet with the student. 	No further appeal	<ul style="list-style-type: none"> ➤ Factual or numerical error. ➤ Major variation from the syllabus in schedule or due dates. ➤ Failure of faculty member to acknowledge legitimate excused absence.
Grade for an entire course	Faculty member <ul style="list-style-type: none"> ➤ Student must challenge in writing within two weeks of the posting of the grade. ➤ Faculty member may meet with student or reply in writing. 	Department or Program Chair <ul style="list-style-type: none"> ➤ Student must appeal within one week of the reply from the faculty member. ➤ The Chair will discuss the matter with the faculty member and may request an interview with the student. 	The Dean of School of Health Sciences or the Dean of School of Arts and Sciences. If the position of Dean of A&S is vacant, the appeal will go to the VP for Academic Affairs who will if necessary, seek independent input. There is no further appeal from a course grade except as noted below.	<ul style="list-style-type: none"> ➤ Factual or numerical error. ➤ Major variation from the syllabus in schedule or due dates. ➤ Improper assessment of absences. ➤ Factual evidence not available at the time of earlier challenge or appeal. <p>In no appeal or challenge will be accepted later than one week before the deadline to register for the next term after the course appealed.</p>
Expulsion from a major for: <ul style="list-style-type: none"> ➤ Grade reasons; course failure ➤ Failure to pass a required course in a set sequence. 	Challenge of single grade If the expulsion is based on the grade of a single course, the student, if possible, should challenge the grade as set forth above. The student may choose to follow procedure for expulsion or serious misconduct set forth below: <ul style="list-style-type: none"> ➤ Challenge must be made in writing within two weeks of notice of expulsion. 			
1. Expulsion from a class or from a major. 2. Hearing a charge of serious academic or professional misconduct. 3. Expulsion from a major for academic failure of one or more courses.	Academic Hearing (see below): A faculty member, Chair, Dean, or student may request that the appropriate Dean convene an Academic Board Hearing in regard to a student's status or performance when: <ul style="list-style-type: none"> ➤ A student wishes a full hearing of a challenge to expulsion from a class or major for academic or conduct reasons. ➤ A faculty member or chair wishes to formally present for a full hearing a charge against a student accused of serious academic or professional misconduct. ➤ A student wishes to challenge a charge of academic or professional misconduct with a full hearing. <p>Such a request, either from a student, or from a faculty member/Chair, must be forwarded to the appropriate Dean within one week of the determination by the Chair that the matter cannot be resolved at the department or division level.</p> <p>A student may not bring such a request without notification to the chair and a good faith attempt to resolve the issue at the division or program level.</p>	VP for Academic Affairs The decision of the Board will be automatically reviewed by the Vice President for Academic Affairs for procedural accuracy. If the student wishes to submit matters in appeal: <ul style="list-style-type: none"> ➤ The submission must be made in writing within one week of the notification of the decision of the Board. ➤ The student may request an extension for hardship or if it can be demonstrated additional matters of fact will take longer to assemble. 	The President. <ul style="list-style-type: none"> ➤ An appeal to the President may be made if the Board makes a recommendation for expulsion from the College. ➤ No expulsion from the College (excluding simple academic suspension (see below) may be made without the approval of the President. 	Examples of matters considered by the hearing: <ul style="list-style-type: none"> ➤ Factual or numerical error. ➤ Major variation from the syllabus in schedule or due dates. ➤ Contrary evidence or interpretations of events. ➤ Improper assessment of absences or facts regarding such absences. ➤ Factual evidence not available at the time of the event, initial judgments, or of earlier challenge or appeal. ➤ Extreme hardship. <p>In no case will any appeal or challenge be accepted later than one week before the deadline to register for the next term after the course appealed.</p> <p>In no case will ignorance of standards of academic integrity or professional conduct serve as a defense.</p>
1. Academic suspension for grades.	Admissions & Academic Standing Committee. Academic suspension, based on GPA or violation of academic probation. Appeal must be made to the	VP for Academic Affairs <ul style="list-style-type: none"> ➤ Appeal must be made w/in two weeks of the decision of the 		

2. Failure to remediate probation.	AAS Committee. ➤ Appeal must be made in writing in a timely manner, normally two weeks after notification, but in no case later than one week prior to the deadline to register for the next term. ➤ The Committee has discretion to call the student for discussion if desired.	AAS Committee. ➤ Appeal may only be made based on facts not considered in evidence by the AAS Committee or an assertion of factual error.		
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V. Administrative Response to Academic Appeals

In general, where a time frame is provided for a student appeal, the faculty member or other person or board should respond within the same amount of time provided to the student unless:

- The need to gather more evidence is apparent
- The need to speak to witnesses is apparent
- The student requests more time
- It is determined that the appeal was filed to the wrong authority

If the action requires the assembly of a convened board, then the convening authority should take action within one week of the receipt of the appeal to establish the board as appropriate. The student should be informed of the time and date of the board meeting within two weeks of the date of the receipt of the appeal. The time and date of the meeting shall be established based on the availability of the board members and the appropriate need to assemble such evidence, witnesses, or other due diligence as required. The findings of such a board should be conveyed to the student and the convening authority within one week of the decision. The student, the convening authority, and the appropriate dean should be kept advised of any circumstances which will cause unusual delay.

If college policy directs an automatic appeal from a decision, then a response to the automatic appeal shall be made along similar guidelines.

If an appeal is properly submitted during a period in which the college is not in session or during which the appropriate faculty or staff members are in authorized absence, the time frames for response will become effective upon the resumption of the college session or the return of the individual(s).

A student may withdraw an appeal at any time. If, in any situation, the student in the prosecution of an appeal action requests legal counsel or appears at any session with counsel, the appeals process shall be immediately halted until consultation has been made with the College Counsel.

W. Assessment

The College places great importance on the value of assessment as a means of continuous improvement. Students, faculty and staff are partners in the process of assessing the effectiveness of academic instruction and support, student life and campus activities, and administrative services. At various times, students may be asked to participate in institutional surveys, questionnaires, etc. to monitor these areas for needed

improvements. Occasionally students are also asked to participate in assessments which provide feedback to external agencies that accumulate data on the behavior or interests of college students to report national trends. In addition, some majors require an end of program assessment (e.g., major field test) for their graduates. Assessments of academic performance support the review of programs, majors and general education instruction. All candidates for graduation from the College are required to take the CAAP (Collegiate Assessment of Academic Proficiency) exam series, a general education assessment test, before they receive their degree. Questions about assessment at the College may be directed to the Office of Institutional Research and Effectiveness.

V. STUDENT LIFE POLICIES (revised August 2006)

A. Student Rights

No rights can be realized without self-discipline and attention to the rights of others. In a civil society, and in particular in a society valuing Christian principles, each individual's rights are limited by the rights of others. This is important in small and large actions, which includes everything from being sure that your music is not being heard outside your room (or inside it if your roommate objects) to cleaning up after yourself in the Dining Center and in the parking lots (garbage in cans, not on the pavement) to treating others with dignity and respect in all sorts of ways.

Student rights include:

The right to an environment valuing study and serious inquiry, where learning is prized, and where high academic standards are fostered;

The right to inquire about, discuss and to recommend improvements in policies, regulations, and procedures affecting the welfare of students, including curriculum, student life, and campus activities;

The right to be treated with the dignity and respect due an adult citizen including the right to appeal major disciplinary actions and the right to have the College maintain and protect the confidential status of certain records;

The right to fair and impartial academic evaluation and to service from the faculty, administrative offices, and services of the College without regard to race, color, religion, national or ethnic origin, age, sex, or handicap,

The right to written notice of any non-academic disciplinary charges against the student;

The right to appeal as set out in the Academic Appeal Matrix and Non-Academic Appeal Matrix;

The right to waive any rights provided it is done of the student's own free will;

The right to a grievance process (see "*Grievance*" in VII (23) of this Handbook).

B. Student Responsibilities

No list of rules can be exhaustive in covering every situation that may arise. Therefore, the following responsibilities emphasize the spirit rather than the letter of governing standards, policies, rules, and regulations. Student responsibilities include:

Being fully acquainted with published regulations and complying with them in the interest of an orderly and productive community.

Respecting and showing consideration for others and for their rights and property as well as for the property of the College itself.

Maintaining appropriate individual conduct.

Taking advantage of the educational opportunity provided.

Realizing and acting on the principle that learning is not a passive activity.

Respecting the heritage, traditions, and values of the College.

C. Standards of Student Conduct

St. Catharine College strives to maintain an atmosphere that is conducive to the development of mature and responsible students. All students of St. Catharine College are expected to know and adhere to high standards of conduct and of academic integrity. Persistent departure (or a single departure if serious) from this standard may result in suspension or expulsion.

Misconduct for which students are subject to disciplinary action falls into several categories. These rules apply to all SCC students whether or not they reside on campus. The rules also apply to guests; SCC students are responsible for the behavior of their guests and may suffer financial or disciplinary consequences, depending on the circumstances. If a student violates the terms and conditions of the housing contract or other College regulations and such violation results in disciplinary action which includes some form of suspension or expulsion, even if during the refund period, the College's refund policy does not apply and the student will be held liable for the full charges for that term. Recipients of the Federal and State financial aid are subject to the Federal "Return of Title IV Funds" policy. Neither the college nor any of its officers shall be under any liability for such exclusion.

It is important to note that many of the items of misconduct referred to may also constitute violations of the Kentucky Revised Statutes or local ordinances and therefore carry the possibility of criminal prosecution.

1. Alcohol

In addition to the federal, state, and local laws governing the use and possession of alcoholic beverages, the College prohibits the storage, possession and/or consumption of alcoholic beverages by students on campus or at College-related events. The College also prohibits the storage and/or possession of commercial alcohol containers by students on campus or at College-related events. In addition, students are not to display alcohol advertising. Students are prohibited from being perceptibly intoxicated while on campus. Students in possession of alcohol or a prohibited container or in presence of alcohol or a prohibited container (i.e., in the room or

hallway or at the vehicle where alcohol is found) or perceptibly intoxicated are subject to a fine of \$250 for the first violation and more serious discipline for further violations. This rule applies to **all** students of whatever age.

2. Drugs

Use, possession, storage, production, manufacture, sale, trafficking, or distribution of narcotics, dangerous drugs, or controlled substances, or paraphernalia or other drug-related activities, are forbidden except as expressly permitted by law. Violation of this regulation is considered a major offense and may subject those involved to immediate suspension.

3. Firearms and Weapons

SCC does not permit the possession or use of firearms or any other weapon (examples include, **but are not limited to**, any knife other than a kitchen utensil or pocket knife, hunting knives, martial arts weapons, air guns, BB guns, paintball guns, pellet guns, bows & arrows, tazers, and “deadly weapons” as defined by KRS 500.080), fireworks, explosives, dangerous chemicals, or any other object or substance which poses a hazard to life, health or safety. If students are found in possession of such items, the items will be confiscated and further sanctions up to and including expulsion may apply depending on the circumstances.

4. Theft or Destruction of Property

Theft and destruction or unauthorized possession of private or College property are violations of the code of conduct. This includes, but is not limited to, misuse or damage (other than accidental) to property, including malicious destruction, damage, or deliberate defacing of property, including library and laboratory materials. In addition to other civil and criminal and college penalties, the student will be held financially responsible.

5. Disrespect for Others/Harassment

Includes, but not limited to, physical or psychological abuse, including detention or threat of bodily harm of another person or persons in the community, all of which is prohibited. Harassment could take the form of malicious teasing, ribbing, or gossip, etc.

Harassment of any kind is not acceptable at St. Catharine College. It is inconsistent with the College’s mission of a just society. St. Catharine College is also committed to the free and vigorous discussion of ideas and issues, which the College believes will be protected by this policy.

This harassment policy applies to all persons who are enrolled or employed at St. Catharine College while they are on College property or are participating in a College

sponsored activity off-campus. Situations involving applicants for admission who believe they have been harassed by employees of St. Catharine College and students and employees of St. Catharine College who believe they have been harassed by contractors or vendors serving the College, will be through procedures for complaints of discrimination. Persons who believe they have experienced these situations should contact the Director of Human Resources, who is the Title VII/Title IX Coordinator.

The College will not tolerate speech and acts that are harassing to anyone regardless of race, gender, religion, sexual orientation, culture, national origin, color, or other such distinguishing characteristics. St. Catharine College is committed to protecting the academic freedom and freedom of expression of all members of the College community. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however, controversial, in the classroom, residence hall, and, in keeping with different responsibilities, in workplaces elsewhere in the College community.

Definition of Harassment at St. Catharine College

Harassment is the creation of a hostile, offensive or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, has the purpose or effect of substantially interfering with an individual's work or education, or adversely affecting an individual's living conditions. Harassment prohibited by this policy includes conduct and behavior which substantially interferes with the mutual respect and collegiality afforded all individuals at St. Catharine College. In particular, harassment may include instances of disparaging comments or physical behavior directed at an individual which are abusive of that individual's distinguishing characteristics, including, but not limited to, race, age, religion, sexual orientation, or national origin to such an extent as to substantially interfere with such individual's work or education or adversely affect the individual's living conditions.

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the alleged victim and considering all of the relevant circumstances. In considering a complaint under St. Catharine College's harassment policy, the following shall apply: Harassment must be distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities. Instructional responsibilities require appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

The following behaviors are also prohibited by the harassment policy:

Reprisals

- Against the Complainant: It is a violation of St. Catharine College's harassment policy for any employee or College official to retaliate against

a complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment. When necessary, the appropriate dean or other College officer may monitor student grading or faculty/staff reappointment, promotion, or other decisions to ensure that prohibited retaliation does not occur.

- **Against the Respondent:** Lodging a complaint of harassment is not proof of prohibited conduct. A complaint shall not be taken into account during reappointment, promotion, or other evaluation or review until a final determination has been made that the College's policy has been violated.
- **Knowingly False or Malicious Complaints:** To knowingly file a false or malicious complaint of harassment or retaliation is a violation of the harassment policy. Such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.
- **Intentional Breaches of Confidentiality:** All participants in the harassment complaint resolution process, including the complainant and respondent, witnesses, advisors, mediators, members of hearing panels, and officers, shall respect the confidentiality of the proceedings. Breaches of confidentiality jeopardize the conditions necessary to the workings of internal procedures for resolution of claims of harassment. Participants are authorized to discuss the case only with those persons who have a genuine need to know. A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment. Such a breach may also constitute an act of retaliation. A breach of confidentiality may void the outcome of any previously agreed-upon resolution to a complaint. Students who believe they have been harassed, students charged with harassment, and students with knowledge of situations in which harassment may exist should consult with the Director of Human Resources regarding the appropriate procedure.

6. Bodily Harm or Attempt

Includes, but not limited to, fighting or other assault which could hurt or endanger another. This includes an unsuccessful attempt, such as an intercepted swing at another person.

7. Disruption of College Activities

Interference or disruption that impedes, impairs, or obstructs teaching, research, administration, disciplinary procedures, or other College missions, functions, or activities on College premises or at College-related events or infringes on the rights of others will result in disciplinary action.

8. Misuse of Facilities

Violation of rules relating to the use of campus buildings and other College facilities or services (for example, being in unauthorized places after hours) is cause for disciplinary action.

9. Disregard for College Procedures

Failure to answer an official summons or to comply with the lawful directions of College officials acting in the performance of their duties may result in disciplinary action. This is especially important in an emergency such as a fire alarm or tornado warning.

10. Disrespect for a College Official

This includes but is not limited to: lying to a College official in the course of his or her duties, verbally abusing a College employee, or failure to obey the lawful order of a College official. This is especially important in an emergency such as a fire alarm or tornado warning.

11. Tampering with Equipment

Tampering with any security equipment including, but not limited to, cameras, fire extinguishers, fire alarms, smoke detectors, or locks is considered to be *extremely* serious as it endangers the lives of other students. The Fire Department may also pursue criminal charges to the full extent of the law. It is important to note that every time an alarm is activated or any other incident indicating the possibility of a fire occurs, a report is given to the State Fire Marshal, who may press criminal charges in addition to College sanctions and financial penalties.

12. Other Violations

Violation of College policies or regulations which have been published and are available to students, or any other conduct contrary to good order and the rights of others as determined by the Dean of Students and/or the Campus and Residence Life Committee will be cause for disciplinary action.

D. Discipline Policy

Discipline is quite different from punishment. Discipline attempts to locate and correct the root of the problem; punishment deals with the symptom without resolving the cause. The individual who has behaved inappropriately should expect that such behavior has consequences. Where possible the purpose of discipline is to focus on the reason for the violation, show the offender why the behavior is inconsistent with College society, and to aid the individual in resolving any misunderstandings which might exist about the regulations. Educational discipline also helps individuals realize their freedom of choice

to (a) abide by those regulations, (b) take what consequences may result from not doing so, or (c) find necessary channels through which to change the regulations. However, the rights and safety of other students as well as staff of the College must always be taken into consideration. Thus, situations sometimes occur in which learning by the offender must take second place to rightful needs of others.

Any non-academic infraction that takes place on campus or at a College-sponsored function off-campus is under the immediate jurisdiction of the Dean of Students. Infractions that take place in the residence hall are (by delegation) under the immediate jurisdiction of the Assistant Dean of Student for Residence Life and Student Activities and the Resident Directors. Their written reports are sent to the Dean of Students.

Persons responsible for administering discipline may take interim action, when, in their opinion, such action is necessary to maintain good order or to protect life and property. As soon as possible thereafter, the normal discipline process will be carried out.

NOTE: Incidents may result in disciplinary actions as well as consequences levied by legal authorities. No one should think the College is an ivory tower protected from the consequences of the legal system when civil or criminal laws are violated.

E. The Discipline Process and Sanctions

The discipline process is used as a means of enforcing College rules and regulations. Listed below are some of the possible sanctions:

1. Warning

This sanction is normally used only for a first infraction. This warning may be in writing in order to be placed in the student's disciplinary file. A warning is not a prerequisite to further action and may be omitted.

2. Probation

Any student may be placed on non-academic probation by the Dean of Students. Probation may be applied for repeated minor incidents or for the first occurrence of more serious violations. This will result in a letter placed in the student's disciplinary file.

3. Educational Sanction

In some circumstances a sanction not listed here may be imposed, depending on the circumstances. This would normally be done in lieu of a more severe sanction in a situation in which the student might learn more from the and educational sanction or creative disciplinary project.

4. Fines

Depending on the circumstances, a student may be required to immediately begin a payment plan on a fine.

5. Restrictions on the Use of Facilities

This may include dismissal from the residence hall or other restricted use of facilities, as appropriate for the student and the situation. As examples, for violations of food service rules, a student may be denied use of the Dining Center. Driving through campus in a reckless manner could result in revocation of parking or driving privileges on campus.

6. Expulsion from the College

Expulsion is dismissal from the College for an indefinite period of time. Any student expelled may not thereafter be readmitted to the College except upon application through the President.

Only the President or Vice President can dismiss a student from the College. Dismissal is usually recommended after other levels of the disciplinary process have failed to effect a change in behavior. **However**, it may also be recommended on the first occurrence of more serious violations.

7. Interim sanctions

In cases in which the health or safety of a student or students is in question, College officials may impose temporary sanctions including restriction from campus and/or College events. In such case, any appeal will be expedited to the extent possible.

F. Appeals

Appeals of disciplinary decisions may be made in writing as set out in the Non-Academic Appeals Matrix. The student may choose to end his or her appeal at any point in the appeals process by filing a letter in writing with the Dean of Students **or** by failing to file the written appeal within the time allotted, in which case the discipline stands as issued.

No party to the dispute may sit in judgment. If a person listed in the appeals process is involved in the dispute, he or she will request an alternate to hear the case.

In exceptional situations, the President of the College or designee reserves the right to review the decision from any level and to make a final judgment.

G. Non-Academic Appeals Matrix

<u>Appeal of:</u>	<u>First Level</u>	<u>First Appeal</u>	<u>Subsequent Appeal</u>
Warning letter	Student must appeal in writing to Dean of Students within 2 class days of receipt of discipline letter	Dean of Students	no further appeal
Restricted or revoked use of College facility	Student must appeal in writing to Dean of Students within 2 class days of receipt of discipline letter	3 person committee appointed by Dean of Students	Dean of Students No further appeal
Residence Life Fine	Student must discuss the circumstances with Director of Residence Life within 2 class days of receipt of disciplinary letter	Student must appeal in writing to Dean of Students within 1 week after discussion with Dir. Res. Life 3 person committee appointed by Dean of Students	No further appeal
Expulsion from residence halls	Student must discuss the circumstances with Director of Residence Life within 2 class days of receipt of disciplinary letter	Student must appeal in writing to Dean of Students within 1 week after discussion with Director of Res. Life 3 person committee appointed by Dean of Students	Dean of Students
Recommendation for expulsion from the college	Student must appeal in writing to Dean of Students within 3 days of receipt of discipline letter	3 person committee appointed by Dean of Students then to Dean of Students	President of the College
Discipline or fine not listed above involving non-academic issue (including parking fine)	Student must appeal in writing to Dean of Students within 2 class days of receipt of discipline letter or fine notice	3 person committee appointed by Dean of Students or to Appeals Committee on Student Accounts	Dean of Students No further appeal

The basis for any appeal is factual error. If a subsequent level of appeal is available, but no time is specified for filing an appeal, a student wishing to appeal further must file with the Dean of Students a written request for appeal within 24 hours of receipt of the notice of the appeals decision.

The President of the College hears the appeal of last resort when expulsion has been recommended.

H. Residency in Bertrand, Althaire, Dominic, & Siena Residence Halls

1. Athletes

The College requires all students on athletic scholarship who are unmarried and have no dependent children to live on campus **unless** living at home with parents or a

guardian.

2. Full-time requirement

Residents must be **full-time** students or have special permission. Any person who drops below full-time status *or is not attending regularly AND participating appropriately in class* is subject to dismissal from the residence hall (see *Residence Life Handbook*). Special permissions are sometimes given under unusual circumstances as a “test case.” It does not reflect a change in policy. If the resident is a College employee with special permission, the end of the College employment subjects him/her to dismissal from the residence halls.

3. Resident rules apply to all; limits on number of overnight stays.

Everyone in the residence halls, **including other SCC students and including guests**, is subject to the rules of the residence halls (see *Residence Life Handbook*.) Overnight guests require permission from the Director of Residence Life and (if applicable) from the roommate and suitemates. Residents are responsible for the behavior of their guests, and can incur fines or other discipline due to the action of a guest. Unless special permission is obtained from the Director of Residence Life, a visitor may stay no more than five nights per semester.

4. Meal plan

Resident students also purchase a meal plan. In order to benefit from the meal plan, student IDs must be shown at each meal (even if the Dining Center Staff knows the student). St. Catharine students are expected to use all common areas, including the Dining Center, with respect for the rights of others. This includes taking trays and dishes and cutlery, etc., back to the dish room window and never leaving a mess at the table for anyone else to clean up. It also includes NOT removing plates, bowls, utensils, glasses or trays from the Dining Room (even if you plan to return them “right away”). If items are removed, the possessor is subject to a fine of \$25.00/dinner plate, \$25.00 for a glass, \$20.00/salad or dessert plate, \$20.00/bowl, \$20.00/knife or fork or spoon, and \$50.00/tray.

Resident students who are attending program clinicals need to discuss their individual schedule with the Director of Food Services. The dining center will make accommodations for these resident students so they may partake in the meal plan.

5. Food Allergies

Resident students should return the **Resident Food Allergy Questionnaire** included in the *Residence Life Handbook* to the Dining Center prior to or immediately upon move-in. It is very important to inform the Dining Center of any potential problems you might have regarding food, including severe allergies to any food or to latex gloves, and whether you are diabetic. A commuter student who eats in the Dining Center should also inform staff of any potential problems regarding food.

VI. FEDERAL AND STATE LAWS

A. Nondiscrimination Policy (Policy and Procedure Manual, July 2006)

St. Catharine College, in light of its mission for a “just society,” is committed to a community where all are welcomed. It is the policy of St. Catharine College not to discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, handicap, or sexual orientation in its educational programs, admissions practices, scholarship and loan programs, athletics and other school-administered activities or employment practices. This policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, regulations of the Internal Revenue Service, and all other applicable federal, state and local statutes, ordinances and regulations.

1. Compliance Officer for Handicap Accessibility

The College has appointed the Director of Building & Grounds to be the compliance officer regarding handicap accessibility. This entails that the Director of Building and Grounds manages compliance of Section 504 which oversees activities and facilities to insure that they are accessible to disabled persons and that the College is in compliance with the Rehabilitation Act of 1973 and subsequent related legislation.

2. Compliance Officer for Title VII/IX

The College has appointed the Director of Human Resources to be the Title VII/IX Coordinator and is charged to assist all elements of the College to eliminate any vestiges of discrimination, and to monitor institutional compliance with Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972 and related legislation. The Director of Human Resources is available to receive inquiries and complaints; all complaints are thoroughly investigated and appropriate action taken.

B. Drug-Free Schools Notice

1. Risks

The use and abuse of alcohol and illegal drugs can lead to health and other problems. Health risks include but are not limited to physical and psychological dependence; damage to the brain, pancreas, kidneys, and the lungs; high blood pressure, heart attacks and strokes; ulcers, birth defects, a diminished immune system and death. Risks to education include, but are not limited to: lowered performance, including the possibility of failure; and disciplinary risks such as fines and other sanctions up to and including expulsion from the residence halls or from the College.

2. Resources

The Dean of Students serves as an alcohol and drug information/education resource. The College Counselor or Dean of Students provides referral services to students.

3. Selected Kentucky Laws (Summaries)

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, St. Catharine College notifies you that the following constitute prohibited conduct in the Commonwealth of Kentucky:

Unauthorized distribution, possession, or use of any alcohol, controlled substance or illegal drug as defined by Kentucky Revised Statutes, Chapter 218A; or

Public intoxication as defined by Chapter 525.100(KPC) and Chapter 222.202(KRS)-“A person is guilty of public intoxication when he appears in a public place manifestly under the influence of alcohol/controlled substance to . . .the degree that he may endanger himself or other persons or property or unreasonably annoy persons in his vicinity.”

Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age; or

Traffic in alcoholic beverages in dry territory is prohibited (and some counties, some cities, even some precincts are dry but may be surrounded by wet territories), unlawful possession prohibited as defined by Kentucky Revised Statutes, Chapter 242.230; or

Operating a motor vehicle while under the influence of alcohol or other substances which may impair driving ability and as defined by Kentucky Revised Statutes, Chapter 189A. For a 1st offense, there could be a fine of \$200 - \$500 (which cannot be probated), 48 hours to 30 days in jail (which can't be probated), 2 – 30 days of community service in lieu of fine/jail if no injury, license suspended for 6 months (which can't be probated) or 30 days if education program is completed, and \$150 service fee (which can't be probated). The sanctions get progressively worse, and are much worse for anyone caught driving on a license suspended for DUI. (Note that citation for operating a motor vehicle while under the influence could result in loss of campus driving and parking privileges); or

Operating a vehicle (not a motor vehicle) while under influence of an intoxicant or substance which may impair driving ability as defined by Kentucky Revised Statutes, Chapter 189.52; (Note that citation for operating a vehicle while under influence of an intoxicant or substance which may impair driving ability could result in loss of campus driving and parking privileges).

Within the past several years, two of the local counties (Washington and Nelson) have passed Social Host Ordinances that can hold adults accountable if they allow minors to consume alcohol on private property at parties or gatherings. Fayette County is currently considering this type of legislation. Anyone who provides alcohol to underage individuals or knowingly allows or acquiesces to underage possession or consumption may face penalties under these ordinances, such as fines. Repeated or severe violations could result in civil and/or legal actions and possible incarceration.

4. Selected Campus Sanctions

Disciplinary action by the College for such acts may include **substantial fines** for being in the room or hallway or at the vehicle where alcohol or illegal drugs are located, **suspension or expulsion** of students and **termination of employment** for employees. In addition, students and employees may face prosecution and imprisonment under Kentucky laws which make such acts felony or misdemeanor crimes. Citation for operating a vehicle while under the influence could result in loss of campus driving and parking privileges.

5. Civil Liability

It is also important to remember that providing alcohol to someone who then is harmed or harms another can result in a large legal liability for the person who provided the alcohol. Even bailing a friend out of jail could result in legal problems if that friend is still intoxicated and is hurt or hurts someone else (for example, if he/she is returned to a vehicle and then has a crash, even if he or she runs away from you into traffic.)

6. Drug Dog

Searches of residence halls, office areas, and other areas on campus (e.g., locker rooms) may be conducted on a random basis, and may include use of a drug dog.

7. Athletes

St. Catharine athletes are subject to random drug testing. See the Athletics Drug and Alcohol policies for more information.

C. Sexual Harassment Policy

All St. Catharine College employees and students are expected to conduct themselves in accordance with the high human and spiritual values that arise from the College's mission. St. Catharine College specifically prohibits sexual harassment of students, employees, or anyone else, and is committed to investigating and resolving all such complaints. Such conduct will result in disciplinary action up to and including dismissal, whether the offender is faculty, staff, administrator, student, or trustee. Student offenders will be disciplined in accordance with provisions of the Student Handbook. The policy

applies also to vendors, contractors, or other persons doing business with the College, in which case appropriate recommendations and business decisions will be made. Also prohibited is retaliation through discrimination, intimidation, threat, coercion, or any other means against anyone who has reported sexual harassment or filed a grievance or other complaint alleging sexual harassment. Procedures for reporting, investigating, and hearing complaints are described below. In prohibiting sexual harassment in all its forms, St. Catharine seeks to preserve and enhance individual dignity for all members of the campus community. Nothing in this policy is intended to limit the freedom of inquiry, teaching, or learning necessary to the College's educational purposes, or to inhibit scholarly, scientific, or artistic treatment of subject matter appropriate to an institution of higher education.

1. Explanation of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, by Title IX of the Education Amendments of 1972, and, in Kentucky, by the Fair Employment Practices Act, KRS 344.010 *et seq.* and KRS 207.170. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical behaviors related to a person's gender, sexual identity, or sexuality when:

- (1) submission to such conduct is made either *explicitly or implicitly* a term or condition of an individual's academic advancement or employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Items (1) and (2) above describe what is known as *quid pro quo* (this for that) harassment. This type of harassment involves promise of reward or threat of punishment, explicitly or implicitly, for sexual cooperation. In *quid pro quo* one incident is enough to constitute sexual harassment. Item (3) above describes what is known as "hostile environment" harassment. Though this type of harassment is not always recognized, and often goes unreported and unpunished, it is nevertheless an offense under federal and College guidelines. Generally, a pattern of behavior is required to create a hostile environment, though such behavior may be so egregious that a single incident is enough to create such an environment.

2. Elements of Sexual Harassment

- Sexual harassment is behavior that is unwanted and unwelcome.
- Sexual harassment is behavior related to the gender, sexual identity, or sexuality of the person.

Because sexual conduct only becomes unlawful when it is unwelcome, it is important to note that most courts have not considered the intent of the alleged harasser relevant in

determining whether sexual harassment has occurred. Acquiescence is not evidence of consent. Acquiescence, especially to a person with authority to give or withdraw such things as employment or grades, or when the two individuals have unequal power, should not be considered evidence that the behavior is welcome. Sexual harassment often occurs in situations where one person is in a position of power or authority over another, but it can occur where there is no evident power differential. Both women and men can be harassed, and harassment can be same-sex harassment. Gender harassment is sex-based behavior that is non-sexual in nature. Gender harassment does not involve sexual compliance but its effect is to dominate or degrade an individual or group of people.

The Equal Employment Opportunity Commission guidelines recommend that the "totality of the circumstances" be considered in determining whether sexual harassment has occurred. Thus, the appropriateness or legitimacy of behavior or objects is largely determined by the context and purpose of their presence in a particular situation.

Harassment may be verbal, visual, or physical. Verbal harassment may include, but is not limited to: comments on one's appearance or body; questions about one's intimate relationships; or graphic, obscene, degrading comments or jokes. Suggestive sounds, ridicule, and written or oral invitations or advances that are inappropriate and unwelcome may be harassment. Visual conduct that can be harassing includes such actions as leering, staring at certain body parts, and displaying sexual objects, offensive posters or pictures. Physical harassment includes any unwelcome hugging or touching, and certainly pinching, fondling, or kissing. Forced sexual contact, the most extreme of which is rape, is clearly physical harassment. **Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation.**

3. Illustrations of Sexual Harassment

The following types of conduct are only some of the ways in which sexual harassment may occur in violation of College policy:

Types of conduct such as:

- Physical assault;
- Direct or subtle solicitation of sexual activity;
- Direct or subtle solicitation of sexual activity or sex-related behavior coupled with a promise of reward or threat of punishment;
- Unwelcome physical contact such as touching, or physical interference which limits participation in or benefit from work or academic performance;
- Unwelcome remarks about a person's clothing or body;
- Explicit sexual questions, innuendoes, gestures, jokes, stories and anecdotes;
- Display or posting of sexually offensive posters, pictures, words, graffiti or messages;
- Introduction of sexually explicit materials into the classroom or workplace without an educational or work-related purpose.

4. Fraternization

As an educational institution St. Catharine College is committed to maintaining an environment in which its faculty members, students, administrators and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Mutual respect among the College community is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded.

Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, is subject to their direct supervision, or has some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators and staff members who are in positions where they can affect the student's standing at the College.

If a student consents to a romantic relationship with someone in the College community, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse and in some circumstances can have the potential for the exploitation of students.

It is the intent of this fraternization policy of the College to maintain an academic and work environment free of sexual harassment and discrimination for students, faculty and staff. It is strongly recommended that employees of the College do not engage in fraternization activities as it could lead to charges of sexual harassment.

St. Catharine College students and employees have available a grievance procedure if they believe they have been victims of sexual harassment. The procedure is set out below in the "Investigation and Appeals Procedures." The College recognizes, however, that the flexibility of informal discussion often results in solutions to sexual harassment problems more easily and quickly than do formal procedures. Accordingly, all students and employees are encouraged to "speak up" when a problem relating to sexual harassment arises. Those persons listed below in "Investigation and Appeal Procedures" can be contacted for such informal discussions.

5. Investigation and Appeals Procedures

Faculty or staff members who believe they have been the objects of sexual harassment should inform the President, Vice President, Academic Dean, or the Director of Human Resources of St. Catharine College. Students who believe they have been the object of sexual harassment may inform their academic advisor, appropriate counseling services, or the Vice President, Academic Dean, or Dean of Students, or if appropriate, the Director of Human Resources. If the matter cannot be handled informally or an agreement cannot

be reached between the parties, a complete and formal investigation will ensue. Investigation of complaint will be undertaken immediately and conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness as follows:

- The formal complaint must be in writing with sufficient detail.
- A person bringing a complaint founded in good faith will suffer no retaliation.
- The person charged will be promptly so notified and given an opportunity to respond.

If a formal complaint is found to be valid, appropriate counseling may be made available to the offender and/or dismissal or other disciplinary action consistent with the degree of seriousness of the sexual harassment may be instituted.

Students who violate this policy may be disciplined under the College's code of conduct as well as prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, the College retains the right to proceed with disciplinary action at any time, and the College need not await the disposition of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.

D. Sexual Assault (revised August 2006)

The St. Catharine College community expects its members to treat other persons with civility, respect and dignity. Obviously any form of sexual assault is incompatible with the College's principles and is intolerable. Participation in ANY kind of sexual activity should be explicitly agreed to by both parties. A person has the right **at any time** to say "no" to sexual activity. Verbal communication of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute a lack of consent. The same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. Students, faculty, staff and visitors are expected to conduct themselves as responsible citizens and as members of a community where respect for others, civility and personal integrity are integral. Failing to meet this standard may result in suspension, expulsion, or other disciplinary actions.

1. Definition

Sexual assault is a criminal offense. It is defined as sexual intercourse or sexual contact with another person by forcible compulsion **or without consent**. Absence of protest is NOT consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which one participant has not expressed consent.

2. Lack of Consent

Lack of consent occurs when:

- a. A person is forced to submit through use of forcible compulsion.
- b. The person does not expressly or implicitly agree to the conduct of the accused under circumstances other than forcible compulsion or incapacity to consent.
- c. A person is deemed to be incapable of consenting because he/she is less than 16 years old, is mentally retarded, suffers from mental illness, or is physically helpless.
- d. A person is deemed incapable of consent because he/she is totally incapacitated.
- e. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance whether ingested with or without his/her consent.
- f. A person is unable to consent when he/she is unconscious or for any other reason is physically unable to communicate unwillingness to act.

If an assault occurs, first get to safety. Then call someone you trust—a Resident Assistant or a Residence Hall Director, or the Director of Residence Life, or the Dean of Students, or the College Counselor, or Security. Each of these campus resource persons pledges confidentiality to the extent permitted by law and the risk of harm in the situation if the complainant so requests. Assaults which occur off-campus should be reported to the local police. If law enforcement officials are notified, it is still recommended to contact campus resource personnel so that appropriate measures can be taken and support provided.

When an alleged sexual assault is reported, campus resource persons will discuss with the victim the range of resources and alternatives available. The discussion will include encouraging the victim to report the incident to legal authorities. The College can help arrange a meeting with law enforcement authorities and can accompany and support the victim during the meetings.

3. Campus Disciplinary Procedures for Sexual Assault

The College has the authority to discipline a student for sexual assault even though the same student may also be tried in the criminal courts. Disciplinary sanctions may be imposed upon findings of a probable violation of College policy. College disciplinary sanctions do not require the criminal standard of guilt beyond a reasonable doubt so a different result could be reached in the two cases. And, while the accused is generally entitled to know and respond to adverse evidence in cases of serious charges, there is no absolute right to conduct the kind of cross-examination of the accuser that plays such a prominent role in criminal prosecutions.

The College encourages reporting all incidents of assault to the appropriate public official. On-campus sexual assault should also be reported as quickly as possible to a

campus resource person. The Advocacy and Support Center in Elizabethtown is an off-campus resource for victims of sexual assault. The hotline is toll-free 877-672-2124.

Due to the special nature of these incidents, a separate process is used for actions related to sexual assault. A hearing officer will be designated to conduct a “probable cause” investigation after a complaint is made. The Dean of Students will select this officer from the Appeals Panel. Both the alleged victim and the student accused of the violation will receive confidential written notice that the investigation is taking place and both will have the opportunity to make written statements about what happened. After the investigation, if a determination is made that a disciplinary hearing is not warranted, confidential written notice of that decision will be given to the complaining student and to the accused. If it is determined that a disciplinary hearing is warranted, written notice will be given that the hearing procedures are being implemented. The accused and the accuser are entitled to the same opportunities to have others present during a disciplinary hearing (one member of the College community). Both are to be informed of the outcome of any institutional disciplinary proceeding.

The Hearing Panel is comprised of College personnel (faculty and/or administrators and/or staff) selected by the Dean of Students from the Appeals Panel to ensure a group that can be convened quickly and maintain confidentiality. Any persons having specific knowledge of the matter will also be called as witnesses. At the conclusion of the hearing, a decision will be reached by the Hearing Panel. The victim and the accused will be notified in writing of the outcome of the disciplinary proceeding. The Dean of Students, or designee, will hear appeals, and the President of the College will hear final appeals.

4. Medical Attention

Medical attention is critical after an assault. Even if the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to **refrain** from the following until **after** a medical examination:

- (1) Taking a shower or washing any part of the body
- (2) Douching
- (3) Brushing teeth
- (4) Drinking liquids
- (5) Changing clothes or changing sheets before seeking medical help
- (6) Putting anything in the mouth (gum, cigarettes, mints . . .)
- (7) If possible, avoid urinating or defecating prior to receiving medical attention.

Do take extra clothes with you as clothes will be held as evidence. Do ask someone you trust or a staff member to come with you.

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her own life. Sexual assault is an extremely traumatic experience that needs professional attention. The College urges students involved in a sexual assault to meet with a counselor. The College counselor is available to support students.

5. Potential Interim Actions

When the victim and the alleged assailant in a sexual assault case live in campus housing, alternative living arrangements for the accused and/or the victim may be made. When evidence exists that indicates a student has assaulted another student, the College may remove the alleged assailant from his or her living arrangement, pending the hearing. In addition, the Dean of Students or a designee can issue an interim restraining order to help ensure that the victim is not harassed by the alleged assailant.

Should the victim and the alleged assailant be enrolled in the same class, alternative assignments may be made.

The Dean of Students, the Director of Residence Life and the College Counselor have educational materials to provide further information concerning sexual assault.

E. Jeanne Clery Act

Jeanne Clery was a college student who was murdered in her residence hall room at Lehigh University in 1986. The rapist/murderer was able to enter because someone else in the hall had propped a door with a pizza box. It is important to realize that dangerous people can be *anywhere*. It is up to everyone to help protect his or her own safety as well as the safety of others.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all institutions of higher education to report annually to students and employees on specific campus crime statistics and security policies and procedures. Spreadsheets showing crimes and complaints are posted on various bulletin boards throughout campus, in this Handbook, and on the St. Catharine College website at www.sckky.edu; click on "Student Life," then click on "Security," then click on "Updated Campus Statistics." Campuses are also required to issue timely warnings to the campus community concerning serious crimes on campus and to file their crime statistics electronically with the Department of Education each year. Institutions also are required to maintain a daily campus crime log, which must be available for daily inspection.

F. Michael Minger Act

Michael Minger was a student from Florida attending Murray State University when he died in a fire in a college residence hall. The fire was the result of arson. Michael's mother worked tirelessly to persuade the Kentucky legislature to pass laws intended to provide greater security for students attending Kentucky postsecondary institutions. In

many ways the legislation mirrors the Clery Act, but it also requires campus officials to notify the state fire marshal of any fire or threat of fire on campus.

G. Family Educational Rights and Privacy Act (FERPA)

It is the policy of St. Catharine College to comply with FERPA. All St. Catharine College students have the right to inspect and review all records which meet the Act's definition of "education records."

FERPA as amended requires that the student be advised of his/her rights concerning his/her education records and of certain categories of public information which the College has designated "directory information." The following satisfies this requirement:

1. Definition

Education records are the records maintained by the college about the student.

Records not considered "education records" (and are therefore unavailable to students for inspection):

- (1) Personal notes by St. Catharine College staff and faculty.
- (2) Employment records (does not apply to a student who is employed as a result of student status.)
- (3) Confidential letters and statements of recommendation placed in the student's records after January 1, 1975 or those for which the student has waived the rights to inspect and review.
- (4) Information collected about the student (awards, etc.) after leaving the College.
- (5) Records created by Security for enforcement purposes are not education records and may be released to law enforcement officials and others at the College's discretion.
- (6) Financial information submitted by a student's parents.
- (7) Education records containing information about more than one student. SCC will permit access to only the part of the record applying to the student making the inquiry.

2. Waiver of Rights

Is there any situation in which the College may insist that I waive my rights?

Under no condition may you be required to waive your rights before receiving College services or benefits under this Act. Waivers may be at the student's discretion, with respect to specified classes of education records (such as confidential letters or statements or recommendations for admission) and persons or institutions. Any records waived will then never be accessible to the student, even should the student later revoke the waiver.

3. Location

Requests to review your records must be made separately to each office with which you have been in contact. For most students, these offices include the Registrar (official academic records), the Vice President for Academic Affairs (honors, grades), your major department (advising information), and any other campus offices such as Financial Aid (grants, loans), and the Dean of Students (organizations, leadership, discipline).

4. Disputing the Content

What if I do not agree with what is in my records?

The student may challenge any information contained in the "education records" which he/she believes to be inaccurate, misleading, or inappropriate. This does not extend to reviewing grades unless the grade assigned by your professor was inaccurately recorded in your records. You may also insert a statement in your record to explain any such material from your point of view.

If you wish to challenge information in your file, you must make a written request for a hearing to the Vice President for Academic Affairs or Chairperson of the appropriate Department. In most cases, the decision of the Vice President for Academic Affairs or Chairperson will be final.

5. Third Party Access

Which third parties may view a student's education records?

Under the Act, a student's prior written consent must be obtained before information may be disclosed to a third party unless they are exempt from this provision. Information will be released without the student's prior written consent only in the following instances:

- (1) Requests from St. Catharine College faculty and staff with legitimate educational "need to know;"
- (2) Requests in accordance with a lawful subpoena or court order (St. Catharine College must try to notify the student before complying);
- (3) Requests from representatives of agencies or organizations from which the student has received financial aid, including banks or other lending agencies from which you have received guaranteed student loans (as necessary to determine eligibility, amount, conditions to be imposed, and endorsement terms, last date of attendance and address);
- (4) Requests from officials of other educational institutions in which the student seeks to enroll, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, or makes such transfer of information a stated institutional policy;

- (5) Requests from other persons specifically exempt from the prior consent requirement by the Act (certain federal, state, and local officials, organizations conducting studies on behalf of the College and accrediting organizations);
- (6) Requests for "directory information" (refer to the next question for an explanation);
- (7) Requests in connection with an emergency if the knowledge of such information is necessary to protect the student's health and safety or that of another person;
- (8) Athletic conferences (only for the purpose of conforming to eligibility rules for athletic competition).

In addition, a record of disclosure requested and made becomes a part of the student's educational records. This record is open to the student and the persons in charge of records. This record does not include disclosure to the student (and to your parents, *if applicable*), disclosures to school officials, or disclosures of directory information.

6. Directory Information

St. Catharine College has designated the following categories of information about the student that will be public information unless she/he exercises the right to have this information withheld by notifying the Registrar. Requests for nondisclosure should be made each academic year.

- (1) Name
- (2) Address, including SCC e-mail address
- (3) Telephone listing
- (4) Date of birth
- (5) Place of birth
- (6) Major field of study
- (7) Participation in officially recognized activities/sports
- (8) Height and weight of student athletes
- (9) Dates of attendance (including current classification and year, matriculation and withdrawal dates)
- (10) Degrees and awards received (type of degree and date granted)
- (11) Most recent previous educational agency or institution attended
- (12) Photograph

7. Items Withheld from Directory Information

THE STUDENT SHOULD CONSIDER CAREFULLY ANY DECISION TO WITHHOLD ITEMS FROM THE LIST OF "DIRECTORY INFORMATION."

For example, if you have your phone number withheld, the college could not release the number to a family member in case of an emergency. Likewise, withheld information could not be provided to a prospective employer.

Questions regarding provisions of the Act should be addressed to the Registrar. If a student believes the College has not complied with the Act, contact the President of the College. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may use the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

H. Gramm-Leach-Bliley Act

The Federal Trade Commission (FTC) requires financial institutions, including colleges and universities, to establish policies and procedures for safeguarding financial information. The FTC has ruled that compliance with FERPA satisfies Gramm-Leach-Bliley.

I. The Americans With Disabilities Act (ADA) (revised May 15, 2006)

1. Documentation

The documentation of a learning disability requiring supplemental reasonable accommodation is the responsibility of the student. A current, comprehensive psycho-educational report or other psychological or medical assessments using adult measures and including appropriate tables of subtests and standard scores is required. This documentation should be less than three years old. The assessment must include measures of aptitude, achievement, and information processing. Assessment information must be submitted to the Office of the Registrar on a timely basis, generally at least thirty days before the period of enrollment for which support is requested.

Information on specific tests is available from the office of the Vice President for Academic Affairs.

In some cases, such as disability due to traumatic injury or disease, a medical diagnosis may serve as the foundation for a request if sufficient documentation is provided to assess the actual specific nature of the learning ability deficit and the nature of effective and reasonable accommodations.

2. Establishing Support

Learning disabilities are assessed on the basis of an individual's current level of functioning in academic settings. Providing the documentation cited above and/or having a history of disability support in elementary or secondary school does not automatically establish a requirement for support in college settings. In particular, previous elementary

or secondary diagnosis and support as defined for a child under IDEA does not automatically transfer to ADA higher education requirements.

The student, once a need and appropriate accommodations are documented, is responsible for initiating contact with each professor, for each course, for every semester. Students have the right to refuse accommodation, and if they do not request the accommodation, it is assumed they do not want it. No professor will be contacted by the administration without specific permission of the student and then only on a “need to know” basis.

3. Admission

The College will not initiate or conduct the assessments described above. They are a responsibility of the student. The information and the request must be self-reported by the student.

A student requesting support must meet all entrance and academic requirements for the College and for specific programs regardless of the disability or history of support.

4. Support and Progress to Graduation

The College will evaluate the information presented and work with the student to define reasonable accommodations. The following are not considered reasonable accommodations:

Course Waivers or Substitution: Course waivers and substitutions are not granted as accommodations unless specifically negotiated. The basis for the waiver or the substitution must be adequate and, in most circumstances, the student must have attempted the regular courses in question. Petitions for such action must be approved by the program chair and the appropriate academic dean and must not contradict any established regulatory aspect of curricula in licensed or credentialed professions.

Eliminations of Essential Elements: Elimination or waiver of any condition of ability or achievement which would prevent the student from successfully meeting legal requirements or lawful essential elements of performance as a graduate of any licensed professional program may not be granted.

Un-timed Testing: Students with support needs may obtain 150% or time or 200% of time and special testing circumstances, but un-timed or un-proctored testing will not be offered. Tests will be offered under the same standards, c.f., open book or closed book, as for all other students.

Reduction of Standards: Reduction of normal requirements of academic standards, progress, or participation will not normally be granted. Specific participation requirements that conflict with physical limitations will be negotiated.

Private Tutoring: Private tutoring is not provided. The College provides a resource support center with tutorial assistance and arrangements for individual work with faculty can also be made.

5. Comparison of Learning Disability Services in High School and College

High School	College
Under IDEA, children with disabilities are <i>entitled</i> to a “Free and Appropriate Public Education.”	Under ADA students have <i>civil right</i> in regard to equal access to educational opportunity, and they must advocate for themselves in order to enjoy those rights.
Section 504 in the public schools includes “Free and Appropriate Public Education” language, and accommodations may include a shortening of assignments, or the use of notes on tests when other students cannot use them.	In higher education, Section 504 upholds the institution’s right to maintain the academic standards, and no accommodations may be permitted to reduce that standard for any student.
Plans, either the IEP or a 504 Plan, drive all services and accommodations, and involve the teachers, counselors, and absolutely required a parent’s or guardian’s signature.	There is no plan, and instructors are contacted only by the student. Parents may not initiate requests for support or even receive grades or support information without the student giving written permission.
“Placement” is determined by the child’s “team,” and outlined in the plan, and must, by law, be in the least restrictive environment.	While accommodations may be provided, placement in courses or programs conforms to college standards.
Students were qualified for academic support in public education simply by being of the appropriate age, and because they had a disability.	“Otherwise qualified,” in college, means that the student must meet all entrance and academic requirements, whether they receive accommodations or not.
A student’s placement and support needs are known by every member of the team. Each teacher would know about a student even before he or she entered the classroom, and have a good idea what the student’s needs and required accommodations are.	The student must initiate all actions regarding utilizing authorized accommodation with each professor, each course, every semester. Students have the civil right to <i>refuse</i> accommodations; and if they do not request an accommodation it is assumed they do not want it.
Public schools, for the most part, are responsible for appropriate assessment of a student’s disability.	Students must provide proof of need within accepted guidelines; institutions of higher education are not required to provide testing or assessment services.
Some subjects may have been waived for a student before graduation if they were specifically related to the student’s disability.	Substitutions for specific graduation requirements may be requested by following a rigorous petition process, but “waivers” for requirements are <i>never</i> granted. Substitutions are also granted typically after the student unsuccessfully attempted the courses in question with the appropriate accommodations.
Students often receive “Un-timed tests” if they have a disability.	“Un-timed tests” are not provided, but time extensions may be reasonable, typically time-and-a-half but no more than double time. Notes may not be used unless other students are also allowed to use notes. Accommodations for physical limitations such as vision or hearing are addressed on that basis rather than as a learning disability.

Elements of this policy are adapted from guidelines and publications of the University of Kentucky and [LD Guidelines](#), July 1997, The Association on Higher Education and Disability, Columbus, OH and “Comparison of Disability in High School and College,” www.umt.edu/dss/compare.htm, retrieved 27 April, 2006

6. Physical Disabilities and Access

St. Catharine strives to provide physical accessibility to instructional, recreational, and administrative spaces and facilities. Students with accessibility needs should work through the Admissions Office or the Registrar’s Office to coordinate requirements with the Director of Buildings and Grounds.

VII. GENERAL INFORMATION

A. Special Topics (alphabetical topic listing)

1. Academic and Holiday Calendar

The Academic and Holiday calendar is published in the class schedule and available in the Administration Building or at the college website at www.sccky.edu.

2. Access

Students with special physical access needs should contact the Director of Buildings and Grounds. A chair lift is available in Lourdes Hall. The St. Catharine Building, the Hamilton Health and Science Building and Dominic, Althaire, and Siena Residence Halls have elevators. Hamilton and Lourdes Hall restrooms and several residence hall rooms are handicapped accessible. There are ramps to the lower level of Bertrand Hall, St. Catharine Hall, and to the Administration Building.

3. Address of the College

St. Catharine College, 2735 Bardstown Road, St. Catharine, Kentucky 40061.

4. Attendance

Attendance is ultimately a student responsibility. Students should check their syllabus for each class as instructors’ attendance policies may vary. Students who properly coordinate legitimate absences will be supported to the best of the faculty’s ability in a manner that is academically appropriate. Students who fail to coordinate absences in advance (other than emergencies) may be considered in unexcused absence status and denied access to make-up opportunities. Students who are absent in an emergency must coordinate with faculty at the first class to which they return or their absence may be considered unexcused. See this Handbook IV (C) under “(Selected) Academic Policies” for more information.

5. Bookstore

The Bookstore is located on the first floor of Lourdes Hall. Textbooks and SCC merchandise (e.g., t-shirts, hoodies, hats) are available. The Bookstore also maintains a Lost and Found. Hours are posted at the Bookstore.

6. Bulletin Boards

Please consult the bulletin boards for academic and non-academic notices, deadlines, and program activities. The Dean of Students or the Academic Dean must approve information posted on bulletin boards. Any information posted without approval may be removed immediately.

7. Change of Address

Students are required to notify the Registrar's Office of any change of address or telephone number. This is extremely important as failure to do so may result in important messages being lost. Resident students should leave a change-of-address with the St. Catharine Post Office when they leave for any reason, including summer break. Mail will not be forwarded without proper notice to the Post Office. Failure to do this can result in damage to credit due to late payments of bills.

8. Check Cashing

A student should see the Business Office (Administration Building) to cash a check.

9. College Colors and Mascot

The SCC colors are purple and gold. The College mascot is the Patriot.

10. Complaints and Grievances

The Student Handbook and St. Catharine College Catalog publish procedures for receipt of and response to student appeals of academic sanctions, grades, restriction of use of facilities, expulsion, contents of education records, sexual harassment, sexual assault, and disciplinary actions and procedures, as well as for issues not specifically described. Students with complaints not involving an appeal should ordinarily first meet with the individual involved to try to resolve the matter. If the matter is not resolved, written student complaints should be addressed to the director of the office, service or program with which the complaint is concerned. In addition, complaints about the academic program may be addressed to the Vice President for Academic Affairs, and complaints regarding non-academic issues may be addressed to the Dean of Students. The procedure for filing a **formal grievance** is set out in this section of the Student Handbook at "Grievance Procedures."

11. Computers

Computer labs are used for classroom instruction. Students may access these labs during the day when a class is not in session. Internet access is available in the labs and the library. Students who have appropriate computers may also access the Internet from residence hall rooms and from the Spalding Student Center. Wireless access points are available across campus. Contact the Data Center, Library or your Resident Assistant for exact locations.

A St. Catharine College network account is a privilege which may be revoked for failure to follow **Usage Guidelines** (See Section IV (J) of this Handbook). If technology is used in a way that is illegal or against College policy, additional sanctions may apply.

Users are expected to act ethically, responsibly, and legally, or risk forfeiture of their network accounts. Conduct involving SCC computers or computing facilities or other technology must not unreasonably interfere with the usage or rights of others.

It is very **important** that you check to see if you have **insurance** which would cover loss of or damage to your computer—the College is **NOT** responsible for loss or damage. You may obtain insurance brochures from the Office of the Dean of Students or Director of Residence Life. The College does not sponsor any particular insurer, but we do recommend that you obtain some sort of insurance (possibly your homeowners insurance may already cover computers) as **the College is NOT responsible for losses whether due to accident, theft, water damage or other cause.**

12. Concealed Weapons Policy

All persons (other than Law Enforcement personnel) coming onto the St. Catharine property are prohibited from carrying dangerous weapons of any sort. Any person who has obtained a license to carry a concealed deadly weapon may carry his/her weapon while in his/her motor vehicle, but may not remove the weapon from the vehicle while on SCC property. Violations may result in expulsion and/or barring from the campus or lesser sanctions, depending on the circumstances.

13. Convocations

At the beginning of the academic year and on other special occasions, convocations or assemblies are held for all members of the College community. Students are expected to attend.

14. Copy Machines

Photocopy machines for student use are located in the Library and Hamilton Hall student commons area.

15. Dress

All students are expected to dress using good taste whether in class or at College functions. Extremely short shorts are considered inappropriate at both. Students are required to wear shoes or sandals at all times in any building. Both males and females are required to wear shirts except in the privacy of their rooms and under certain circumstances in the gym. Neither males nor females should expose their underwear to view.

16. Farm and Other Non-College Property

The St. Catharine College campus includes the softball, baseball and soccer fields, the lake in front of the Spalding Student Center, and various campus buildings. It does **NOT** include the St. Catharine farm, the Motherhouse, the cemetery, Sansbury Care Center or the road toward the barns or either of the two entrances from Highway 150 closest to Springfield. Visiting the non-College areas without a proper invitation may constitute a trespass resulting in action by the landowner, the civil authorities *and* discipline by the College.

17. Fax Number (College)

The College's fax numbers are Hamilton Building 859-336-9383, Lourdes Bookstore 859-336-3323, Bertrand Hall 859-336-9381, and Administration Building 859-336-5031. The phone number is 859-336-5082.

18. Fire Equipment

The residence halls are provided with fire alarms and sprinklers for the safety of students. Care should be taken not to set off a sprinkler or fire alarm by accident or "just for fun". The (volunteer) fire department is automatically summoned and there is a substantial charge for a fire run (at least \$250.00). If the alarm is set off by accident or "for fun" this cost is charged to the person who set it off unless he or she quickly notifies someone in authority so that Dispatch can be notified that there is no fire.

Damage from a sprinkler can easily run into thousands of dollars, so extreme care must be used to avoid activating that system unless there is an actual fire. A fire extinguisher endangers students if it is tampered with. Therefore, tampering with any fire equipment is subject to fines from the College and other penalties, up to and including dismissal from a residence hall and/or from the College, as well as any applicable civil or criminal penalties, including reimbursement for all damages.

19. Fireworks

Students are not permitted to keep or use fireworks on campus. Discipline will be administered on a case-by-case basis.

20. Fishing, Hunting, and Trapping on College Property

Catch-and-release fishing is permitted to students, faculty and staff but ONLY in the lake in front of the Spalding Center. However, a valid fishing license is required in order to avoid the risk of a fine from the state. Other ponds, lakes, creeks, etc., in the area do not belong to the College; visiting them without a proper invitation would constitute a trespass, which could result in action by the landowner and/or by the state as well as discipline by the College. Frog gigging is not permitted.

Hunting is not permitted on any part of the campus. Trapping is also not permitted on the St. Catharine campus, unless appropriate permission is received. The St. Catharine farm does not belong to the College and visiting it without a proper invitation is trespassing, which may result in action by the landowner and/or a fine by civil authorities as well as discipline from the College.

St. Catharine College does not permit the possession or use of firearms or any other weapon, fireworks, explosives, dangerous chemicals, or any other object or substance which poses a hazard to life, health, or safety. If students are found in possession of such items, the items will be confiscated and further sanctions up to and including expulsion may apply depending on the circumstances.

21. Food/Beverage

Food and beverages are neither permitted in classroom buildings or in the library except in designated areas, nor are they permitted in the computer labs. Repeated violations may result in loss of privileges for that area. Food and beverages are not permitted in the gym except during intercollegiate competitions. Bottled water may be permitted for certain intramural events or exercise classes.

22. Governance

Student participation in College governance includes representation on a number of standing committees. Such committees include the Athletic Committee, the Library Committee, the Committee on Safety and Security, the Committee on Peace and Justice, the Technology Committee, and the Committee on Residential and Campus Life. In addition, Student Government Association provides a student representative as a voting member of the St. Catharine College Board of Trustees.

23. Grievance procedures

The College provides students with procedures for dealing with any possible grievances.

- (1) Ordinarily the first step is for the aggrieved person to discuss the matter with the person felt to be responsible for the offense. However, there could be circumstances under which the aggrieved person might prefer to discuss the matter first with a College administrator, who will guide him or her to the next

- step. This step must be taken within two weeks of the time in which the alleged grievance occurred.
- (2) If you are unsure about the proper procedure or proper action to take, discuss the matter with the Dean of Students.
 - (3) At each step in the grievance procedure, an attempt will be made to resolve the issue involved. If it cannot be satisfactorily resolved at that point, then proceed to the next step.
 - (4) If the grievance occurred in the instructional program, the situation would normally be discussed first with the faculty member in question; if unresolved, then the Division Chair. If still unresolved, then go to the appropriate Dean. If the grievance occurred outside the instructional program it should be discussed with the person felt to be responsible for the offense, then if unresolved or if that is unsuitable, with the Dean of Students (see *College Catalog*).
 - (5) If still unresolved, review the matter with the appropriate committee of the College.
 - (6) If still unresolved, a written statement may be prepared for the President of the College as a final appeal.

24. Insurance

Proof of enrollment for insurance purposes can be obtained from the Registrar's Office.

The College does not have an approved insurance company, but strongly recommends that students have **health insurance and property insurance** for personal possessions brought onto campus. All students, but especially resident students, are urged to protect their possessions with insurance. All sorts of mishaps may occur, ranging from items being lost or stolen to damage from water in the case of a sprinkler release, etc. Often Homeowners' policies provide this type of coverage; however it is your responsibility to ensure that you have proper insurance in place. **The College is NOT liable for losses, whether from accident, theft, because the item is lost, or because it is damaged by another student or some other situation such as water damage from a sprinkler discharge.**

25. Intellectual Property Rights (Policy and Procedure Manual, July 2006)

In general, student papers and works submitted toward the completion of a course remain the property of the student. **However**, the College reserves the right to publish student work in College artistic or literary publications on a royalty-free basis with the permission of the student. Work resulting from student participation in scholarly work, research, or grant funded activities in cooperation with or under the supervision of a faculty member is treated by the College in the same manner as the property rights of the participating faculty member. For a more complete description, see this Handbook, "(Selected) Academic Policies" Section A.

26. Litter

An important aspect of St. Catharine College is the beauty of its grounds, which is a common good for everyone's enjoyment. Littering any part of the grounds, whether inside or outside a building and especially including the parking lots, is inconsiderate to others who share these spaces as well as to staff who must clean up. Evidence of repeated violations may result in the loss of parking privileges and other discipline by the College.

27. Lost and Found

Inquiries about general lost and found items should be directed to the Bookstore. If the item was left in the Student Activity Center, inquire at the Residence Life office as soon as possible in order to possibly retrieve it before it is taken to the general Lost and Found in the Bookstore.

28. Mail

Correspondence from SCC administrative offices and faculty is normally delivered to commuter students at the listed home address and to resident students via campus mail. Resident students should be sure to fill out change-of-address forms when they leave the College, even for summer vacation.

29. Noise

Noise levels that cause disturbances of neighbors, classes, or other gatherings could result in the banning from campus of the noisemaker, whether it is a boom box, a television, a musical instrument, a vehicle, or a person.

30. Nondiscrimination Policy (Policy and Procedure Manual, July 2006)

St. Catharine College, in light of its mission for a "just society," is committed to a community where all are welcomed. It is the policy of St. Catharine College not to discriminate on the basis of race, color, religion, national or ethnic origin, age, sex or handicap in its educational programs, admissions practices, scholarship and loan programs, athletics and other school-administered activities or employment practices. This policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, regulations of the Internal Revenue Service, and all other applicable federal, state and local statutes, ordinances and regulations.

The Director of Building & Grounds is the compliance officer regarding handicap accessibility, and assures compliance with Section 504 of the Rehabilitation Act of 1973 and subsequent related legislation.

The Director of Human Resources is the Title VII/IX coordinator and monitors institutional compliance with Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972 and related legislation. The Director of Human Resources is available to receive inquiries and complaints.

31. Off-Campus Activities

Students participating in College sponsored activities, whether held on or off-campus, are expected to conduct themselves appropriately. Students may be disciplined by the College for infractions taking place at any activity sponsored by the College. In addition, violations of state, local or national law may result in campus discipline, as well as civil and/or criminal sanctions, depending on the violation. **It is very important to note that off-campus infractions may result in on-campus disciplinary actions.**

32. Parking on Campus

Student parking on campus is a privilege which may be revoked. Spaces in front of the Motherhouse, those adjacent to Bertrand Hall, and those on either side of the Administration Building, are all reserved for the use of the Dominican Sisters of Peace or College employees. Illegal parking for students includes the Motherhouse parking lots, Callahan Drive, and the circle in front of the dining facility. Parking is NOT allowed on the access road under the bridge—that area is for access for service, including food and beverage trucks. No one is to park on the lawn or on the grassy areas or in any road or access way.

Students are to park in either the upper or the lower Dominic lot or in the Lourdes Hall parking lots (in front of or behind Lourdes). Do not drive from either of the Dominic Hall parking lots up to the Lourdes parking lot to park for class. Park only in marked spaces. Parking in other areas endangers vehicles and in the event of a fire may endanger lives by complicating access by fire equipment.

Students must register their cars and purchase a parking permit from the Bookstore. In this *Handbook*, the term “car” includes any vehicle.

Violations of any campus driving/parking regulations may result in fines, towing and/or loss of on-campus parking or driving privileges, with no refund of the parking fee. A car parked even once in a forbidden area may be towed. If a student receives a fine, it is added to their student account. (See III A (6) and V (F)) for more information on appeals).

Indications of driving behavior which might endanger others may also result in loss of on-campus parking and/or the privilege of driving on campus, with no refund of the parking fee. Note that this could include, but is not limited to, such things as arrest for DUI or driving too fast on campus or driving on unpaved areas, or parking in areas not designated for parking by marked spaces, or repeated parking in non-student parking areas or in parking spots reserved for handicapped parking.

Repeated incidents of disturbing classes or other gatherings due to loud sound system in a vehicle could result in loss of parking privileges. Repeated violations of any of these rules may incur even more serious College discipline, up to and including suspension or expulsion.

33. Personal Health & Wellness

The highest risk group for meningitis is “college freshmen living in dorms.” Though SCC has never had a case, it is always important to use precautions. This is also important in view of the possibility of an influenza pandemic or an outbreak of MRSA (staph infection). The most effective preventive step is appropriate hygiene—especially hand hygiene. Always wash hands thoroughly and use hand sanitizer when other facilities are unavailable. Do not eat after other people. Always cover coughs and sneezes (then wash your hands again).

34. Pets

Due to the potential danger to others including allergic reactions, pets other than fish (in a 10 gallon or smaller aquarium) are not allowed in the residence halls and are not allowed on campus, with the exception of working animals. The student must file appropriate documentation of the need for a companion animal.

35. Phone Number (College)

The central number for the College is 859-336-5082. See also section on fax numbers.

36. Phone Numbers (Student)

It is the student’s responsibility to contact the Registrar’s Office any time there is a change in telephone number, including cell phone. Incorrect student telephone numbers in the College’s database system can be problematic in trying to reach students in cases of College business or emergency.

37. Photographing Students

The Communications staff, Student Life staff, and/or independent photographers with whom the College contracts will, on occasion, photograph students as they participate in campus activities. These photos are to be used for College publications or for news releases and are the exclusive property of the College. The Communications Office or Student Life staff will honor any student’s request not to be photographed if they choose. However, this request must be made in writing each year at the Registrar’s Office, with a copy in writing to the Director of Communications. **Security tapes** are the property of the College and may be used by the College as it sees fit.

38. Post Office

A federal Post Office is located in the St. Catharine Building. Regulation Post Office hours are observed, including closure on national holidays. Mail delivery is scheduled once each day. Mail arriving at the Post Office by 3:00 p.m. on weekdays is expected to go out that day. On Saturday, mail must be received by noon to go out same day. Postal officials will issue money orders. Window hours are posted. For your convenience a mailbox is located near the ramp entrance to the St. Catharine building. Resident students should be sure to file a change-of-address form when leaving, even if only for the summer. Failing to do so could harm credit due to late payments.

39. Records, Student

Most student records are kept in the Registrar's Office. Some may be maintained by the Office of the Dean of Students. See the Family Education Rights Privacy Act (FERPA) in this Handbook, Section VI "Federal and State Laws", subsection G.

40. Smoking (Policy and Procedure Manual, July 2006)

To maintain a safe and comfortable environment, smoking in College offices, buildings and facilities is prohibited. Entrances to academic, administrative, athletic and residential facilities have been designated as no-smoking areas. Smokers may not realize the degree to which smoke and litter affects others. Always use care to fully extinguish a discarded cigarette and to discard butts in appropriate containers, not just on the ground.

41. Southern Association of Colleges and Schools (SACS)

The accrediting agency for St. Catharine College is the Southern Association of Colleges and Schools. SACS will not respond to inquiries regarding specific programs, courses, or college policies. Questions regarding accreditation should be directed to the Office of the Vice President for Academic Affairs.

42. Sprinklers

Residence halls are protected by sprinklers. It is everyone's responsibility to avoid setting off sprinklers, whether by hanging something from the sprinkler head or by hitting the sprinkler in any way. The damages can easily run into the thousands of dollars and no one is pleased to have their possessions ruined. **The College is NOT liable for water damage.** Be sure to have property insurance to cover your possessions and always use the utmost care around sprinklers to avoid setting them off. NEVER hang anything on the sprinkler head. Do not throw anything that could go near it.

43. Student IDs

Student IDs are made in the library during orientation and during the first two weeks of the semester. To have an ID made, a student must present a driver's license and a

completed student ID form signed by the Business Office. As long as a student remains enrolled in St. Catharine College, an ID remains valid throughout the academic year. IDs are validated annually with a sticker issued by the Business Office.

There is no fee for a student ID made during orientation or within the first two weeks of the semester. Replacement IDs cost \$10. Also a \$10 fee may be assessed for IDs made after the first two weeks of the semester. New IDs are issued at no charge for students changing residency status or upon admission to a degree program requiring a specialized ID.

Student IDs serve as library cards. For residents, they serve as meal tickets. They allow for free admission to ball games and other college-sponsored events, and entitle students to discounts at some area restaurants and merchants.

44. Syllabus

The professor for each course should provide a syllabus to each student at the beginning of the semester. Keep these syllabi for reference during the semester, including semester assignments and important due dates, but also retain them along with your transcript and a print of the College catalog section for your program for future reference in case you should ever want to transfer some of your St. Catharine credits to another institution.

45. Tampering with Security Equipment

Tampering with any security equipment including, but not limited to, cameras, fire extinguishers, fire alarms, smoke detectors, or locks is considered to be *extremely* serious as it endangers the lives of other students. The Fire Department may also pursue criminal charges to the full extent of the law. It is important to note that every time an alarm is activated or any other incident indicating the possibility of a fire occurs, a report is given to the State Fire Marshal, who may press criminal charges in addition to College sanctions and financial penalties.

46. Tobacco

The use of tobacco products is not permitted in any campus building, including residence halls.

47. Visitors

Visitors are subject to all College regulations while on campus. When visiting a resident's room, the visitor must be accompanied by a resident, who is responsible for the visitor and his/her behavior. Overnight guests are permitted only with notice to and the permission of the Director of Residence Life and the number of visits per semester is limited.

48. Voting

Students who meet the requirements for voting in Kentucky are encouraged to explore the issues and candidates and to VOTE. Instructions for downloading a voter registration application, completing the form and the address for mailing it to the appropriate county clerk are available at <http://elect.ky.gov/register.htm>

49. Weather

In case of severe or snowy weather, classes may be delayed or cancelled. Announcement of a delayed schedule means that the schedule will be in placed on the college website **for that day only**.

B. Safety and Security

Although the College has been fortunate in not experiencing significant crime, the potential for crime always exists. Everyone must work together to prevent incidents, including the Residence Life Staff, Security, and perhaps most importantly, **students** themselves.

1. Getting acquainted (in person)

The College does not currently receive information from students concerning prior involvement in criminal offenses. Even if it did, many offenders continue for a long time before being apprehended; even when arrested there is likely to be a significant time before a conviction would result in a criminal record. Therefore it is important to realize that *anyone* could be an offender, even a fellow student. Always get acquainted in a public place, and even when confident that you “know” the person, it is always wise to be sure that someone else is nearby who could call for help for you if needed. Make sure you have a signal that your backup person will recognize in case you need help. It is never wise to become too friendly with anyone while you or they are impaired in any way. Impairment by alcohol or drugs paves the way for (at best) miscommunication and (at worst) danger to both parties.

2. Getting acquainted (online)

Online, people can pose as someone entirely different. Be extremely cautious about anyone you met online. NEVER agree to meet in person unless you take friends with you (preferably several large, strong friends). Do not reveal where you live or work or go to school. If you should choose to meet, do so in a public place, away from your work, home or school. It is wise to continue meeting in a public place for the first several meetings.

When using social networking sites, be very cautious about what you post. Again, do not use your address, and preferably not your full real name. Pictures can also cause

problems. Some college students have had to deal with stalkers after they attracted their attention online. Others found that employers had gotten unfavorable information from a student's social networking site, resulting in the loss of a job opportunity (Employers can and have hired students to check out their fellow students).

3. Additional Considerations for Online Postings

Unwise postings can also be a hazard when you look for a job. Do not post anything you would not want to submit with an employment application. Employers often hire college students to check out other college students. Police occasionally use social networks in apprehending or charging offenders (as two students at the University of Chicago learned expensively—one had to pay a large fine for urinating in a bush; the other had to pay a larger fine for denying that he knew the first and thus obstructing justice. He was found out by checking his online friend list.) Some colleges, including at least one in Kentucky, have used online postings in disciplining students. Anything posted online can be considered as evidence in a disciplinary case.

You should not post anything online that you wouldn't want your grandmother, the business where you will apply for a job, or a serial killer to read. All of them will have access to whatever you post.

4. Reporting a security issue

Security issues can be taken to the Dean of Students, the Director of Auxiliary Services, the Director of Residence Life, and/or Security personnel. Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty member or employee to campus security.

The Director of Auxiliary Services supervises campus security. College staff maintain the College facilities and grounds with a concern for safety and security. Facilities are inspected, but items needing maintenance should be reported to The Director of Auxiliary Services, the Director of Residence Life, Dean of Students or a Resident Director **in writing**. You should receive a written notation of your report.

5. Student in danger

If a student, by acts or comments or otherwise, appears to be, or makes statements that could be taken that he or she is a danger to him or herself or to others, he or she may be restricted from campus until he or she obtains a statement from a qualified health services professional that neither the student nor others around him or her is in danger from that student. This process can be triggered by 'joking' comments since it is not possible for Student Life personnel to know when a student is joking or when it is an authentic cry for help.

6. Public access to campus

Students, faculty, and other employees of St. Catharine College have access to academic, recreational and administrative facilities on campus. The Student Center is for the use of all students. After hours, only residents, their guests and staff have permission for entry to residence hall areas. The general public can attend cultural and recreational events on campus with permission for access limited to the facilities in which these events are held.

7. Authority

Security officers may cite violations of campus rules for campus discipline and may also alert public law enforcement officers.

8. Rounds and reports

Working with the Dean of Students and the Residence Life staff, Campus Security makes periodic checks of all floors of Bertrand, Althaire and Dominic Halls as well as other buildings on campus. A nightly log is maintained. Security is on campus daily for varying hours.

9. Communication

Information on safety and security is provided to students and employees through bulletins, crime alerts, posters, and brochures.

10. Campus Crime and Complaints

	2000-01	2001-02	2002-03	2003-04	2004-2005	2005-06	2006-07	2007-08	2008-09	2009-10
OFFENSES										
Murder	0	0	0	0	0	0	0	0	0	0
Sex offenses, forcible and non-forcible	0	0	0	1	3	0	1	0	2*****	0
Robbery	0	0	0	0	0	0	0	0	0	0
Assault	1	3	1	0	0	1	0	0	6	0
Burglary and theft	5	6	3*	3	6	10	5*****	4	11*****	2
Motor Vehicle Theft	0	0	0	1	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0
Arson	0	1***	0	0	0	0	0	0	0	0
Criminal Damage		1	2	8	1	1	0	0	0	0
Faculty or staff threatened by student relative			2	0	0	0	0	0	0	0
Student threatening another individual		1	1**	0	1	0	0	0	0	0
Bias--Sexual Orientation		1	0	0	0	0	0	0	0	0
Student threatened/domestic violence				1	2	0	0	0	0	0
Implied threat							1	0	2	0
ARREST STATISTICS										
Liquor law violations	0	0	4****	0	0	0	1	1	4	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0	0	0	0	0
Criminal homicide	0	0	0	0	0	0	0	0	0	0
Prejudice	0	0	0	0	0	0	0	0	0	0
Trespassing on adjacent farm			3	0	0	0	0	0	0	0
Felony vandalism				2****	0	0	0	0	0	0
*two of these incidents were perpetrated by the same two individuals who have been apprehended and prosecuted										
**appears to have been a misunderstanding of a comment rather than an actual threat										
***it looked as if someone had held a match to a fire alarm box										
****students arrested for off-campus conduct										
*****students stopped off-campus, underage drinking; taken to police station as prelim to taking them to jail										
*****one incident involved several thefts from an unlocked room										
*****two alleged sexual assaults were reported to the College during 2008-09; neither was reported at the time of the incident to the College or the authorities; both were adjudicated through the College's disciplinary system but neither incident was found to have sufficient evidence to support a finding that a sexual assault had occurred										
*****seven of the total were from members of one athletic team--the perpetrator was suspected to be a team member but was never identified										
5/28/2010										

11. Residence Hall Safety

a. The student's responsibility

The cooperation and involvement of the students in a campus program of security is absolutely necessary. Students must assume responsibility for their own personal safety, the safety of others in their residence areas, and the security of their personal property by taking simple common sense precautions.

For example:

- Room doors should be locked at night and when the room is unoccupied;
- Valuable or irreplaceable items unnecessary to your success at school should be left at home; valuable items used for school should be marked with an identifying mark such as name of pet or birthday of a sibling or other relative—NOT your social security number or your own birthday (that could aid someone in stealing your identity as well as your property);
- Students should keep their cars locked at all times and any valuables should be locked in the trunk; do not leave purses visible in the car even if they contain nothing;
- Students should keep their windows locked when away from the room or when sleeping, especially students in rooms on the first floor of any residence hall;
- Students should report any unusual incidents or suspicious looking individuals in and around the residence hall or on campus to the Resident Director, Assistant Dean of Students, or a Security Officer.
- Students should report any thefts or missing items immediately to Security or Residence Life staff. Oftentimes an item can be recovered if this information is conveyed in a timely manner and future instances can be prevented. A time delay in reporting makes a positive resolution much more unlikely.

b. Equipment

(1) Fire alarms and smoke detectors

Smoke detectors are located in each resident's room. The fire alarm rings automatically to a service which immediately notifies the Washington County Volunteer Fire Department in the event an alarm is activated.

You may know volunteer firefighters or perhaps you are yourself a volunteer fire fighter. If so, you are well aware of the imposition and danger that any false alarm presents to the fire fighters and to the community. For this reason, if any fire alarm is set off by accident, you are to immediately notify someone in Residence Life to explain the situation. If we are able to know the circumstances in time to prevent a fire run, it saves the person who set it off the current cost of the fire run (at last check is a cost of \$250/run). During the day a call can be made to the College switchboard (336-5082 x 1201). If you don't get a live person, keep trying to notify someone until you do talk directly to someone. You could call the Front Desk (ext 1201) or the Director of Auxiliary Services (336-5082 x 1209 or assistant at ext. 1288) or Director of Residence Life (481-1145) or Security (481-4113) or Dean of Students (336-5082 x 1213).

(2) Sprinklers and fire extinguishers

All residence halls have sprinklers. This equipment can be lifesaving, but it can also soak your stuff. Use extreme caution around sprinkler heads. Never hang anything from a sprinkler. Do not toss objects (such as basketballs,

baseballs, softballs, volleyballs, golf balls, soccer balls, pool balls or any other objects) inside the buildings because of the likelihood of unintentionally hitting a sprinkler or a window.

Fire extinguishers can also be lifesaving, but not if someone has removed or discharged it. Students playing with a fire extinguisher have also in the past set off the fire alarm, incurring a \$250 charge from the fire department as well as discipline from the College.

(3) Security cameras

Security cameras are located in various areas on campus. Tampering, moving, or in any way incapacitating a security camera is considered an extremely serious violation and may result in serious disciplinary consequences, up to and including expulsion from the college.

C. Emergencies and Procedures

1. Fire

In case of fire, pull the nearest alarm on your way out. If you are in your room, put on shoes and grab a towel. Send someone to another building to call 911. Evacuate the building. Do not use elevators. If there is smoke, crawl. Do not block access to the building by gathering on a roadway or in parking lots. Move to grassy areas.

Administration Building: Evacuate the first floor by the front door and the back door. The Vice President of Finance will make sure the building is clear. Evacuate the second floor by using the outside stairs by the reception area. The Assistant to the President will make sure floor is clear. Meet in the grassy area between the Administration Building and Lourdes Hall. Do a head count to account for all employees. Do not block access to building by gathering on roadway or in parking lots.

Lourdes Hall: Evacuate lower level by the back doors. Faculty and staff will make sure lower level is clear. Upper level and gym evacuate through the front doors. Classrooms and offices evacuate through the doors facing the Administration Building. Director of Buildings and Grounds will make sure upper level is clear. All instructors take roll of your students. All occupants of building meet in the grassy area between Lourdes Hall and the Administration Building. Do not block access to building by gathering on roadway or in parking lots.

St. Catharine Building: Evacuate the lower level by using the library ramp door. Librarian will make sure all is clear. First floor classrooms, LCR and offices evacuate by the north exit to the porch. Instructors take roll call. Development department will make sure first floor is clear. Meet in the grassy area between Lourdes Hall and the Administration Building. Do not block access to building by gathering on roadway or in parking lots.

Bertrand Hall: Evacuate the upper floors by the stairwell and fire escape. Hall Directors and Buildings and Grounds staff will make sure building is clear. Meet in the grassy area between Lourdes Hall and the Administration Building. Do not block access to building by gathering on roadway or in parking lots.

Althaire Halls: Evacuate by the stairs. Do not use elevators. Exit the building and go up the hill on the grass as far as the trees. Director of Residence Life and Dean of Students or their designee will make sure buildings are clear. Do not block access to building by walking on roadway or in parking lots.

Dominic Hall & Siena Hall: Evacuate by the stairs. Do not use elevators. Exit the building. Go to the sidewalk at the end of the building and follow the edge of the parking lot on the pond side to a safe distance from the building (far end of parking lot). Do not block access to building by walking on roadway or in any part of the parking lot except the edge closest to the pond.

Spalding Community and Dining Center: Evacuate by the front doors. Exit the building and go up the steps to the grassy area beside Lourdes Hall. Director of Residence Life and Dean of Students or their designee will make sure buildings are clear. Do not block access to building by gathering on roadway or in parking lots.

Spalding Student Center: Evacuate by the outside doors. Meet in the grassy area next to the pond. Director of Residence Life and Dean of Students or their designee will make sure buildings are clear. **Do not block access to building by gathering on roadway or in parking lots.**

Health Science Building: Lower Level evacuate by the side exits. Meet in the grassy area by the volleyball court. First floor evacuate through the front doors or the side stairwells. Meet in the grassy area by the volleyball court. Second floor evacuate through the stairwells. Meet in the grassy area by the volleyball court. Dean of Health Sciences and Director of Nursing will make sure building is clear. Do not block access to building by gathering on roadway or in parking lots.

Bardstown Campus: Instructors will review fire safety procedures with classes.

2. Earthquake

Evacuate as in fire plan. Move away from the buildings, cars, and power lines.

3. Tornado

In the event of a tornado warning, staff members will take charge. Failure to follow the lawful directive of a staff member is grounds for discipline and is considered to be especially serious if during an emergency such as a tornado because the time spent with one student may endanger the lives of others.

Administration Building: Evacuate to the cellar under the building. If the storm has already begun and you cannot make it to the cellar, go to the ground floor. Keep away from doors and windows and get under something sturdy.

St. Catharine Building: Evacuate to the lowest level and stay away from doors and windows. Library personnel will make sure building is clear.

Bertrand Hall: Evacuate to the lowest level and stay away from windows and doors. The Hall Director, faculty, and staff in the building should make sure all floors are clear.

Lourdes Hall: Evacuate to the lower level by the vending machines. The Athletic Director and the Director of Buildings and Grounds will make sure rooms are clear.

Althaire, Dominic, and Siena Halls – Evacuate to the lowest level hall. Director of Residence Life and Dean of Students or their designee will make sure all floors are clear.

Spalding Center: Evacuate to the lowest levels. Dining Center staff will direct occupants of room.

Health Science Building: Evacuate to the lowest level outside the restrooms. Dean of Health Sciences and Director of Nursing will make sure building is clear.

St. Catharine College General Reading Response Rubric ©

Student _____ Date _____

Reading Assignment _____

Course _____ Evaluator _____

Scale	Exemplary 4	Proficient 3	Developing 2	Minimal 1	No Response 0
Identifies or Infers (one or more) -Main Idea - Author's Purpose -Purpose of Passage -Point of View	based on the text, points out and elaborates on the main point and the author's purpose--points out the central purpose--acknowledges the passage's point of view	identifies main point, author's purpose, and central purpose of passage-- acknowledges point of view	demonstrates a literal or sketchy understanding of the text--may identify the main idea (likely to simply summarize)	gives response that is irrelevant and makes no use of analytical or evaluative reading skills	No response
Locates and Discriminates -Major from Minor details	uses details to support response discriminates between major and minor details	locates major and minor details with little use of them	may locate major details with little use of them for support	gives response but makes no use of details	No response
Makes Inferences/ Understands Relationships -Between events, ideas, characters -Cause and Effect	reconstructs, clearly understands, and elaborates on meaningful relationships between chars., ideas, events, and cause/effect	acknowledges relationships between chars., ideas, events, and cause/effect	may grasp cause/effect relationships on a literal basis recounted from text	few or no connections made concerning relationships	No response
Draws Generalizations and Conclusions -Based on text -Recognizes author's attitude	develops effective, text-based extensions (generalizations, conclusions, evaluations)--recognizes author's attitude	develops <i>surface</i> extensions (not in depth nor directly connected to text)	develops <i>few or no</i> conclusions or generalizations	no supportable conclusions, generalizations drawn	No response
Uses Context Effectively -Demonstrates understanding of figurative language -Demonstrates understanding of vocabulary central to the reading	uses context effectively to grasp figurative and nonfigurative vocabulary	uses context <i>somewhat</i> to grasp figurative and nonfigurative vocabulary	rarely shows evidence of using context to develop or understand vocabulary	any use of vocabulary is ineffective or incorrect	No response

Total Score: _____/20

Suggested Grading Scale
if assessing all 5 skills: A =20 - 18
B =17 - 13
C = 12 - 8
D =7 - 3

F=2 - 0 Grade: _____

Rev./Mar. 20, 2009

Criteria for Scoring Rubric for Reading Responses©

4 levels of proficiency

Grade Level = 12 or above

4 = Exemplary 3 = Proficient 2 = Developing 1 = Minimal 0 = No Response

The student's response:

4 points out and elaborates on the main point of the passage based on the text AND/OR points out and elaborates on the author's purpose based on the text AND/OR points out the central purpose of the passage AND/OR acknowledges the point of view of the passage.
locates and uses details to support the response AND discriminates between major and minor details.
constructs meaningful relationships between characters, ideas, events based on inferences AND/OR clearly understands and can elaborate on cause and effect relationships.
effectively develops extensions (generalizations, conclusions, evaluations) based on the text AND/OR recognizes the author's attitude.
effectively uses context to understand both figurative language and nonfigurative vocabulary.

3 identifies main point of passage AND/OR identifies the author's purpose AND/OR identifies the central purpose of the passage AND/OR acknowledges the point of view of the passage.
locates major and minor details.
acknowledges relationships between characters, ideas, events based on inferences AND/OR acknowledges cause and effect relationships.
develops *surface* extensions (not rich nor connected directly to text).
uses context *somewhat* to understand figurative language and nonfigurative vocabulary.

2 demonstrates *some*, though literal or sketchy, understanding of the text.
may identify the main idea (more likely to summarize verbatim).
may locate major details.
may understand cause and effect relationship on a word for word basis taken from text based on inferences.
identifies *few or no* conclusions or generalizations.
rarely shows evidence of using context to develop or understand language.

1 is irrelevant and makes no use of analytical and/or evaluative reading skills.

0 student makes no response to the question