

Student Handbook

2011 - 2012



SAINT JOSEPH'S COLLEGE *of* MAINE

Office of Student Life

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207-893-6603

www.sjcme.edu

Founded in 1912 by the Sisters of Mercy

The College reserves the right to change the course offerings, fees, calendar, rules, regulations governing admission and registration, and to change any other regulation concerning the student body. Although every effort has been made to ensure the accuracy of this handbook, its content is subject to change without prior notice.

The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

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Statement of Mission

Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

In fulfillment of this Mission, Saint Joseph's College will:

- foster a strong academic community dedicated to the pursuit of truth through serious study, integration of knowledge, and an ongoing dialogue between faith and reason;
- encourage all students to explore widely the arts and sciences while they also prepare to live ethical and meaningful lives;
- provide a strong foundation for graduate study, professional service, and career advancement;
- offer in an extension of its Mission to multiple areas of the world, both degree and non-degree programs through distance education;
- enhance students' awareness of human dignity and the meaning of life;
- advocate for justice and peace in recognition of each person's responsibility for the welfare of both humankind and the environment.

Core Values

Saint Joseph's College "nurtures intellectual, spiritual, and social growth in students of all ages" (Mission Statement). The values of the College, rooted in the teachings of Jesus Christ and in the heritage of the Sisters of Mercy, are the foundation for this educational mission. Taken to heart, these values exist at our very core; they are made visible in our daily interactions.

Through a process of discernment based on dialogue and reflection, we designate the following as the Core Values for our College.

FAITH: Rooted in the teachings of Jesus Christ and the Catholic Church, therefore, we respect diverse religious traditions and honor each individual's religious beliefs. Through the curriculum, sacramental opportunities and co-curricular activities, we invite all members of the College community to develop their faith as an essential dimension of their lives.

EXCELLENCE: As a Catholic liberal arts college, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

INTEGRITY: *This Core Value will have special emphasis throughout campus during the academic year.* Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff, and administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.

COMMUNITY: Informed by the spirit of the Sisters of Mercy, we demonstrate our spirit of connectedness with one another through our expressions of hospitality, courtesy, inclusive relationships, shared values, and collaboration. We extend this value of community by reaching out to neighbors and to members of the broader civic and ecclesial communities.

RESPECT: Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

COMPASSION: Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.

JUSTICE: Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.

Saint Joseph's College of Maine Nondiscriminatory Policy and Affirmative Action

Saint Joseph's College admits students without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, age, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, age, or disability in administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

Saint Joseph's is also authorized under Federal Law to enroll non-immigrant alien students.

2011-2012 Academic Calendar

Fall Semester 2011

September	1	Faculty Day
	3	New Students Arrive
	5	Upperclass Students Arrive
	6	First Day of Classes
	12	Last Day to Change Registration
	24	Feast of Our Lady of Mercy – Observed
	24-25	Family Weekend
October	10	Columbus Day Recess – No Classes
	11	Monday (not Tuesday) Classes Meet on This Day
November	1	Feast of All Saints – Holy Day
	4	Last Day to Withdraw from Classes Without Academic Penalty
	23	College Closes for Thanksgiving Recess at Noon
	28	Classes Resume
December	8	Feast of the Immaculate Conception – Holy Day
	9	Last Day of Classes
	12-15	Final Examinations
	15	Christmas Recess after Last Exam

Spring Semester 2012

January	16	Residence Halls Open
	17	First Day of Classes
	23	Last Day to Change Registration
February	20-21	Presidents' Holidays – No Classes
March	12-16	Spring Break
	19	Feast of Saint Joseph - Observed
	23	Last Day to Withdraw from Classes Without Academic Penalty
April	5-9	Easter Break – No Classes
	10	Classes Resume
May	2	Last Day of Classes
	3	Reading Day
	4-5, 7-8	Final Exams
	11	Baccalaureate Mass
	12	Commencement

May Semester 2012: TBA

Summer Programs 2012: TBA

INTRODUCTION

History

Saint Joseph's College is a Roman Catholic liberal arts college for men and women of all faiths, located on a 350-acre campus on Sebago Lake at Standish Neck on what was once a large estate owned by the Verrill family of Portland.

Saint Joseph's was founded in 1912 and chartered by the Maine Legislature in 1915. It is the Catholic college of Maine and was founded by the Portland Regional Community of the Sisters of Mercy of the Americas. The College is overseen by a combined religious and lay Board of Trustees. Saint Joseph's grants degrees in fulfillment of the educational ideals of the Sisters of Mercy, founded by Mary Catherine McAuley in Dublin, Ireland, in 1831. Since the foundation of the Portland Regional Community in the Diocese of Portland in 1872, the Sisters worked toward the establishment of a college.

From 1912 to 1956, the College was located on the grounds of the Mother-house in Portland. In 1949 the name of the College was changed from Saint Joseph's College to The College of Our Lady of Mercy, but with the change of site to Standish in 1956, the original name of Saint Joseph's was resumed. In 1970 Saint Joseph's became a coeducational institution.

Saint Joseph's College stresses a Christian humanization interest in the cultural achievements and problems of the present and their relationship to the past. It cultivates a sense of personal responsibility through emphasis on serious study coupled with participation in the activities of a productive community.

The College encourages a closeness between faculty and students. This promotes scholarship and encourages personal development. With nearly 100 years of sound tradition as a foundation, the College is determined to meet today's and tomorrow's challenges and opportunities for service to the local, state, national and global communities.

Seal and Motto

The official seal of Saint Joseph's College can be viewed on the title page of this handbook. The seal is a modification of the Mercy Shield designed by Mother Mary Catherine McAuley, which itself was a modification of the original shield worn by the Fathers of Mercy – an order co-founded in the 1200s by Saint Peter Nolasco, Saint Raymond Pennafort and the King of Aragon. Our Lady appeared to them commanding them to found a congregation for the deliverance of captives under the title of OUR LADY OF MERCY.

The King desired the members to wear upon their person the royal arms of Aragon. The four red bars made their way to the emblem when one member, injured in battle, requested as a reward for his valor a device for his emblazoned shield. The emperor dipped his four fingers into the blood flowing from the wounded warrior and drew them swiftly down the shield. The cross on the emblem, later adopted by the crusaders, was dedicated under the title of the Holy Cross.

In 1828 when Mother McAuley was asked by the Archbishop to choose a name for the religious institute which she had founded, she decided on a title in which a typical virtue of a woman of God is blended with the name of one of the Divine attributes – Mercy; thus becoming known as Sisters of Mercy. She decided to adapt Saint Peter Nolasco's order for women and hence designed to make the spiritual and corporal works of mercy the distinctive feature of the group.

The seal is composed of three elements: the shield of the Sisters of Mercy, three fleurs-de-lis, and the motto "Fortitude et Spes." The Mercy Seal is white, fringed with gold. The bars are red upon a field of gold. The cross is white upon a field of red. The red stands for courage; white for purity; the cross for sacrifice. The fleur-de-lis is symbolic of the Franco-American nature of the state of Maine. The motto translates into "Courage and Hope" which marked the spirit of the Sisters of Mercy, exemplified by their courageous move of the College campus from Portland to its new location on the shore of Sebago Lake.

Colors

The official colors for Saint Joseph's College are Royal Blue and White.

Mascot

In 1970, Saint Joseph's College opened its doors to males and established the first athletic teams. That year, Christopher Kiernan, then Saint Joseph's Athletics Director, purchased the men's basketball uniforms from Assumption Prep which had just recently ceased operation. The uniforms came with the ready-made team name, "Monks."

Many found this an unusual name, since Saint Joseph's was a Sister of Mercy institution and, unlike Assumption Prep, there were no monks on our campus. However, the name stuck – and "The Monk" is the College Mascot.

STUDENT LIFE

Office of Student Life

Heffernan Center, First Floor

Reis Hagerman ... x 6603

Dean of Student Life

Jon A. Blanchard ... x 6603

Associate Dean of Student Life

Mary Dubendris... x 6603

Executive Secretary

In the spirit of the Mercy tradition and in partnership with Academic Affairs, the Office of Student Life fosters an educational environment which both challenges and supports students in their efforts to grow and develop as whole persons, spiritually, emotionally, socially, and physically. In addition, Student Life works in partnership with Academic Affairs to promote the integration of knowledge gained in both curricular and co-curricular settings and to teach students competencies, skills and values needed to lead and serve in a diverse and changing world.

The Office of Student Life is also home to three Area Coordinators (refer to p. 13).

Campus Ministry & The Mercy Center for Service, Leadership and Learning

Heffernan Center, First Floor

Frank Daggett, Interim Director of Campus Ministry ... x 7792

Rev. John McHugh, Chaplain ... x 7791

Melinda Blais, Social Justice Support Staff ... x 7793

Kate Brown, Social Justice Support Staff ... x 7794

Sister Sylvia Comer, Pastoral Associate ... x 7760

Amy Russell, Catherine's Cupboard Coordinator ... x 7790

The Office of Campus Ministry and Mercy Center is located in the Heffernan Center. Campus Ministry enables and promotes spiritual development through liturgical celebrations, retreats, spiritual direction, interfaith services and pastoral counseling.

Healy Chapel, also located in the Heffernan Center, is the liturgical center of campus. Students are welcomed to participate in all religious functions. Sunday Mass is celebrated at 4:30 pm. Mass/communion service is offered M-Th at 12 noon.

Community Service provides opportunities for students to serve throughout the Greater Lakes Region and Portland area. In Community Service, students work with children, youth and senior citizens. They serve in schools, community centers, and other local non-profit organizations. Students also serve in Catherine's Cupboard, a food pantry co-founded and operated by Saint Joseph's College and the Town of Standish. Habitat for Humanity and AMERICA READS tutoring are popular service options. Each spring, Saint Joseph's students may choose to participate in Spring Break Workfest, serving rural and urban communities in Maine and other states.

All Campus Ministry and Community Service programs involve and welcome student leaders. Membership with Campus Ministry and leadership on the Campus Ministry Council is open to all interested students.

Counseling Center

Saint Joseph's Hall, First Floor

F. Elizabeth Wiesen, Psy.D., Director ... x 6637

Licensed Psychologist

David Lischer, MSW, LCSW ... x 6637

Licensed Clinical Social Worker

Improving academic skills, learning to better communicate, strengthening a relationship – these are common outcomes for students who come into the Counseling Center. Coming to the Center is often a step in the right direction when dealing with the frustrations, loneliness, anxiety, and sometimes depression often associated with the college experience. Sometimes one might just have a vague feeling that things aren't going as they should. In any case, talking to a professional can be helpful. Alcohol counseling is also provided by our staff. To make an appointment or to find out more about services, call 893-6637.

Services for Students with Disabilities

Alfond Hall, Room 328

Holly Sanborn, ADA Accommodations Officer ... x 7562

Saint Joseph's College of Maine is committed to providing equal education opportunity and full participation for persons with disabilities. It is the College's policy that no qualified person be excluded from participating in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subject to discrimination with regard to any College program or activity. Toward this end, and in conjunction with the Americans with Disabilities Act and Section 504, the College both accepts and provides reasonable accommodations for qualified students with various types of disabilities.

While the College is ready to provide reasonable accommodations, the students must make an effort to advocate for and avail himself/herself of all services and agreed upon modifications. Students with disabilities who need accommodations and services should contact the Accommodations Coordinator upon admission to Saint Joseph's College to receive the guidelines for documentation of a disability. The Coordinator will explain to the student the College's policies and procedures regarding accommodations.

Health & Wellness Center

Carmel Hall, First Floor

Sue-Anne Hammond, D.O., Director

Doreen Webber, Administrative Assistant ... x 6634

Emergencies, Security Office ... x 7911

The staff of the Health and Wellness Center believes that maximizing wellness through healthy life-style behaviors facilitates an optimum learning milieu. The services to students are grounded in philosophies of health promotion, health provision, disease prevention and clinical care based on current accepted standards of care. The health and well being of the student is the staff's primary focus and drives the services to meet those needs.

The Health and Wellness Center is under the administrative guidance of the Dean of Student Life and directed by the Campus Physician. Office hours are normally 8:30 a.m. - 4:30 p.m., and 8:30 a.m. - 8:00 p.m., on Wednesdays. Scheduled appointments are preferred.

Health Center staff provide assessment, diagnosis, and treatment of common illnesses including diagnostic labs, prescriptions, and referrals to specialists for more serious problems. First aid, health and wellness promotion, education, and health counseling are provided at the health center. All medical records are housed with strict confidentiality.

In order to provide safe and quality health care a medical history, physical examination, and immunization records need to be completed and submitted by all students prior to registration. **Maine state law requires certain immunizations prior to arrival on campus.** Failure to meet Maine state requirements may result in missed classes. Student nurses have additional requirements before starting their clinical experience. All required forms can be found online at [www.sjcme.edu/student life](http://www.sjcme.edu/student%20life). Then click on Health & Wellness.

Because there is no 24-hour health care infirmary available on campus, students hospitalized or with chronic or long-term illness requiring several days in bed and restriction from classes will be required to go home until normal activity and class attendance can be resumed.

It is the student's responsibility to notify faculty regarding any absence from class or other academic activity. Medical leaves of absence for prolonged periods of illness will be facilitated through the Health and Wellness Center in coordination with the Academic Dean of the College.

Urgent medical services are provided by the Health and Wellness Center during regular clinic hours. When the clinic is closed, the Security Office handles all campus medical emergencies. Security officers are trained as first responders. Standish Rescue Unit is available for transport to a hospital emergency room when necessary. Students who elect to use their own personal vehicle to transport others are NOT covered by the College insurance in case of accident.

Students with private vehicles are responsible for providing their own transportation to doctor/dental or other types of off-campus appointments at their own expense. College owned transportation or drivers are available on a limited basis only.

All full-time students are automatically enrolled in and charged for Saint Joseph's College Student Accident & Sickness Insurance Plan, unless they provide proof of other medical insurance and complete the online waiver form prior to August 15. The College health insurance will NOT cover all medical expenses, and it will not cover pre-existing medical conditions. For a minimal additional fee, benefits can be increased beyond the basic plan for a calendar year. Students' insurances will be billed for services rendered through the Health & Wellness Center. However, students will not be charged a co-pay as this is covered by the health services fee built into tuition.

Various immunizations are available for a fee at the Health and Wellness center. Appointments need to be scheduled. Consent will be obtained and a receipt for services rendered will be given:

Titers to show proof of immunity will be billed by the lab to the student.

Immunizations that are available for a fee are:

- MMR (Measles, Mumps, Rubella)
- Td (Tetanus/Diphtheria)
- Hepatitis B
- Hepatitis A
- Menactra (Meningococcal)
- Influenza
- PPD (Tuberculosis testing)

Current fees are posted at the Health and Wellness Center.

Office of Campus Security

Standish Hall, First Floor

Ian MacEachen, Director of Security ... x 6686 or 893-6686

Campus Emergency ... x 7911 or 893-7911

Security Line ... x 6687 or 893-6687

The Office of Campus Security is responsible for the safety and security of the College community, its members, and all College property. Campus Security operates 24 hours a day, seven days a week. Specific services provided include the following: foot, bicycle, and vehicle patrols of campus buildings and grounds, crime prevention, incident investigation, parking regulation and enforcement, safety programming, special event support, safety escorts for any member of the community, and liaison with local authorities. Officers have the authority to enforce College policy and rules, and are trained to provide emergency first aid care. Student Emergency Medical Technicians also provide emergency medical care and are accessed through the Security Office. Students are encouraged to report all violations of campus policies, regulations and/or criminal acts to an officer or representative of Campus Security.

In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Saint Joseph's College of Maine annually publishes a report containing statistics of specified crimes, arrests and disciplinary referrals. The report also includes statements of policy and procedure pertaining to campus security, drug and alcohol violations, and sexual offenses. You may obtain a copy of the most recent report by contacting the Director of Campus Security or by accessing the College Web site at www.scjme.edu/pdfs/crimereport.pdf.

Emergency Procedures – In the case of an emergency, contact the Security Office at extension 7911 immediately, or by using the call boxes located on or near the residence halls.

Escort Services – Security personnel are available to escort members of the College community in any circumstances that an individual deems necessary. To request an escort, contact security at extension 6687.

Law Enforcement – The College has a responsibility to work with law enforcement personnel when a crime has been committed on campus and College officials become aware of the crime.

Lost and Found – Any item that is misplaced should be reported and any item found should be turned in to Campus Security.

Motor Vehicle Registration – Any student possessing a valid driver's license is permitted to have a motor vehicle on campus. All vehicles must be registered with the Office of Campus Security. At the time of vehicle registration, students will receive information regarding parking policies and enforcement of regulations. All personal vehicles must be parked in areas designated for student parking. Unregistered or illegally parked vehicles will be ticketed, immobilized with a device attached to the wheels, or towed at any time without notice. Towing charges will be assessed against the registered owner. The parking fee is \$100 annually.

Student Activities

Mercy Hall

Morgan Rocheleau, Director of Student Activities ... x 6604

Matthew Gawel, Coordinator of Student Activities ... x 6609

Student Activities is located in Mercy Hall, next to Mercy Market. As part of its mission, Saint Joseph's College is committed to creating opportunities for student leadership. Student Leadership is an essential component to the student experience and our hope is that students will realize their potential by succeeding in the classroom as well as by participating in co-curricular activities.

Student Activities sponsors an array of programs, such as family weekend events; educational, cultural, and social programming on campus; and a travel series to Boston and New York City. We encourage all members of the Saint Joseph's College community to be active participants in the learning community.

Residence Life

Heffernan Center, First Floor

Tyler Dymont, Area Coordinator ... x 6607

Kelley Brague, Area Coordinator ... x 6606

Hope Abarno, Area Coordinator ... x 6608

Saint Joseph's College's philosophy on residential life is that the residence halls provide a special living-learning atmosphere which is based on mutual respect and emphasizes both the rights and responsibilities of the individual and the community. The residence life program enthusiastically supports and embraces the principles and values expressed in the mission of the College.

The Residential Life staff is supervised by the Associate Dean of Student Life, who is responsible for a team of professional staff which includes three Area Coordinators. The Area Coordinators are responsible for certain residential areas of campus. They live in the residence halls and supervise the Resident Advisors.

Resident Advisors (RAs) live on campus and assist with the operation and community development in the residence halls. The RA, normally an upper-class student chosen during the previous spring for this role, is hired to help students develop in personal and academic areas. The RA staff is trained in listening and helping skills and assisting students in self-governance, programming, community functions, locating campus resources, housing procedures and mutual respect for others. Students are encouraged to get to know the RA in their building/area and assist the RAs in the creation of a positive living/learning environment.

Student Governance

Student Government Association

The Student Government Association is the voice of the student body and the nucleus of all student clubs, organizations and committees. All students are members of the Student Government Association and are encouraged to be active in its governing boards. Student involvement in the association is a critical part of its success and is heavily relied upon to assure that all students at Saint Joseph's College are heard and their needs are met.

The Student Government Association currently offers more than twenty different clubs and organizations that are both sponsored and funded by the Student Government Association. Participation on or with these clubs and organizations is strongly encouraged. Additionally, any student may introduce a new club or organization to the Saint Joseph's community by working with the Student Government Association and the Director of Student Activities.

Elected members of the Student Government Executive Board lead the following organizations. Organizations with * indicate that you must be appointed or elected to be involved in this organization:

- Budget Committee *
- Campus Activities Board
- Commuter Association
- Council of Presidents *
- Interhall Council *
- Student Senate *

The following are clubs and organizations currently active on campus. Club membership is open to all SJC students, with the exception of academic clubs, which are dependent on major.

- Business
- Cheerleading
- College Democrats
- College Republicans
- Dance
- Eco-Reps
- Feeney Players (Theater Guild)
- Fortitudo et Spes (Newspaper)
- Habitat for Humanity
- Outdoor Club
- Psychology
- Rescue Club
- SEAM (Student Educators Association of Maine)
- SNA (Student Nurses Association)
- SEAC (Student Environmental Awareness Club)
- Social Justice

Formation of a Club or Organization

Students interested in forming a club or organization on campus should contact the Office of Student Activities for guidelines and procedures. The Office of Student Life must approve student organizations, and the College reserves the right to revoke or deny any club or organization recognition.

Class Officers

Each class has four positions (President, Vice President, Treasurer, Secretary) that are elected on an annual basis. Elected class officers work together, and with members of SGA, to sponsor activities with their class members and for the entire college community. Students are encouraged to connect with their elected officials and get involved with class activities.

Major Campus Events

The programming efforts are often set with common themes. Some traditional events are: Welcome Back Weekend, Return to the Lake, Family Weekend, Mercy Week, Spring Fling, Winter Carnival, and Senior Week.

The Director of Student Activities serves as the advisor to the Student Government Association. The Coordinator of Student Activities serves as the advisor to the Campus Activities Board, Interhall Council, Student Senate, and the Student Commuter Association are all advised by Area Coordinators. Advisors for the other clubs and organizations are chosen by the student leadership of those organizations. The Office of Student Life supervises all events involving the Chalet, SGA equipment booth, major programming initiatives and new student orientation.

Student Media

If students are interested in developing their writing, photography, broadcasting and publishing experiences, SGA sponsors the following organizations:

Newspaper, Literary Magazine – Anyone interested in writing for the College newspaper, gaining experience in photojournalism, learning about layout, or other aspects of newspaper production is welcome to join the staff of *Fortitudo et Spes*. The College's literary journal, *e.g.*, offers students a chance to publish a story or poem, or to learn more about literary criticism and what it takes to produce a publication.

Yearbook – *The Shield*, the College yearbook, is published by students under the leadership of the Senior Class President and advised by the Coordinator of Students Activities. Students are responsible for photography, writing and layout. This is an excellent way to gain experience in photography, writing, and computer layout and design.

If *The Shield* is to be a successful yearbook, students must participate and lead its publication. Seniors are especially encouraged to participate.

COLLEGE POLICIES & PROCEDURES

Saint Joseph's College is a Catholic liberal arts college which is sponsored by the Sisters of Mercy. The Core Values of the College – Faith, Excellence, Integrity, Community, Respect, Compassion and Justice – are values which we expect all members of the College to adhere to. Students are expected to live, learn, and work together to create an environment which is free of harassment in any form and does not discriminate based on gender, sexual orientation, race, ethnicity, or religion. Any person who violates this expectation may face disciplinary consequences, up to and including expulsion from the College.

Saint Joseph's College adheres to all applicable state and federal laws.

Students who may not understand, or who question any of the policies, are encouraged to consult with a member of the Student Life staff.

It is the responsibility of each student to make him/herself familiar with all of the policies and procedures as outlined herein.

Violations Warranting Action

A student's behavior is considered to be in violation of the College Policies when it interferes with the College's responsibilities to:

- A. Ensure that all members of the College community are able to attain their educational objectives or the educational mission of the college.
- B. Protect the health and safety of the College community and the student life on campus.
- C. Administer the policies, procedures, guidelines, and standards of the College and to hold students accountable for their behavior.

All violations of an educational nature (plagiarism, cheating, falsifying records, etc.) will be referred to and decided by the Vice President for Academic Affairs. All violations pertaining to student life as listed below will be responded to and decided by the Dean of Student Life or his/her designee.

INSTITUTIONAL POLICIES

1. Policy Regarding Communicable Diseases

Concern for the health and welfare of students and employees prompts the College to establish a policy with regard to communicable diseases. Such diseases vary in their ease of transmission to others. AIDS and milder immune deficiency syndromes associated with the human immunodeficiency virus (HIV) are transmitted through intimate sexual conduct or blood contact. Students or employees with AIDS or HIV should not present a health risk to others in the College community when proper precautions are taken. Other communicable diseases, such as hepatitis B, are more infectious and may pose a more immediate health risk.

Procedural Guidelines

- a) All employees and students are encouraged to seek medical assistance or guidance from the College's Health Services Office (or other healthcare provider) in the event they have concerns about communicable diseases.
- b) Students and employees with communicable diseases should so inform the Director of Health Services. This information will be handled in strict confidence with key administrators on a need to know basis. Those students

or employees with positive test results for AIDS or HIV are not required to so inform the College administration.

- c) In the event that an individualized assessment must be made as to the ability of an employee or student to continue to work, reside, attend class, or participate in College sponsored activities with or without limitations, medical and health information will be disclosed only on a need to know basis. In the event that an individual has been identified as having AIDS, ARC or HIV infection, no information will be disclosed concerning the medical condition except as authorized by law.
- d) The President on a case-by-case basis shall determine continued presence in the College setting by students or employees with communicable diseases. Such decisions shall be based on medical opinion regarding the condition of the student or employee with the communicable disease. Recommendations may be sought from the physician treating the student or employee, from the Division of Public Health, or from an ad hoc advisory panel of health care professionals convened for the purpose. The College may require the student or employee to submit to a periodic review of the individual's medical status as a condition of continued attendance or employment.
- e) If the decision is made to limit the employment status or duties of an employee or limit the activities of a student because of a communicable disease, the aggrieved individual may appeal to a panel made up of: Director of the Counseling Center, College Physician, Director of the Health & Wellness Center, Vice President appointed by the President, Human Resources Director, and ADA Coordinator.

This appeals committee will convene as soon as is practical, hear evidence as it deems necessary, and make its determination.

Employees and students who have communicable diseases (including tuberculosis, hepatitis B, AIDS, AIDS-related Complex (ARC), HIV infection) will not be barred from working, teaching, residing, participating in College sponsored activities, or attending classes at SJC unless the individual poses a substantial threat to him/herself or others.

2. Disturbance of Classes

No person, by him/herself or with others, shall deliberately disrupt or prevent the peaceful and orderly conduct of classes or meetings, nor shall any student deliberately interfere with the freedom of any person to express his/her view, including invited speakers.

3. Drug-Free Schools and Workplace Policy

The College believes that illegal drugs and the abuse of alcohol have no place in the College environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring certification by federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989 requiring institutions of higher education receiving federal funds to certify adoption and implementation of programs to prevent possession, use or distribution of illicit drugs and alcohol by students and employees.

For these reasons, the College adopted the following policy:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace at Saint Joseph's College. This prohibition is a condition of employment with Saint Joseph's College.

Violations of this policy will result in disciplinary action up to, and including, termination of employment.

2. Employees must report any conviction under a criminal drug statute for violations occurring on the College campus within 5 days.
 - After learning of such a conviction from the employee or from another source, the College has 10 days to report the conviction to the Federal Agency funding any program in which the employee participates.
 - The College, through the President, will determine within 30 days if the charges warrant any action taking into consideration the interests of the campus community, the rights of the individual, and personnel guidelines. The action may include disciplinary action up to and including termination. It may require satisfactory participation in an approved substance abuse or rehabilitation program. If participation in a rehabilitation program is required, the College expressly reserves the right to require as a condition of continued employment the successful completion of a planned program of recovery from the identified substance abuser. This plan, which will be in writing, may stipulate that failure to fully participate in the programs or meetings required therein, or to satisfactorily complete the requirements of the plan may result in termination of employment.
3. The College recognizes alcohol and drug abuse as treatable health problems that should receive the same consideration and offer of assistance extended to employees having any other health problem. The employee's ability to perform his/her employment responsibilities will be determined on an individual basis.
 - The Human Resource Office maintains a list of local agencies that offer assistance from a trained professional for issues of drug dependency issues, treatment, and/or referral.
 - Saint Joseph's College's health insurance program has provisions for coverage of both inpatient and outpatient drug dependency and alcohol dependency treatment for both employees and dependents.
 - The College will provide time off, consistent with the College's Family Medical Leave policy, for employees who wish to or are required to undertake inpatient drug dependency treatment.
4. The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace; to maintaining information on available drug counseling, rehabilitation and to uphold the College's policy of maintaining a drug-free workplace.
5. The College shall make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

4. Emergency Situations

Any individual or group faced with an emergency situation (medical, emotional, behavioral, physical) should immediately dial 7911 using any campus phone. This emergency number will connect the caller with a dispatch representative who will then contact the appropriate office or outside agency to handle the emergency situation. Within the residence halls any residence hall staff member should be contacted immediately.

5. Entrance to Buildings and Campus

No person is permitted to enter any private office or residence hall room on campus without authorization. No student may enter and remain in any facility for any purpose other than its authorized use or remain in any facility without authorization after it is normally closed. No student may obstruct free movement of person and vehicles in any place where the policy applies. A violation of this policy will be handled through the Conduct Code.

6. I.D. Cards/Student Identification

All students are issued an I.D. card for use throughout their time as a student of Saint Joseph's College. The following is listed on the back of the I.D. card and is accepted as policy:

This card is your official College identification. Lending this card to anyone or failure to present it upon request of a College official could result in disciplinary action. This card becomes void upon termination or interruption of enrollment and must be returned to the Student Life Office. Replacement cost is \$25.

7. Sexual Assault Policy

Saint Joseph's College is committed to maintaining a humane atmosphere in which individuals do not abuse their personal power or authority in interpersonal relationships. Sexual assault is defined by the College as any actual or attempted non-consensual sexual activity, including but not limited to, intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature, committed by physical force, coercion or threat, actual or implied by a person(s) known or unknown to the victim. Sexual assault includes violent rape by a stranger, "acquaintance" rape, and all other situations in which the victim has not given consent to sexual activity. Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because she/he is mentally incapacitated, is unconscious, or is physically helpless due to drug or alcohol consumption.

Should a sex offense occur, the student should immediately report this to a Residential Life staff member or to a Security Officer. Victims will be counseled on the importance of preserving physical evidence of a sexual assault. As appropriate, the official(s) will set the support team of Health Services, Counseling and Student Life into supportive rapid response. In all cases, the victim will be made aware of both campus and community mental health and counseling resources for victims of sexual assault.

Allegations of sexual assault against a student, whether or not they are investigated by police for criminal prosecution, will be referred to the College Judicial Process as violations of the Student Code of Conduct.

In all alleged sexual assault cases, the College strongly encourages reporting to proper external authorities, including local police, and the College will assist the victim in contacting the appropriate agency. The Dean of Student Life may levy intermediate restrictions on the alleged violator of this policy until a thorough disciplinary investigation can be conducted. Sanctions for these offenses include the full range of sanctions imposed by the Office of Student Life for violations of the Student Code of Conduct including suspension and expulsion. The victim will be notified of the options available to them in changing their academic and living situations, if the victim so requests and if such changes are reasonably available. The victim also will be notified of the outcome of any judicial hearing. The victim shall have the same rights as the accused regarding the presence of others in any judicial process.

8. Sexual Harassment

Saint Joseph's College will not tolerate sexual harassment of its faculty, staff or students. Sexual harassment in the workplace and on College campuses is unlawful under both state and federal law. Sexual harassment is defined as conduct of sexual nature (which may be verbal, non-verbal, or physical) that has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work, learning or co-curricular environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
- 2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may involve individuals of the same or different genders. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however it also may occur between individuals of the same College status, e.g. student-student and employee-employee.

Examples of conduct which, if continued or repeated, may constitute sexual harassment are: unnecessary touching, patting, hugging or brushing against a person's body, staring, ogling, leering, whistling, sexually explicit statements, comments, jokes, or anecdotes, graphic comments about a person's clothing or body, sexually suggestive objects or pictures in the workplace, harassing use of electronic mail or telephone communication system, other physical or verbal conduct of a sexual nature.

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Men, as well as women, may be the victims of sexual harassment. Violations of this policy will not be permitted.

Employees who believe that they are or have been a victim of sexual harassment should first report their allegations to their supervisor or to a supervisor harassment officer of the College. The sexual harassment officers are the Assistant Director of Human Resources, Rebecca Hilton and David Roussel. Employees will be requested to put their complaints in writing. The complaint will be investigated promptly and as confidentially as possible. The complainant (the person filing the complaint) will be notified of the results of the investigation. In cases where the complaint was found to have merit, disciplinary actions will generally be disclosed to the complainant only if they include no contact with the complainant. In no cases shall the person an employee alleged to have harassed them be responsible for the investigation.

Students who believe that they are or have been a victim of sexual harassment should first report their allegations to their Resident Advisor, Area Coordinator or sexual harassment officer of the College. The sexual harassment officers are the Assistant Director of Human Resources, Rebecca Hilton and David Roussel. Students will be requested to put their complaint in writing. The complaint will be investigated promptly and as confidentially as possible. The complainant (the person filing the complaint) will be notified of the results of the investigations. If the complaint is found to have merit and the accused is a student, the resultant disciplinary action will be disclosed to the student complainant. In cases where the complaint was found to have merit and the accused is a faculty or staff member, disciplinary actions will generally be disclosed to the complainant only if they include no contact with the

complainant. In no case shall the person a student alleged to have harassed them be responsible for the investigation.

No faculty, staff or student who is filing a complaint or is a witness in the investigation shall be subject to retaliatory action for their good faith participation in the procedure. Words or behaviors that punish a person for the good faith filing of a complaint or participating in an investigation are illegal. For faculty and staff accused of sexual harassment, the full Procedure for the Resolution of Sexual Harassment Complaints is included in Appendix A of the Employee Handbook. Students accused of sexual harassment will be adjudicated through the Office of Student Life using the judicial procedures outlined in the Student Handbook

9. Educational Rights & Privacy

A detailed description of one's rights can be found under the Family Educational Rights and Privacy Act as outlined in the Academic Policies section.

10. Solicitation Guidelines

For the protection of students, no door-to-door solicitation may take place in the residence halls or on campus. Any solicitor who wishes to survey or sell articles to students must be approved by the Office of Student Life 3 days in advance.

11. Technology Use Policy: Computer & Network Facilities

Saint Joseph's College provides computer and network facilities as shared resources that support and facilitate the teaching, research, and administrative functions of the College. The computer and network facilities of the College include, but are not limited to, personal computers, monitors, network access via SJCnet which includes but is not limited to the Internet, e-mail, database and file sharing of documents such as word processing and spreadsheets. The College network facilities include servers, disk storage space, modems, communication lines and all forms of operating software that are owned by the College. The computer and network facilities are a College community resource. Use by students, administrators, faculty, staff and other members of the College community is encouraged and is a right that is accompanied by corresponding responsibilities to use them in an appropriate manner.

a) Responsibilities when using SJCnet include:

Computer Accounts: You will use only those computer accounts which have been issued to you, or authorized for your use by the Information Systems Department. The unauthorized use of another person's account, as well as providing false or misleading information for the purpose of obtaining access to computer and network facilities is prohibited and may be regarded as a criminal act. You are the only person authorized to use an account issued to you. You may not authorize anyone to use your account for any reason. You are responsible for all usage on your account. You must take all responsible precautions, including password maintenance and file protection measures to prevent use of your account by unauthorized persons. You should change your password regularly and keep it secure. If anyone other than the account owner is found using an account, the owner and user shall be subject to disciplinary action. The College will treat personal files and communications as confidential and will only examine or disclose their contents when authorized by the owner or when directed by the combined authorization of the Director of Information Systems and the appropriate Vice President. Such action will be taken when there is evidence or reasonable information that inappropriate use of the College's computer and network facilities and resources is taking place.

b) SJCnet use consistent with one's objective as administrator, student, staff, and faculty:

Saint Joseph's College provides SJCnet access to administrators, students, faculty, and staff for their use pertaining to the College's business. It also provides SJCnet access incidentally for personal purposes, so long as those purposes do not violate College policy or adversely affect others. The SJCnet is not to be used to cause any harm to any individual or computer facility. Users must apply the highest level of ethical conduct when using the College's computer and network facilities.

The College has limited amount of computer resources available. These will be provided for the use to the College community to the greatest extent feasible. Please be considerate when using these facilities. Priority for use will be given to those performing academic duties and other College functions. You must relinquish any resources that are not being used for College business in favor of an individual who needs the resources for College purposes.

c) Respect the privacy of others:

Each computer user must respect the rights of others. Federal law protects the privacy of users of electronic communications. Invasion of privacy can take many forms, often inadvertent or well-intended. Use of the SJCnet should not violate the privacy of others. You may not access or copy any files or directories, including hard copy, belonging to another user without clear authorization from that user. Altering another user's files, system files or software without permission is vandalism and destruction of property.

d) Handling potentially offensive material with discretion:

The use of computer messages, e-mail, or other mechanisms for the purpose of harassing other users, as well as displaying of graphic material of an obscene nature on public systems is prohibited. Material can be accessed on the Internet which some may consider to be objectionable or offensive. In no way does Saint Joseph's College encourage or endorse accessing such material except for legitimate academic purposes.

Users must exercise judgment when choosing the information they access. If there is the reasonable expectation that the accessed information would be considered objectionable by some, then public computers (those in open offices, labs, the library and other public places) may not be used, and a hard copy of such information may not be directed to public printers.

Thus, in accessing such material, the user has the responsibility to do so in a private environment, and in such a way that the material does not negatively affect those who deem it objectionable or offensive. As one example, such material should not be forwarded to others without their consent.

e) Not to harass anyone:

Saint Joseph's Sexual Harassment Policy and Procedures apply also to SJCnet use. Sending offensive mail or messages may constitute harassment and is in violation of the intended use of the computer and network facilities.

f) Not to modify or reconfigure the software or hardware of any College computer or network facility:

Users are not to modify the hardware, operating system, or application software of a College computer or network facility unless specific permission has been given to do so by the Information Systems Department. The other users with whom you share the machine, and the technicians on whom you rely for support, are expecting to find it set up exactly the way they left it.

g) Not pirating copyrighted software or related material:

Many programs, and related materials such as documentation, are owned by individual users or third parties, and are protected by copyright and other laws, together with licenses and other contractual agreements. You must abide by these restrictions, because to do otherwise is a crime. No one shall copy, install or use any software or data files in violation of applicable rights or license agreements. The College's software is copyrighted and licensed software. This rule forbids making unauthorized copies, for use off-campus, of software residing on the College's computer. It also forbids installing or using pirated software on any College computer.

h) Acknowledging sources:

Documents and other information accessed via the Internet which are used in compiling reports, term papers, journals, articles, etc., must be cited with a proper bibliographic reference. Not to do so constitutes plagiarism and will be disciplined as such.

i) E-mail privileges:

Disk space is a limited resource, we do not have enough disk space for every user to be needlessly storing files over long periods of time. Users are encouraged to delete files on a monthly basis and may be asked to free up space before then if resources become limited.

Large distributions of messages is discouraged because the mail server can become overloaded, disks fill up, and staff intervention is required. The overall result is a negative impact on the quality of service provided for all users. However, should a distribution of a message to a large number of users become necessary, it should be coordinated through the Information Systems Department. The proliferation of electronic chain letters is especially abusive to the e-mail system and the network. Chain letters waste valuable computing resources, and may be considered harassing. Creating or forwarding chain letters will be dealt with as a violation of this policy.

j) Acceptable use:

You will not engage in any action that is intended to compromise the security of any system resource. You will not engage in any activity whose purpose is to degrade systems response. You will not purposely do anything to cause inconvenience to other users of the systems. This includes use of excessive disk space and running of programs designed to degrade system performance and/or response time.

Use for the purpose of private financial gain not relevant to the mission of the College is NOT acceptable. Extensive use for personal or private business is NOT acceptable. You may not use your account in any illegal activities.

k) Computer lab use policy:

Saint Joseph's College's computer labs are available for use by all students, staff, faculty, and administrators. These labs include the Academic Computer Room, Heffernan Foyer, Physics Lab, Chemistry Lab, and the Library. All College policies pertain to the use of the equipment and the behavior of individuals within these labs.

Within the labs, strict policies are followed pertaining to copying files and applications, and the installation of any software not licensed to Saint Joseph's College. It is prohibited to copy any application software not already licensed to Saint Joseph's without the consent of the Director of Information Systems.

It is also prohibited to turn off any copy-protection software, anti-virus software, or otherwise change the configuration of any machine within the labs without consent of the Director of Information Systems. Making changes to the system hardware and software configuration that interfere with others use of the same machine, or

any portion of the data network and printing, any result in the restriction of the individuals rights to use the computer labs. In order to insure the proper working conditions of the equipment located in the labs, gaming is NOT permitted.

Usage priorities are set within the labs based upon a set of practical rules. These rules will be strictly enforced and will be obeyed by all users. The lab priorities are determined as follows:

- Classes in session during scheduled times
- Training and seminar sessions
- Students doing word processing papers and/or e-mail and Internet access as it pertains to class assignments.

D) Sanctions/Consequences:

Violations of the policies and procedures described above for inappropriate use of computer and network facilities and resources are dealt with on a case-by-case basis. Violators who are Saint Joseph's College administrators, students, faculty, and staff are subject to the disciplinary procedures of the College and, in addition, may result in temporary or permanent revocation of SJCnet privileges. And, depending on the seriousness of the violation, termination and/or dismissal from the College may result.

Individuals concerned about any violation of this policy are encouraged to contact the Director of Information Systems or the Dean of Student Life.

12. Snow Removal

When approximately two inches of snow has accumulated and more is expected, the College begins the plowing operation. Facilities Management crews first open main roadways, then move on to the parking lots to open each in sequence.

Whenever necessary, the College will announce that it is initiating parking bans in specific locations. These parking bans will be announced by Campus Security via campus e-mail. Check these frequently during inclement weather. Please cooperate with the parking bans. Violators will be subject to towing at the owner's expense.

13. Statement on Substance Abuse

The Saint Joseph's College Board of Trustees recognizes abuse is a complex problem which is not easily resolvable by personal effort and may require professional assistance and/or treatment. Accordingly, the College has designated individuals to assist students, faculty, and staff members who seek referrals for aid with substance abuse problem. The College shall take necessary steps to ensure the confidentiality of all inquiries and referrals. All students, faculty, and staff shall be informed periodically of the availability of help for substance abuse problems. The College shall also make available informational materials regarding substance abuse.

Students, faculty, and staff with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. Persons availing themselves of these services, however, will not be granted special privileges and/or exemptions from standard practices applicable to performance requirements. The College will not excuse acts of misconduct committed by persons whose judgment is impaired due to substance use or abuse.

The possession, use or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited at any time on College property. Persons known to possess, use or distribute illegal drugs are liable to public enforcement sanctions and College disciplinary action. Use of alcoholic beverages on College property shall be in compliance with state laws. Violations of regulations, policies and procedures will result in disciplinary action and, where applicable, criminal proceedings.

14. Suspension or Dismissal for Physical/Emotional Health

The College reserves the right to require an involuntary administrative withdrawal of a student from the College or from College housing for either physical or mental/emotional health reasons. If remaining at the College could lead to a significant deterioration in physical, emotional or mental health of the student, the College community, or if the student's presence could lead to such health problems for others, then the student will be expected to leave the campus until such a time as the College can be assured by the student that the problem is no longer a significant issue. An evaluation will be required for a student whose behavior may be harmful to self or others. College personnel may suggest options other than leaving the College and expect compliance with these alternatives. Ordinarily, the Dean of Student Life, and/or the Associate Dean of Students, in consultation with the Student Health and/or Counseling Center personnel will determine what course of action is appropriate.

15. Transportation

Students are responsible for providing their own transportation for any off-campus related experiences or courses, e.g. internships/field experience for business, sociology, communications, and education students; and clinical experiences for nursing students.

16. College-Owned Vehicle Transportation Policy

Vehicles will be reserved on a first come-first served basis to members of the Campus Community (students, faculty and staff). Anyone wishing to become a vehicle driver must complete an application and pass a driver safety class administered by Campus Security. Applications are available in the Office of Student Life. Anyone using College-owned vehicles must adhere to the policies and procedures given when a vehicle is signed out. College-owned vehicles are not intended for personal use at any time. Only faculty and staff may drive the mini-buses.

17. Beach Policy

The College-owned beach on Sebago Lake is a wonderful recreational spot for the SJC Community. The beach area is patrolled by Security and has open access for members of the SJC Community from dawn to dusk daily. Beach fires are not permitted.

18. Other

The College Policies and Procedures also apply to any other behavior or action that is inconsistent with the accepted norms of student conduct at a residential College, whether or not there is a victim or damage to property.

STUDENT CODE OF CONDUCT

1. Alcohol Policy

Saint Joseph's College understands that alcohol is part of today's society, and therefore, believes in educating students about alcohol, its effects, and the prevention of alcohol abuse. Saint Joseph's College supports Maine state law related to alcohol, which includes the age of 21 as the legal age for possession or consumption of alcohol. The College has defined some specific guidelines associated with alcoholic beverages on campus. This outline is provided to clarify the SJC alcohol policy:

- 1) Legal age: Students must be at least 21 years of age to possess or consume alcohol on campus.
- 2) Disorderly conduct while under the influence of alcohol: Any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs whether in a residential, academic or social setting.
- 3) Open container: Once opened, no alcoholic beverages may be carried or consumed on campus outside of residence hall rooms. Open containers include any alcoholic beverages out of the original container or having a broken seal on the original container.
- 4) Supplying: Any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors. Persons of legal age may not purchase or provide alcohol for minors.
- 5) Abusive drinking: Abusive drinking practices of alcoholic beverages are prohibited. The following behaviors are examples of (but not limited to) what are considered "abusive drinking practices":
 - a. Drinking to the point of physical illness.
 - b. Consumption of alcohol while using prescription or over the counter medication.
 - c. Possession of a container or device which dispenses alcohol through a tap or any other central source of alcohol (ex. Keg, "beer ball", or "trash can punch").
 - d. Possession of any alcohol "gaming table" or "drinking game" paraphernalia.
- 6) False IDs: The production, possession and/or use of false identification is prohibited.
- 7) Alcohol-free halls: O'Connor, Putnam, Saint Joseph's, and Standish Halls are considered alcohol-free living environments. No alcoholic beverages may be taken into the aforementioned halls, even by those of legal drinking age.
- 8) Students may request the use of a particular space on campus for an officially recognized college event that may include alcohol. Students must meet with members of the Student Life staff at least seven (7) days in advance to register their function and to review specific guidelines related to such events. Any activity focusing primarily on alcohol/drinking will not be approved. The Office of Student Life must grant final approval of all events using alcohol.
- 9) Student Government Association (SGA) funds may not be used to purchase alcohol.

Alcohol Immunity Policy

Saint Joseph's College is committed to the health and well being of its students and values a community that supports and comes to the aid of one another. Therefore, a student who summons medical assistance from a college official on behalf of an intoxicated student will not be subject to formal disciplinary action provided that the caller remains with the impaired student. The student for whom medical assistance is summoned for alcohol intoxication or alcohol-related injury will not be subject to administrative disciplinary action. Students who are directly involved in caring for and attending to the intoxicated individual will likewise be granted immunity from disciplinary procedures.

While students involved in an alcohol-related incident will not be subject to a formal disciplinary hearing or to fines typically associated with violations of the alcohol policy, they will be provided with appropriate educational or developmental interventions.

This policy does not apply to those who flagrantly or repeatedly violate the College alcohol policy, nor is it applicable in situations that involve criminal activity such as assault or property damage.

In cases where help is indicated but not sought on behalf of another, involved students will be subject to severe disciplinary action.

NOTE: Medical assistance can be sought via Saint Joseph's College Campus Security or through Residence Life Staff.

2. Possession, Use or Sale of Illegal Drugs/Controlled Substances

The possession, use, sale or any other means to distribute illegal drugs on Saint Joseph's College Campus is not permitted by law. Possession or use of any drug paraphernalia is not permitted at Saint Joseph's College.

Any student present in a room/area where a controlled substance is being used may also be considered in violation of this policy.

3. Providing False Information

Providing information which the student knows to be false, whether written or verbal, is a violation of the Code and subject to disciplinary action.

4. Failure to Comply with a Directive of a College Official

Failure to comply with directives of College officials, residence hall staff, or any Security Officer acting in the performance of their duties will result in disciplinary action. Failure to identify oneself and produce identification to these individuals when requested to do so will also result in disciplinary action.

5. Health and Fire Safety Guidelines

Residents should exercise every caution and care in the prevention of fire.

For safety reasons, fire evacuation routes and procedures are posted in each residential area and RAs review this information in detail with the residents at the first hall meetings.

Fires of any size are not allowed anywhere on campus.

Residence Life staff are available to assist in the evacuation and overall fire safety of the residence halls. Fire equipment (e.g. smoke detectors, pull alarm stations and fire extinguishers) is installed in each hall, and fire drills are conducted twice each semester. Any time a fire alarm sounds, all students must leave the building. Failure to evacuate during any fire alarm will result in a \$150 fine and any additional sanctions. Students who have multiple offenses may result in increased fine and more severe disciplinary actions.

Any individual or group involved in tampering with fire or safety equipment (smoke detectors, emergency phones, sprinkler systems, pull stations, etc.) may be immediately removed from campus housing. If the person(s) responsible cannot be identified, the residents of the floor/area will be billed a minimum of \$250 fine through the damage billing process.

FIRE EVACUATION:

A. When the fire alarm sounds:

1. Always assume that it is a real fire whenever an alarm sounds.
DO NOT IGNORE AN ALARM!
2. As you leave your room, check the door and handle to see if they are hot.
3. **If the door/handle is not hot:**
 - Take your coat and shoes with you.
 - You must leave your room.
 - Follow the designated evacuation route.
4. **If the door/handle is hot:**
 - Stay in your room. It only takes a few minutes for the fire department to arrive.
 - Place a (wet) towel rolled up against the crack at the bottom of the door.
 - Hang a sheet out of your window; leave the window open slightly to allow good air in and bad air out.
 - Stay close to the floor, as smoke will rise to fill up the top of the room.

ABOVE ALL, REMAIN CALM.

B. If you see a fire:

1. Pull the fire alarm nearest you.
2. Leave the building via the safest evacuation route.
3. Once outside, immediately report to McAuley Foyer in Heffernan Center.

C. Other important information:

1. Be knowledgeable of all evacuation routes out of the building.
2. Learn where the fire alarms are on your floor.
3. **YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY DURING A FIRE ALARM. LEAVE THE BUILDING IMMEDIATELY. DO NOT WAIT TO BE TOLD.**

6. Disorderly Conduct

Indecent behavior, obscene gestures, intimidation, verbal and/or written abuse (e.g. computer, e-mail, instant messaging), physical threats or inappropriate behavior – either self-directed or directed by one student towards another student, residence hall staff member, or other College official – is unacceptable at SJC.

7. Hazing

Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health of a student. Hazing is prohibited by all individuals, clubs, organizations and athletic teams at Saint Joseph’s College.

8. Physical Assaults

No person is permitted to cause willful injury to any person or threaten to do so for the purpose of compelling/inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.

9. Interference with an Investigation of Violation of the Conduct Code

Any student interfering with the investigation of any violation of the Code is subject to disciplinary action.

10. Quiet Hours

All residents are expected to be respectful and courteous, 24 hours a day, when living in a community.

Quiet Hours in and around the residence halls are as follows:

1. On the days classes are held: 10:00 p.m. -10:00 a.m.
2. On the days classes are not held: 1:00 a.m. - 10:00 a.m.

The initial responsibility for adherence to quiet hours should be with the residents of the community; however, the Residential Life staff will assist in any matters involving noise violations but will encourage self-governance.

During the week of final examinations, 24-hour quiet hours are implemented in all residence halls to ensure an environment conducive to study.

11. Motor Vehicle Registration

All vehicles must be registered with the Office of Campus Security and parked in designated student parking lots. Any unregistered or illegally parked vehicle will be ticketed, immobilized and/or towed at the owner’s expense. Repeat offenses may result in the loss of parking privileges.

12. Theft, Removal, Destruction or Unauthorized Acquisition of Property

No student, by oneself or with others, shall willfully damage or destroy property belonging to the College or individual(s). No student shall remove or use such property without authorization from the College or individual(s) (including any items from the Dining Hall). Removal of any common area property from its designated location without authorization will also result in action through the Conduct Code.

13. Trespassing or Unauthorized Presence on College Property

Any person present on College property without the permission of the College is subject to removal by outside law enforcement officers. Students will be required to take responsibility for the behaviors and actions of their guests.

14. Use/Possession of Firearms, Fireworks, or Explosives

No one person by oneself or in concert with others shall knowingly have in his/her possession on campus any dangerous material without authorization from the Dean of Student Life. This shall include, but not be exclusively limited to the following: rifle, shotgun, pistol, revolver, firearms, knife, fireworks, explosives, martial arts equipment, BB guns, pellet guns, and paintball guns. The College reserves the right to request the removal of any dangerous or potentially dangerous material(s) from any facility on campus.

Such use or possession may result in a loss of housing privileges and/or removal of the student permanently from Saint Joseph's College.

15. Visitation Guidelines

Students are given the privilege to have an overnight guest of the same sex in their residence hall room. With this right comes the responsibility to register that guest through the use of an overnight guest form. Students must gain authorization for their guest at least 24 hours in advance with their RA/AC. A copy of the form must be delivered to the Security Office. For an overnight guest of the opposite sex, it is the host's responsibility to find students of that same sex with whom the guest may reside.

Visitation Procedures:

The basic procedure for implementation of this policy simply requires the visiting student/guest to adhere to the appropriate visitation hours through personal integrity. Residential Life staff and Security will monitor visitation and report violations.

1. These procedures are to be enforced during the visitation hours, which are authorized by policy for only these times:
 - Sunday through Thursday: 10:00 a.m. to 12 midnight.
 - Friday and Saturday: 10:00 a.m. to 2:00 a.m.
2. All guests must be with a current student at all times.
3. All guests must have roommate approval.

16. Assisting in the Violation of the Conduct Code

Any student found to be assisting another student and/or guest in violating the Conduct Code is subject to disciplinary action.

SJC students are responsible for the behavior of their guests and will be held accountable financially for any damages caused by their guests.

17. Federal, State or Local Law

Any student who is not following federal, state or local law will be held accountable under the Judicial Process.

PLEASE REFER TO THE "JUDICIAL PROCESS" SECTION AT THE END OF THIS CHAPTER FOR A LIST OF SANCTIONS DESIGNATED FOR CODE OF CONDUCT VIOLATIONS.

RESIDENTIAL LIFE POLICIES

All students are expected to follow all residence hall policies.

1. Housing Contract Conditions

During January and February of each year, returning students may reserve rooms for the following academic year by filling out a Housing Contract and submitting a **non-refundable \$200** room deposit. Without the Housing Contract and the deposit, a student forfeits the privilege of living on campus during the succeeding year. The room deposit will be credited towards the student's room and board account. In April, those with confirmed contracts and deposits may request specific placement on campus through the housing lottery.

First-year students are required to sign the Housing Contract and submit a \$100 room deposit along with a \$250 damage deposit. The Office of Student Life will place new students in appropriate housing after receipt of the Housing Contract, \$100 room deposit and \$250 damage deposit is confirmed, typically after the July session of New Student Orientation. The \$250 damage deposit is returned to each student upon successful graduation and the full payment of any outstanding room damage bills.

2. Approved Appliances

For health and safety reasons, the only appliances that are permitted in residence hall rooms are coffee makers, popcorn poppers, hot pots and microwaves. All appliances must be UL-approved. Open burner items are not permitted. Due to electrical system constraints, students are not permitted to have air conditioning units in their rooms. **Appliances that require high heat** (toasters, toaster ovens, hot plates, George Foreman-type grills, open flame units, etc.) **are not permitted** in the residence hall rooms.

3. Bicycles

Students may bring a bicycle to campus. There are no storage facilities for bicycles. Any student bringing a bike must store the bike outside the residence hall or within his/her student room. Bikes are not to be stored in the common areas of the residence halls.

4. Candles and Incense

Due to the safety of our students and their belongings, candles and any item that could be burned (e.g., incense/oil lamps) are not permitted in the residence halls. A fine of \$50 will be assessed to any student who possesses any of the above-prohibited items.

5. Condition of Rooms/Common Areas

Students are responsible for keeping the rooms in as near the same condition as were delivered at check in as possible. Excessive damage to walls, floors, windows, furniture, etc., beyond normal wear and tear, will not be tolerated. Students are not permitted to keep personal belongings in common areas (e.g. bathrooms, lounges, hallways, stairwells, etc.). Any personal items left in these common areas will be removed and disposed of by the Housekeeping and Maintenance departments, and the residents will be charged for their removal. No common area furniture (couches, chairs, tables, etc.) is to be placed in student rooms, and no room furniture (desks, chairs, dressers, etc.) is to be placed in common areas.

A damage deposit is required of all students. This deposit is held against the student's account for the duration of the academic year. Students are financially responsible for damages to their assigned room beyond normal wear. Students are responsible for seeing that all current conditions and furnishings within their room at check-in are accurately recorded on the room inventory sheet.

The Philosophy Behind Damage Billing

Part of the residential life experience at Saint Joseph's College is living in a community. This can be challenging at times but learning to live with others can be beneficial and offers many opportunities as well. Part of living within a community is dealing with damage that occurs within the residence hall.

When damage occurs within a student's room, those students assigned to that room are billed for that damage. If damage occurs within "common areas" such as lounges, hallways, or bathrooms and no one takes responsibility for causing the damage or it cannot be attributed to a specific individual(s), then the cost will be divided accordingly between those on the floor or in the building as appropriate to each circumstance.

It is a student's responsibility to report instances of common area damages and/or vandalism in their community at the time of the damage.

How to Avoid Unnecessary Billing

- Confront those behaving inappropriately in order to decrease the occurrence of senseless vandalism.
- When observing an act of vandalism report the damage immediately to Residential Life Staff or Security. If those who witness acts of vandalism are not willing to speak up, the entire group suffers and receives a charge for the financial costs associated with the damage.
- If residents notice that their floor or building has seen repeated acts of damage, talk about the issue at a floor meeting and/or with your Resident Advisor to strategize ways to minimize future damage.
- Document any problems with your room during the initial check in to your room. This includes documenting the condition and inventory of all furniture as well as the condition of the walls, ceiling, and floor.
- Do not leave pizza boxes or excessive trash in the bathroom trash or hallways.
- Take your personal room trash to the trash bins in the trash rooms of each residence hall.
- Do not put tack or nail holes in the walls, or use tape to hang things that will remove the paint from the walls.
- Remove all residue from walls, doors and ceilings prior to checking out of your room.
- Work with your RA to ensure that all common areas of the residence hall are left in good condition.

6. Confiscation

College staff members and resident assistants are authorized to confiscate items which are not permitted in the halls. Any confiscated items will be brought to either the Security Office or to the Student Life Office for storage (if applicable) and the student(s) will be notified of the confiscation.

7. Extension Cords

The only extension cords that are allowed in the residence halls are power strips with built-in circuit breaker.

8. Exterior Door Locking/Propping Doors

The exterior doors to all residences halls will be locked 24 hours a day. All students are issued an exterior door key or card to the building in which they reside. All students are required to carry their exterior door key or card with them at all times. Any student found responsible for propping a locked door or tampering with

the locking mechanism to the door will be in violation of the conduct code and will be documented. A \$25 fine for propping doors may be assessed to the individuals and/or residents of the building per incident. The Student Life staff reserves the right to review the card access system reports when investigating an incident.

9. Hall Sports

For health and safety purposes, sports and other inappropriate activities are not permitted inside any residence hall. To avoid accidental damage, please use caution when playing sports outside and around all College buildings.

10. Health and Safety Inspections

Twice each semester, the Residence Life staff and Facilities Maintenance staff will be walking through the buildings going room to room in order to maintain the buildings to the level which we expect. It is expected that the rooms be kept in a sanitary fashion and that there are no fire hazards, broken furniture, and other policy violations taking place. The main purpose of these inspections is to ensure that students' health is not being endangered by sub-standard room conditions. If a common area/suite is found to be unsuitable, the common area/suite will be assessed a cleaning charge by the Facilities department. These inspections will be conducted with 48 hours notice to the residents of the building, and at the closing of the halls at each scheduled break. The Office of Student Life reserves the right to inspect without notice.

11. Heating/Cooling of Residence Halls Policy

Due to the many factors associated with heating/cooling of a residence hall, it is not permitted to tamper (placing washcloths on thermostat, using air conditioning units/space heater units, etc.) with the thermostat responsible for controlling such systems. If a student is concerned about the temperature of his or her room, a complaint should be lodged with the Resident Advisor or Area Coordinator. Students should also be aware that temperatures in the winter can fluctuate dramatically, and any damages caused by a window being left open will be the responsibility of the residents of that room.

12. Key Policy

Each resident is issued a room key, an exterior door key / card, and a mailbox key. It is the students' responsibility to carry their keys with them at all times. Moreover, students are not permitted to lend their keys to anyone or to duplicate issued keys. Misuse and/or possession of unauthorized keys is prohibited. Lost keys will result in a lock change, and the student will be billed the appropriate amount(s): \$38 for a room key, \$10 for mailbox key, and \$25 for electronic access ID card.

Failure to return a room key will result in a \$38 fine at checkout.

13. Lockout Policy

Although students are expected to have their room key with them at all times, there may be occasions when students are "locked out." In this event, students must contact the Office of Student Life at ext. 6603 during the hours 8:30 a.m. - 4:30 p.m., Monday - Friday. After this time, the student will need to contact the Office of Security at ext. 6687. After there have been five (5) lockouts per year, the student will be charged a \$10 fine.

14. Laundry Facilities

Washers and dryers are installed in most of the residence halls for student use. The machines require a laundry card, which can be purchased from the machine outside the Student Life Office. Money can be added in increments of \$5 to the cards at the machine in the Heffernan Center. Washers and dryers will not accept coins or bills.

15. Lofting Beds

The Facilities Management department will loft beds in residence halls in September and January of the academic year. Any other loft requests will be met, but a \$20 fee may be charged. Please contact your Resident Advisor to schedule an appointment. The lofting of beds with concrete blocks, books or other materials is strictly prohibited.

16. Pets

The only pets permitted in the residence halls are non-meat eating fish (self contained in water). Failure to comply with removing pets from the residence halls will result in a \$25 fine and confiscation of the pet.

17. Campus Recycling and Waste Disposal

For health and safety reasons, students are not allowed to keep recyclable materials in residence hall rooms, hallways, or common areas. Recyclable materials include soda cans/bottles, beer cans/bottles, food cans, and large amounts of paper. There are specified areas in most residence halls where recyclable materials are kept.

18. Roof Access

Students are not permitted on building roofs at any time.

19. Room Changes

One of the important aspects of campus life is learning to live with another person through shared experiences and compromises. Please work with your roommate and/or your RA to resolve any roommate conflicts amicably. The AC in special situations can hear requests for room changes. Any unauthorized room change can result in disciplinary action administered by the AC, as well as a \$50 fine. No room changes will occur during the first two weeks of each semester.

20. Room Decorations

Provided students do not change the room furnishing or original condition, they may decorate their room. Students are reminded that tape, tacks, and nails causing damage to the room/furniture are not permitted. Students should use approved adhesives for best results. Certain decorations do pose fire hazards (fishnet, incense, etc.) and are not permitted in the halls. Open bulb lighting is not approved. Failure to comply will result in a \$25 fine. No more than 50% of wall space can be covered, and no electrical outlets/fixtures can be covered for reasons of fire safety. No items may be hung from the ceiling or sprinkler pipes.

21. Room Entry

Students are not allowed to enter rooms occupied by other students under any circumstances unless authorized by the resident(s) of that room. College staff will enter a residence room to perform routine repairs and maintenance.

22. Room Gatherings

Students may have gatherings in their rooms provided that the gathering does not violate the visitation, quiet hours, or alcohol policies. The number of people in one room must never exceed ten (10), and the number of people in a Currier Hall pod or Feeney Hall suite must never exceed 25.

23. Search of Student Rooms/Vehicles

As a condition of residing in a College residence hall, a student authorizes the College to search the student's room in instances of suspected illegal drug or alcohol possession or use, a violation of College policy, or in all cases of potential health and safety threatening concerns. Personal vehicles are also subject to search.

24. Smoking

Purpose:

The campus smoking policy intends to define areas on campus where students, faculty, administrative staff and visitors may smoke. The limitation of smoking to identified areas supports the College's goal of fostering a smoke-free environment, while at the same time allowing a transition period for the smoking members of the campus community. This policy is intended to address the health issues that arise from work, academic, and residential areas being contaminated by environmental tobacco smoke or second-hand smoke.

Policy:

The College is smoke-free in all buildings and in all adjacent building entrances or areas adjacent to these buildings. Smokers must be 30 feet away from the building while smoking.

Procedure:

1. All No Smoking designated areas will be appropriately identified.
2. Implementation of the policy will follow campus-wide communication and notice period of not less than one month.
3. Violations of this policy will follow appropriate conduct and/or discipline procedures.

25. Storage

The residence halls do not provide storage space for student use during the academic year or during the summer months. Students are personally responsible for the security of their belongings.

26. Windows/Screens

Students are required to keep their screens in place. A \$25 fine is assessed to room occupants if a screen is removed from the window.

27. Room Condition Forms

Students will have the opportunity to fill out room condition forms (RCFs) at the beginning of each school year to assess the condition of their assigned rooms. Students are encouraged to list "defects" in the room when they move in (ex. chipped paint, tape on walls, etc.) so they will not be held responsible for damage they did not cause. At the end of each school year, RCFs will be used to determine any damage billing the occupants of a room will incur.

THE JUDICIAL PROCESS

The judicial process at Saint Joseph's College is a reflection of the values inherent in the College's Mercy Mission. Principal among these values are respect, justice, compassion and community. The judicial process challenges students to take responsibility for their actions and supports their pursuit of educational goals free from harassment, abuse and intimidation. The judicial process in all cases must be just, respectful and educational in nature. The judicial process is administered by the Dean of Student Life, with the Associate Dean of Student Life serving as the primary Judicial Officer. Area Coordinators (ACs) serve as Hearing Officers as assigned by the Associate Dean of Student Life. Cases of a more serious nature that may result in suspension and/or expulsion may be heard directly by the Associate Dean of Student Life.

Referrals

Any member of the campus community may report an incident or alleged violation of the Student Code of Conduct, an Institutional Policy or a Residential Life Policy by submitting a formal, written incident report. Typically, incident reports are submitted by Resident Advisors (RAs). Incident Report Forms are available in the Office of Student Life and the Campus Security Office. Once complete, documentation of an incident should be forwarded in a timely fashion to the Office of Student Life.

Procedure

The procedure for addressing referrals is designed to identify and allocate the appropriate amount of consideration to each case on an individual basis. Because the nature of every incident is unique, each will be treated with the same elevated degree of significance and with confidentiality. The procedure is as follows:

1. Incident reports are forwarded to the Office of Student Life where they will be reviewed by a designated AC. The AC will become familiar with the incident report and determine if an "AC Meeting" with the individual(s) is necessary. Once the AC determines an AC Meeting is necessary, they will inform the individual(s) involved with the incident in writing of the reason(s) they are being summoned; the time of their scheduled meeting (typically at least 48 hours before the scheduled time); and the meeting venue. AC Meetings generally take place in the Office of Student Life. During this meeting the AC:

- a) determines the facts of the case;
- b) gathers evidence;
- c) records statements;
- d) and, based on all gathered information, makes a judgment on an individual being either responsible or not responsible based on the standard of a "preponderance of evidence".

A "preponderance of evidence" means it is more likely than not that the individual in question is responsible for the violation(s) as charged. If an individual is found responsible for any charges, the AC will determine relevant sanctions. When determining sanctions, the individual's previous and current judicial status will be considered. A list of possible sanctions can be found at the end of this section. Typically, most incidents are resolved at this point.

2. In cases which may warrant more serious consequences (ex. suspension or expulsion), or, in cases which more evidence needs to be gathered, an AC may assign cases back to the Associate Dean of Student Life for a decision on sanctions

to be rendered. Also, individuals are able to appeal AC decisions on sanctions to the Director of Residence Life if: a) new evidence that was unknown to the individual at the time of the AC Meeting comes to light; or, b) the sanction given by the AC is grossly disproportionate to the offense. In order to appeal the AC decision, the individual must do so in writing to the Associate Dean of Student Life, citing the rationale within 48 hours of being informed of the decision. If the request for an appeal is accepted by the Associate Dean of Student Life, he/she will then review the file, meet with the individual and render a judgment.

3. Individuals may appeal the decision made by the Associate Dean of Student Life to the Dean of Student Life. The same appeal criteria listed in section two (2) above apply for this appeal process with the one exception being that, in the interest of a speedy process, the appeal must be submitted in writing to the Dean of Student Life within 24 hours of a judgment rendered by the Associate Dean of Student Life. If the request for an appeal is accepted by the Dean of Student Life, he/she will review the file, meet with the individual and render a judgment. At the discretion of the Dean of Student Life, and only in rare circumstances, this appeal can be heard by the Judicial Board.

** Note: The Office of Student Life reserves the right to change these guidelines at any time.*

Judicial Records

Judicial records are maintained in the Office of Student Life for three (3) years after the Student leaves the College. However, in cases involving suspension or expulsion from the College, records may be kept indefinitely.

Sanctions

One or more of the following sanctions may be imposed after a finding of “responsible for violating the Student Code of Conduct, an Institutional Policy or a Residential Life Policy.” Prior misconduct can have an influence on the sanction(s) imposed. It is the intent of the College that sanctions be in proportion to the violations and background of the students so that the student involved may learn and grow from the sanction(s).

- a) Residence Hall Warning: A formal warning that informs a student that further violations may result in more severe sanctioning.
- b) Restricted Access: A student may be restricted in access to residence halls or other buildings/ areas on campus.
- c) Parental Notification: Parent(s)/legal guardian(s) will be notified concerning a student’s behavior and/or judicial status. This may involve requesting a meeting of the parents/legal guardians, student and College official. Parent(s)/ legal guardian(s) will be notified if a student is placed on probation.
- d) Fines: A fine of a sum of money determined by the Hearing Officer may be added to a student’s College account.
- e) Letter(s) of apology from student.
- f) Educational Projects: Development and implementation of a relevant educational program under the supervision of a faculty or staff member. The intent is to respond to the specific violation.
- g) Loss of Privileges: This sanction may deny a student access to the functions of any group or organization for a specified period of time. The student may be denied the privilege of participating in all co-curricular activities; this includes intercollegiate athletics and student government-related activities.

- h) College or Community Service: The student shall be assigned a specific number of hours to work for a College department or an organization.
- i) Restitution: Restitution is payment to the College, an individual or other entity. The Hearing Officer determines the amount of payment. Mandated restitution to the College constitutes an outstanding obligation that, if not paid, will be grounds for withholding of grades, transcripts or diplomas.
- j) Residence Hall Probation: Residence Hall Probation is a status that may be imposed for behavior that indicates unwillingness or inability to adhere to the standards of residence hall living. This status may include restrictions or conditions on residence hall activities and privileges for a defined period of time. This sanction may also include parental notification.
- k) Residence Hall Separation: Residence Hall separation involves removal of the student from the residence hall community for conduct that clearly falls below the standards and expectations of the residential community. Such separation may include a restriction on access to all designated residence halls.
- l) Disciplinary Probation: The student may be placed on disciplinary probation for serious misconduct or repetitious minor misconduct. The student experiences a loss of rights or additional responsibilities given over a specific period of time.
- m) Suspension: Suspension is temporary disciplinary separation from the College. Suspension from the College will not exceed one calendar year.
- n) Expulsion: Expulsion is permanent disciplinary separation from the College.

Disciplinary provisions other than those listed above may be made if they are deemed more appropriate to the particular case, for example, attendance to an educational program, peer mediation, research papers/projects and/or substance abuse assessment.

Recent changes to federal law have broadened the circumstances in which disclosure is permissible. Amendments to the Federal Educational Reporting Right to Privacy Act (FERPA) allow “institutions of postsecondary education to disclose the results of a disciplinary proceeding conducted by the institution against an alleged perpetrator of a crime of violence to the alleged victim of the crime without the prior written consent of the alleged perpetrator.” A crime of violence is defined as “(a) an offense that has an element of use, or threatened use, of physical force against the person or property of another, or (b) any other offense that is a felony and, that by its nature, involves a substantial risk that physical force against that person or property of another may be used in the course of committing the offense.”

ACADEMIC AFFAIRS, POLICIES & PROCEDURES

Office of the Vice President for Academic Affairs and Dean of the College

Xavier Hall, 2nd Floor

Dr. Randall Krieg, Vice President for Academic Affairs/Dean of the College ... x 6641

David Roussel, Associate Dean ... x 6642

Vincent Kloskowski, Assistant Dean/Director of the Academic Center ... x 7561

Helen Hall, Executive Secretary to the Dean ... x 6643

The Vice President for Academic Affairs is ultimately responsible for all aspects of the academic program: library, the Academic Center, academic records, academic advising, grade appeals, distance education, and the faculty. Students are asked to consult the online 2008-09 Academic Catalog for specific academic policies and procedures.

Wellehan Library

Heffernan Center, Upper Level

Shelly Davis, Library Director ... x 7726

The Kathleen and Daniel Wellehan Library provides students and faculty with access to a wide range of academic resources. It boasts a circulating book collection of more than 100,000 volumes as well as subscriptions to over 400 magazines, newspapers, and scholarly journals. In addition to these print resources, the library also provides access to 62 databases, several of which provide full text of books or articles online. The library also houses a core collection of general and subject-specific reference materials, as well as several special collections that include the Thomas Merton, Chancery, Desjardins, Healy, and Mosher collections.

For policies and procedures on circulation, reference assistance, interlibrary loans and use of the library computers, please go to the library's Web page: <http://www.sjme.edu/library>.

Academic Policies and Procedures

Program Load

First-semester first-year students need approval from the Vice President for Academic Affairs to register for 19 credits or more. The normal load for a matriculating student is four courses to a maximum of 19 credits. The amount of work permitted each term depends upon the courses selected and the scholastic ability of the student. Tuition is charged for each credit over 19.

Classification of Students

Matriculation Status: Students who have satisfied the admission requirements and are following a prescribed program of studies toward a degree.

First Year: Those who have completed fewer than 28 semester hours of college work.

Sophomores: Those who have completed at least 28 semester hours of college work.

Juniors: Those who have completed at least 60 hours of college work.

Seniors: Those who have completed at least 96 semester hours of college work.

Unclassified Students: Those who wish to pursue particular studies without following the prescribed courses for a degree. Credits will be given if the student fulfills entrance requirements.

Part-Time Students: All students taking fewer than 12 credits in any regular term.

Attendance

Students are expected to be present at all their regularly scheduled classes. A student is either in class or is marked absent regardless of the reason for the absence. No excuse for absence is issued by any administrative office. In the event of prolonged illness, accident, or similar emergency, the Office of Academic Affairs should be notified, and the faculty member will be advised.

Each course syllabus shall make a clear statement concerning the course policy for absence and subsequent make-up work. A copy of this statement will be submitted to the Office of Academic Affairs.

When in the judgment of the faculty member a student's absences threaten to lower the student's academic achievement or lead to failure, a written warning may be given to the student by the faculty. Copies of this statement shall be sent to the Office of Academic Affairs and to the Office of the Registrar. Students in danger of failing should be advised to make an appointment with their faculty advisor, the Registrar, or with the Office of Academic Affairs for counseling and guidance.

If the pattern of unsatisfactory work caused by absence continues despite this warning, the faculty member may recommend to the Vice President for Academic Affairs that the student be withdrawn from the course with a grade of WF. If approved, the WF grade will be entered on the student's official transcript and is so computed.

If a faculty member is late to class, students are required to wait ten minutes. If at the end of that period the faculty member has not arrived, the students present must, upon departure from the classroom, sign their names on a record sheet and give it to the Office of Academic Affairs.

College Policy on Cancellation of Classes

In unusual circumstances, which necessitate the closing of Saint Joseph's College, the Vice President for Academic Affairs is responsible for making the determination and notifying area radio/television stations by 6:00 a.m. of the cancellation of classes. Faculty and students may call the school's class cancellation number (207-893-3333) for information on individual classes and/or school cancellation. In instances of hazardous weather, faculty and students should use discretion in the decision to commute during such weather conditions.

Policy on Transportation

Students are responsible for providing their own transportation for any off-campus related experiences or courses, e.g. internships/field experience for business, sociology, communications, and education students; and clinical experiences for nursing students.

Add/Drop and Withdrawal

From the first day of the term through the second Friday, students may add or drop courses. This is referred to as the "Add/Drop Period." The dates are published yearly in the Academic Calendar. Adding or dropping courses require approvals from the students' academic advisors, and the teachers of the courses being added or dropped. These approvals must be signatures on Add/Drop Forms available from the Office of the Registrar. For courses dropped during the Add/Drop Period, no notations will appear on student permanent academic records. After the Add/

Drop Period, and through the seventh week of the term, no courses may be added. However, students with required approvals may withdraw from courses and receive grades of W, which are not computed into student GPAs. After the seventh week of the term, students may withdraw from courses with the required approvals, but these withdrawals will result in failing grades of WF, which are computed in the students' GPA.

Audit Policy

Students who register to audit a course receive no credit for the course but have "Audit" recorded on their transcripts. Audit status will not be assigned once the term begins.

Grading System

The following system of grading is used by the College:

Letter Grade	Quality Points	Numerical Equivalent
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-67
D-	.7	60-62
F	0	Below 60

- F** – Failure. This grade is calculated into the GPA.
- I** – Incomplete. Course incomplete. An "I" that is not removed six weeks after the examination period becomes an "F."
- W** – Withdrew from class within period of no penalty.
- WF** – Withdrew from class after last day to withdraw without penalty. This "WF" is calculated into the GPA.

At midterm the faculty member advises students who are failing or are in danger of failing. The Vice President for Academic Affairs advises the parents or guardians.

Description of Letter Grades

- A** Excellent. Superior command of subject matter and performance in course requirements (e.g. examinations, written assignments, projects, oral presentations, class participation).
- B** Good. Above average command of subject matter and performance in course requirements.
- C** Satisfactory. Average command of subject matter and performance in course requirements.
- D** Low passing. Marginal command of subject matter and performance in course requirements.
- F** Failing. Insufficient command of subject matter and performance in course requirements.

Some departments may set minimum passing grade standards that are higher than D.

Quality Points

The number of quality points earned in a subject is determined by multiplying the point value of the grade earned by the number of semester hours of credit.

Term Quality Point Average

The total number of quality points earned in a term divided by the total number of credits in which a student is enrolled yields the quality point average.

Cumulative Quality Point Average

This value is calculated by dividing the total quality points earned by the total credits taken. Both quality points and credits must be taken through the College to be used in this calculation. If a student receives a failing grade in a course at the College and retakes that course at another institution, neither grade counts in calculating the cumulative quality point average.

The cumulative grade point average determines the academic standing of the student at every point.

Grade Reports

Grade reports are mailed to all students at their home address approximately two weeks after the end of each semester, unless a student requests to the contrary. Final grades cannot be secured in advance from the Office of the Registrar. Grade reports will not be sent unless all accounts are paid in full in the Treasurer's Office. Grade reports are also available online.

Request for Review of Course Grade

When a student thinks there is a discrepancy between the grade earned and the grade received in a course, the student is encouraged to seek an acceptable resolution through a discussion with the faculty of the course as soon as possible. Any change in grade is to be submitted by the faculty member in writing to the Office of Academic Affairs.

If a satisfactory resolution is not reached a student may initiate a formal appeal by taking the following steps:

1. The request for a Review of a Grade form is available in available in the Office of Academic Affairs. The student must submit this form in writing to the Office of Academic Affairs with all supporting documentation, which includes but is not limited to the course syllabus and all graded assignments, no later than 15 calendar days after the first official day of classes in the semester following the one in which the grade was received.
2. The Vice President for Academic Affairs will forward the appeal to the faculty member for evaluation.
3. If a satisfactory resolution is not reached, the Vice President for Academic Affairs will convene the Academic Review Committee. It consists of three (3) members of the faculty, one of whom is a member of the Educational Standards Committee.
4. The recommendation of the Academic Review Committee is submitted to the Vice President for Academic Affairs who then files the final decision with the Office of the Registrar.

Repeat Course Policy

A course may be repeated when a student does not meet a departmental or College requirement. A recommendation to repeat must be given by the department chair or advisor. The course that the student is repeating is counted only once in

fulfilling degree requirements. If the course is taken at Saint Joseph's College, both grades will remain on a student's transcript; however, only the latter grade will be used in computing the grade point average. Courses taken at another academic institution will be treated in accordance with the policy on transferring credits.

Independent Study

Independent study is designed to enable a student with demonstrated proficiency to work individually on a project or a reading program. One to four credits may be earned by independent study. Such a program should be carefully worked out by the student in consultation with the faculty member under whose direction it is to be carried out. The Independent Study Form must be completed and the project plan must be approved with signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs. A 3.0 (B) overall average is required for admission to independent study.

Enrollment in Graduate and Professional Studies Course

After careful advisement, students registered in the 4-Year College may enroll in courses through the Division of Graduate & Professional Studies under the following conditions:

- faculty advisor must verify that the student has junior or senior standing and a GPA of at least 2.5;
- student has demonstrated proficiency to work independently;
- students must complete course requirements within the on-campus semester as follows:
Fall Semester: September 1 through November 30
Spring Semester: January 1 through April 30 (Graduating seniors: final grades need to be posted by April 30)
Summer Semester : May 1 through July 30
- students submit one assignment at a time and wait to receive feedback from the faculty member on a submitted assignment before submitting the next assignment.

It is the student's responsibility to contact Graduate & Professional Studies for course enrollment materials.

Transcripts

To order a Saint Joseph's College transcript, a student must submit a written request directly to the Office of the Registrar with the following information: full name at the time of attendance; dates of attendance; social security number; current mailing address; and the address of the recipient. The request letter should be signed and dated. The fee is \$5 per transcript. Please make the check payable to Saint Joseph's College. Transcripts are available to students provided there are no outstanding debts in the student's name.

Transfer Students

Transfer students must maintain a cumulative average of 2.0 or above for course work in the baccalaureate program and must earn at least 32 credits at Saint Joseph's College.

Good Academic Standing and Satisfactory Progress

Full-time matriculated students are in good academic standing and making satisfactory progress in their degree program when they meet or exceed the cumulative credit and grade point averages listed below. The benchmarks are listed for the end of the academic year.

At Completion of Year of Attendance	Class Level	Minimum Cumulative Earned Credits Required	Minimum Cumulative Grade Point Average Required
1	First-Year	28	1.75
2	Sophomore	60	2.0
3	Junior	96	2.0
4	Senior	128	2.0

Academic Probation

Students incur academic probation when their cumulative grade point average falls below the acceptable minimum;

- at end of first term, first year = 1.50;
- at end of second term, first year = 1.75;
- at end of first term, second year = 1.85;
- at end of second term, second year (and for each succeeding term) = 2.00.

Probation is a warning and an opportunity to improve.

Academic Dismissal

A student in a 4-year College program who has been on probation for two (2) terms and shows no substantial sign of improvement is subject to academic dismissal from the College. If the student's progress at another institution indicates promise of future success at Saint Joseph's College, the student may reapply for readmission.

A student who fails three (3) courses in any one of their second or subsequent terms at the College is also subject to academic dismissal from the College unless the cumulative grade point average was 2.5 or better prior to the semester in which the three (3) courses were failed. In this instance the student may request to remain at the College but will be restricted to 12 credit hours for the next term. Other conditions may also be imposed by the Vice President for Academic Affairs.

A senior student who fails three (3) courses and has a cumulative grade point average of less than 2.5 may be allowed under certain circumstances to continue a program of study subject to conditions determined by the Vice President for Academic Affairs.

Academic Honesty

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, falsifying the results of one's research, cheating on examinations and any form of misrepresenting one's own work, or collaborating in the misrepresentation of another's work, are contrary to the traditions and goals of the institution. Instances of academic dishonesty are subject to disciplinary action and/or academic sanctions.

Students are expected to cite any sources upon which their work is based, through the use of bibliographical lists, footnotes, endnotes, and the like, and to document all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student. "The Statement on Plagiarism" is available in the Offices of Academic Affairs and Student Life.

Procedure in Cases of Academic Dishonesty

When a breach of the Academic Honesty Policy is suspected (or determined), the faculty member shall contact the student and discuss the details of the charge. Subsequent disciplinary action shall be at the discretion of the faculty member.

For a minor violation, the instructor shall either:

- 1) decide to take no further action, or
- 2) require that the student's work be resubmitted with appropriate changes, or
- 3) lower the grade for work submitted.

Beyond a minor offense, the faculty member shall either:

- 4) assign a failing grade for the work submitted, or
- 5) assign a failing grade for the course.

When either of these last two options is chosen, then notification, along with supporting documentation, should be sent to the Office of Academic Affairs, where a record of the infraction will be kept. Depending on the particulars of the case and/or the student's prior history of infractions, the Vice President for Academic Affairs may decide to extend the sanction to include:

- 1) temporary suspension from the College, or
- 2) permanent expulsion from the College.

A student accused of academic dishonesty may appeal his/her case in writing to the Vice President for Academic Affairs, who will then convene the Academic Review Panel. The role of this Panel is to evaluate the accusation in light of the circumstances bearing upon the case, and then to advise the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs shall be final.

Plagiarism

Plagiarism occurs when a person uses the words, ideas, opinions, research, or creative expressions of another as if they were her or his own.

Plagiarism can take many forms. One common type of plagiarism occurs when a person uses another's words without adding quotation marks around the words and clearly stating the source. The words of another may be used only when both of these conditions are present (quotation marks and clear citation of the source). Not using quotation marks implies that the words are the student's.

Another common example of plagiarism is when an individual uses another person's ideas or opinions and expresses them in his or her own words (called paraphrasing) but fails to cite the source. Although in this case, the words may be the student's, the ideas have been borrowed from another, and that borrowing must be acknowledged.

Plagiarism can involve unacknowledged borrowing from any number of places, including published articles, a classmate's paper, graphs, charts, the Internet, or a video production. To take anything owned by another without proper acknowledgement is theft, and plagiarism is intellectual theft. Plagiarism occurs in research papers through failures of documentation, but it also can happen in class reports, essays, tests, and in any other situation in which a student may use the words or ideas of another.

Plagiarism is a serious violation of academic integrity; it always involves deceit, whether that deceit is intended or not. Ignorance and carelessness sometimes lead

to plagiarism, but they are not acceptable excuses. Each individual student has the responsibility to understand and avoid plagiarism. Opportunities to learn about proper use of documentation include the freshman course College Writing and any number of college handbooks.

Change in Curricular Requirements

The College reserves the right to change the course and credit hour requirements of any or all academic programs when modifications are deemed necessary. All students must comply with the new requirements insofar as such modifications pertain to courses and/or credit hours yet to be completed. Such changes, however, will be made only for the purpose of more fully achieving the objectives of the curriculum.

Dismissal

The College reserves the right to dismiss a student when the quality of scholarship does not meet the required standards or when the student's conduct is contrary to the purposes and ideals of the College. Students dismissed for disciplinary reasons are not allowed to make up graded work.

Educational Rights and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may disclose appropriately designated “directory information” without written consent, unless you have advised the Registrar of your request not to have “directory information” released without your consent. This is accomplished by submitting an “Access to Student Records” form to the Registrar. The following data has been designated as Directory Information at the College:

- the student’s name, address, telephone listing and e-mail address
 - date and place of birth
 - major field of study
 - participation in officially recognized activities and sports
 - the weight and height of members of athletic teams
 - dates of attendance
 - degrees and awards received
 - the most recent previous educational institution attended.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Grievance Policy

Purpose

The primary objective of the grievance procedure is to insure that student concerns are promptly addressed, and that resolutions are reached in a fair and just manner. As such, any student at Saint Joseph’s College may file a grievance through this procedure.

Definitions

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act, or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems; wrongful assessment of fees; records and registration errors; and discrimination because of race, national origin, sex, marital status, religion, age, or disability.

Complaints covered by policies already in place (i.e. sexual harassment, grade issues, financial aid, student code of conduct, athletic eligibility, etc.) are excluded from this policy.

Grievance Procedure

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance.

Additionally, the student may choose to present his or her grievance in writing to the person(s) alleged to have caused the grievance. The person alleged to have caused the grievance must respond to the student either orally or in writing. Student grievances that are filed with the person alleged to have caused the grievance after more than ten (10) working days from the initial incident will not be accepted and are deemed to be waived. Please note that the College recognizes that there may be situations that do not fit within the ten-day time frame.

Regarding an academic concern, if a student elects to bypass the above or is dissatisfied with the response, the student is encouraged to seek counsel from the department chair in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Vice President for Academic Affairs within ten (10) working days of the incident or of the initial response.

If a student elects to bypass the above or is dissatisfied with the response, he/she is encouraged to seek counsel from the chair of the department in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Vice President for Academic Affairs.

The Dean of Student Life should be presented with all non-academic concerns within ten (10) working days of the incident or of the initial response.

The respective Vice President/Dean will conduct a review of the written statement to resolve any factual disputes. The Vice President and Dean may appoint a member of the college community to review the situation in greater detail. A response should be given to the student within ten (10) working days from the date the written grievance was received. If the disposition extends beyond the ten (10) working days the Vice President should inform the student of the delay and the expected response date.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

In the event that a grievance is filed against a Vice President, the grievance should be submitted to the President of the College.

ADMINISTRATION & GENERAL SERVICES

ADMINISTRATION

Office of Admission

Saint George Hall

Kathleen Davis, Vice President for Enrollment Management ... x 7746

Nik Ray, Director of Admissions ... x 7676

Saint Joseph's College, a Catholic College in the Mercy tradition, enrolls qualified men and women of all religious faiths. Students possessing a strong academic background and a commitment to co-curricular activities are encouraged to apply.

The Office of Admission encourages its students to consider opportunities as tour guides, admission assistants, and student ambassadors.

Office of Financial Aid

Cassidy Hall, Lower Level

Andrea Cross, Associate Dean for Financial Aid ... x 6611

Rhonda Mynahan, Associate Director ... x 6614

Janie Joyce, Senior Program Assistant ... x 6613

Saint Joseph's College subscribes to the philosophy that the responsibility for meeting the College's expenses rests with the student and family. The College recognizes, however, that there are those who do not have the resources to meet all of these expenses.

The Office of Financial Aid determines all awards in accordance with federal and state regulations as well as institutional policies. The College does not discriminate on the basis of race, color, national or ethnic origin or physical disability in the general administration of its scholarships, loans, and work programs. The Office of Financial Aid bases the majority of awards on demonstrated financial need and the availability of funds.

APPLICATION

Eligibility for aid is determined each year. Please go to the Financial Aid Web site at <http://www.sjcme.edu/finaidapply> to access our current forms. All students wishing to be considered must complete the appropriate Free Application for Federal Student Aid (FAFSA). The code for Saint Joseph's College is 002051. Candidates must also file the annual Saint Joseph's College Financial Aid Application. This form and signed federal tax returns, including all schedules and W2s, should be sent directly to the Office of Financial Aid. New students to the College should file the FAFSA and the College's Financial Aid Application by March 1 and returning students should file both forms by April 1. Those students who apply for aid after the priority dates will be considered for financial aid on a funds-available basis.

Periodically, additional paperwork may be required due to specific fund regulations, the process of federal verification, or because more information is needed to correctly assess a student's financial need. Students must respond to any request for such information within 30 days. Cancellation of funds may occur after this 30-day period

ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAMS

All aid recipients are required to make both satisfactory qualitative and quantitative academic progress toward their degree. A Saint Joseph's College student will be deemed to be making qualitative satisfactory academic progress as long as she/he falls within the cumulative grade point average as defined in the Catalogue. Any student will be considered to be making satisfactory quantitative academic progress if he or she is on schedule to complete a baccalaureate degree program within four years if pursuing full-time studies, within six years on a three-quarter time basis or within eight years if attending half-time basis. To be eligible for financial aid a student must be attending at least half-time.

Recognizing that students have different strengths and weaknesses, the Office of Financial Aid will consider a student to be making qualitative and quantitative progress by using the following minimum criteria:

To be a sophomore..... 28 credits with at least a 1.75 cgpa

To be a junior..... 60 credits with at least a 2.00 cgpa

To be a senior..... 96 credits with at least a 2.00 cgpa

Students may receive institutional aid for four years of full-time study in a baccalaureate program unless additional time is required by specific action of the Dean. A student may not receive federal aid for more than 150% of the normal degree completion time frame.

Five Year Nursing Students — In the case of students in the nursing program who, by specific action of the Nursing Department and Dean of the College, will require five years to attain their degree, the aforementioned criteria will not pertain. Satisfactory qualitative progress will be a 2.00 minimal cumulative grade point average and satisfactory quantitative progress will be 24 credits earned the first year and accumulations of at least 26 earned credits each year thereafter, assuming a full-time schedule.

A notice may be sent to students to include information regarding probation, aid eligibility and academic requirements which must be achieved. It should be noted that students may not receive retroactive financial aid for the time of ineligibility.

In general, a student who is not making satisfactory progress will be placed on probation for one semester. If he or she attains the academic benchmarks required by the end of the following semester, no further action will be taken. If a student fails to meet the academic requirements, however, all financial aid for the subsequent semester is canceled including all institutionally-administered programs, state and federal aid including student and parent loans. The student should notify the Office of Financial Aid as soon as he or she has met the standards again.

A student who has been denied financial aid as a result of a failure to make satisfactory academic progress has the right to appeal. A letter explaining any mitigating circumstances should be directed to the Associate Dean for Financial Aid. A committee will review the student's case and will respond in writing to the student.

WITHDRAWAL AND REFUND

The College must anticipate for fiscal reasons that enrolled students will complete the term to which they were admitted. Should it be necessary for a student to withdraw from the College, the student must complete an official withdrawal form to determine the date of last attendance for refunding purposes. At that time the Bursar will determine the allowable refund according to the following schedule for tuition:

- Withdrawal during the first two weeks: Refund of 80% of tuition
- Withdrawal during the 3rd week: Refund of 60% of tuition
- Withdrawal during the 4th week: Refund of 40% of tuition
- Withdrawal during the 5th week: Refund of 20% of tuition
- Withdrawal after the 5th week: No Refund

Room and board are non-refundable for all students. A student who leaves the College without explicit permission of the Vice President for Academic Affairs or a student dismissed from the College forfeits all rights to a refund.

Prior to releasing a refund to a withdrawn student, the College returns funds to federal accounts, state, and institutional accounts as deemed appropriate by current federal regulations. Federal calculations are used to determine how much aid a withdrawing student is allowed to retain based on the time enrolled, e.g., aid earned. A student who is considering withdrawal may want to meet with the Associate Dean for Financial Aid in order to learn the financial consequences of such a decision.

PROGRAMS

The College participates in the following programs:

Federal and State Funds:

- Federal Perkins Loan
- Federal Nursing Student Loan
- Federal Work-Study Program
- Federal Supplemental Education Opportunity Grant
- Academic Competitiveness Grant
- Federal Pell Grant
- Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal Parent Loan for Undergraduate Students
- State Grants – Conn., Mass., Maine, New Hampshire, Penn., R.I., or Vt.
- National Smart Grants

Saint Joseph's College Funds:

- Merit Scholarships awarded at the time of admission
- Saint Joseph's Grant
- Family Grant
- Endowed and restricted scholarships

For more information about financing education costs, please refer to the Financial Aid Web site at <http://www.sjcme.edu/finaid>.

Office of Academic Records

Saint Joseph's Hall, Lower Level

Kevin Paquette, Director of Academic Records ... x 7797

Lisa Merrill, Associate Director ... x 7796

Regina Lefebvre, Administrative Assistant ... x 7798

The office hours for the Office of the Registrar are 8:30 a.m. to 4:30 p.m., Monday through Friday, except on College holidays.

This Office is responsible for the registration of all traditional students into their fall and spring semester courses. For degree candidates, this registration takes place during the Spring Semester for the following Fall Semester classes, and during the fall for the following Spring Semester. The dates of registration will be announced at the beginning of each semester. It is essential that the student register at the time scheduled by the College to ensure that he or she benefit from the highest available priority in class selection.

Students may adjust their class schedule by Add/Drop at the beginning of each semester. The Academic Calendar lists the Add/Drop deadline. A final grade will be awarded in each course that remains in a student's class schedule after the Add/Drop deadline. No credit will be given for a course for which a student is not registered. Exceptions to these important academic policies will be made only upon the student's successful petition to the Academic Dean.

The Registrar's Office is also responsible for the insurance of enrollment certifications and academic record transcript to third parties at the request of the students.

Academic Advising

Advising folders are prepared for incoming freshmen, transfer students and students who are being re-admitted. In the folder, tutoring services and study skills sessions are listed. This folder also contains a list of study tips and hints and copies of Student Goals, the Academic Calendar and the College Mission. An assigned faculty advisor, in cooperation with the department chair, will help the student select the proper courses necessary for career goals. The advisor also counsels the student in all areas of academic life. Students are encouraged to meet with their advisor at monthly intervals or more frequently, as required. Students should contact the Office of the Registrar with questions about academic advising.

Office of Institutional Advancement

Xavier Hall

Michael Dempsey, Vice President for Institutional Advancement ... x 7891

The Office of Institutional Advancement is responsible for all fundraising and constituent relations among the College's alumni and friends, as well as marketing and public relations to external audiences.

The Annual Fund affords alumni, parents, friends and businesses the opportunity to make contributions to support the College's current operations and its most important ongoing needs – student scholarship assistance and support for faculty and academic resources.

Alumni Relations is responsible for sustaining and strengthening the College's relationship with its alumni. The Office develops and sponsors programs to involve alumni and students in the life of the College, builds volunteer leadership for the Alumni Clubs across the country, and offers activities on and off campus which inform our constituents about the College's current and future direction.

Foundation Relations is responsible for managing the College's relationship with encouraging support from private foundations and other public sources of grants.

An Alumni Annual Fund Phonathon is held twice a year, and current students can apply for a paid position to work on the phonathon. The Senior Class Gift program helps educate senior classmates about the importance of the Annual Fund, and gives seniors the chance to be a part of providing a legacy for their Class.

Office of Sponsorship & Mission Integration

Xavier Hall

Sister Kathleen Sullivan, VP for Sponsorship & Mission Integration

The Office of Sponsorship & Mission Integration has a two-fold purpose. The Sponsorship function focuses on the history of the Sisters of Mercy and that of the College since the founding date of 1912 up to the present. The Mission Integration function aims to have the Mission, Core Values, and Vision incorporated into the daily operations and strategic planning of the College.

This Office oversees Campus Ministry and The Mercy Center.

Office of the Treasurer

Saint Joseph's Hall, Lower Level

Mary McVeigh, Bursar ... x 7735

The Treasurer's Office keeps accurate records of all students' financial accounts with the College. Semester bills (minus any approved aid) must be paid in full before any student may be admitted to classes.

Dining Services

Stuart Leckie, General Manager, Bon Appétit ... x 6683

Café Bon Appétit - Mercy Hall, Lower Level

Monday - Friday, 7:00 a.m. - 7:00 p.m.

Saturday & Sunday, 10:00 a.m. - 1:00 p.m. / 5:00 - 7:00 p.m.

Café Bon Appétit at Mercy Hall joins restaurant style service with on-campus convenience. What's more, it offers a combination of choices you may never have seen on a college campus before. Bon Appétit has a passion for food and chooses fresh ingredients and made from scratch preparation methods. Café Bon Appétit brings excitement to all the customers at the various stations in our food court. Meals served in our dining hall are all-you-care-to-eat style of service, and one meal is deducted from your meal plan. You may return for unlimited seconds.

Mercy Market - Mercy Hall, Main Level

Monday - Thursday, 7:30 a.m. - 5:00 p.m.; Friday, 7:30 a.m. - 2:00 p.m.

In a hurry or just fancy a quick snack, you will find yourself frequently visiting Mercy Market, and taking in the aroma of freshly brewed all organic coffee. Serving Pura Vida fair trade gourmet coffee, cappuccino, frozen explosions, iced drinks, hot chocolate, assorted juices, flavored milks, bagels, fresh baked muffins, pastries, croissants, fresh fruit, yogurts, salads, soups and assorted sandwiches.

GENERAL SERVICES

Bookstore

Mercy Hall

Jan Hilton, Manager ... x 6653

All academic texts and reference materials may be purchased here. The store carries a variety of school supplies, clothing and gift items with the College logo. It also carries a large variety of snacks, drinks, stamps and calling cards.

The campus store offers the following services on a daily basis: faxing, special text ordering and software, year-round book buy-back program, and student draws accounts. Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m. All major credit cards accepted.

Campus Services

Service Building

Carlene Lemieux, Director ... 7754

Jennifer Stone, Mailroom Supervisor ... 7730

The mailroom and all student mailboxes are located in the front of the Service Building. Campus Services operates both the U.S. Mail and the intra-office mail system, serving all students, faculty and staff. U.S. Mail is delivered once daily, Monday through Friday at midday. U.S. Mail is picked up at the blue mailbox in front of the I.S. Department in Mercy Hall twice daily and processed for an afternoon drop off at the Standish Post Office. U.S. Mail can also be dropped off at the mailroom for delivery to the U.S. Post Office, if received by 3:00 p.m.

Campus Services assigns each student a mailbox unit number. Unit numbers are retained by students for the duration of continuous enrollment at the College. Please be sure all mail addressed to you includes your unit number and nine-digit zip code. Mail should be addressed as follows:

Student Name
Unit Number (XXX)
Saint Joseph's College
278 Whites Bridge Road
Standish, ME 04084-5263

All students are issued a mailbox key during the first week of the Fall Semester. For security reasons, Campus Services will not open your mailbox for you; you must have your key. Misplaced/lost keys can be replaced for a charge of \$10. Graduates and transfer students, as well as withdrawals, will be charged a \$10 fee if they do not turn in their mail box key.

Packages shipped to students are received at the mailroom for distribution. An e-mail will be sent to you to notify you of the arrival of your package. Because of limited storage space, packages must be picked up at your earliest convenience between the hours of 8:00 a.m. and 4:30 p.m. Letters and packages can also be mailed from the mailroom, and a variety of shipping services are available through FedEx, UPS Next Day Air, U.S. Express Mail and DHL. Stamps, envelopes, packing materials and fax services may also be purchased or billed to your account at the mailroom. No CODs are accepted, and we are not responsible for cash, checks or valuables sent through the mail.

During Christmas break, First Class Mail will be forwarded to your home address. Packages are not forwarded but will be held at the mailroom and can be picked up

when you return from break. At the end of the Spring Semester, First Class Mail will be forwarded to your home address for the summer. Mail is forwarded to graduates for three months following commencement. All mail received three months after commencement for graduates will be returned to sender. Please advise the mailroom of any new address changes.

Hours of Operation: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Facilities Management

Service Building

Chuck Dawes, Director ... x 6620

Facilities Management is responsible for facilities planning, construction, maintenance, and campus services. Facilities Management provides a wide array of services to the campus to efficiently operate, maintain and protect the facilities, grounds and infrastructure so as to create and provide safe, clean, comfortable, functional and quality learning, living and working environments for students, faculty, staff and visitors.

Campus Recycling and Waste Disposal

All students, faculty, and staff must actively participate in the upkeep of our beautiful campus. Please dispose of all waste properly. Think before you toss! In most campus buildings, look for the presence of recycling containers. Please separate returnable bottles and cans, recyclable paper and garbage into appropriately marked containers. Additionally, all cardboard boxes should be collapsed and left in residence hall trash rooms for housekeeping to recycle. To minimize the amount of garbage that we produce and further the ecological mission of Saint Joseph's, remember the three Rs: Reduce, Reuse & Recycle! Make this behavior a habit and encourage your friends.

Office of Information Technology

Mercy Hall, First Floor

Gayle Langis, Director of Information Technology

Helpdesk ... x 7851

E-mail: helpdesk@sjcme.edu

Information Systems Services:

Telephone – Telephone service is available in every residence hall room on campus. Calls to student rooms and faculty /staff offices are direct dial, meaning they can be reached by dialing that extension without having to go through a switchboard. Calls to the local Portland calling area are free. For long distance telephone calls, students can utilize personally purchased calling cards and follow the instructions included with them.

Voice Mail – Voice mail is a computerized telephone answering system. When a student telephone call is not answered, voice mail will answer the call. Unlike answering machines, students can retrieve messages from their extension or from any phone on or off campus at any time. The voicemail system is also used to send broadcast messages of pertinent information to all extensions.

Electronic Mail – E-mail is available to all students, faculty and staff at Saint Joseph’s College. Therefore, in addition to being a method of communication with friends and family, it is also an effective method of contacting classmates and professors. The e-mail server is available 24/7. (24 hours a day, 7 days a week)

Internet – The Internet (World Wide Web) is a collection of networks all over the world that can be accessed from any computer with network access. The Internet is a resource for information on a vast array of topics and advertising for businesses.

Cable Television – Cable television is available in every residence hall room (Students must provide their own televisions and coax cable). The multi-channel package includes: Public Television, sports, music, movie, local, and other channels.

Computer Labs – There are several computer labs located around the campus. They are all equipped with networked Pentium computers, the Microsoft Office Professional package, Internet access, many course specific applications and printing capability. The Academic Computer Lab, located in Alford Hall, contains sixteen computers and is available (except during class time) 7:00 a.m. - 5:00 p.m., seven days a week. McAuley Foyer in Heffernan Center contains twelve computers and is open 7:00 a.m. - 10:00 p.m., seven days a week. The McAuley Foyer lab can be accessed at anytime with the assistance of Campus Security. Wellehan Library has fifteen computers available during the library’s normal operating hours.

Switchboard

Calls to the College community are received at the extension dialed or processed by an operator or security staff 24 hours a day. Students should give their personal phone numbers to their family and friends. In the case of an emergency, however, when the student cannot be reached, the main switchboard number should be used – 207-892-6766. The operator will see that the student gets the necessary message through the use of Security and/or Student Life. Student telephone directories can be obtained by logging on to the SJC homepage.