

**Woods Online  
Saint Mary-of-the-Woods College**

**Appendix I: SMWC Policies**

## **Woods Online Student Handbook**

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## **Email Policy**

SMWC issues email addresses to all faculty, staff, and students. **SMWC email accounts are required for students for all email correspondence with College personnel.**

Likewise, The College uses SMWC email as a mechanism for official communication with students. Thus, The College has a right to expect that such communications will be received and read by students in a timely manner. Students are expected to check their SMWC email on a frequent and consistent basis in order to stay current with College-related communications.

Once students have registered and are taking courses, all College-related email correspondence will be sent only to the students' assigned SMWC email addresses.

The benefits to students of staying completely within the SMWC email system include:

- Email is easily identifiable as College-related.
- User IDs ensure security and verify identity.
- Attachments are less likely to be lost due to filters or identification as spam.
- The SMWC email address book for faculty, staff, and students is accessible.

Students needing their password reset can contact Marilee Bridgewater, Systems Manager, at 812-535-5185 or [mbridgew@smwc.edu](mailto:mbridgew@smwc.edu). Other questions or problems with email should be directed to: [helpdesk@smwc.edu](mailto:helpdesk@smwc.edu).

## **Safety and Security Policy**

Saint Mary-of-the-Woods College strives to provide a safe and secure environment for all members of The College community who work, live, or only occasionally spend time on campus. The College complies with the federal Campus Safety and Security Act and regulations, under which we are required to collect and report on crime statistics both to the government and to members of The College community. For a copy of the latest report, please contact Campus Security at 812-535-5253.

The Security Department is responsible for establishing and maintaining a safe and secure environment for The College. Security can be reached on any campus phone by calling 535-5253 for non-emergency situations. If calling from outside the area, the number is (812) 535-5253. For emergencies call 535-6200.

All security officers are uniformed and, while not armed, are in radio

contact with the security office located in Le Fer Hall ground floor. Should assistance be required, security is also in contact with the Vigo County Sheriff's Department and Indiana State Police. All security officers are trained in basic first aid and CPR procedures.

Members of The College community are directed to report any incidents or crimes to the Security Department. Report forms are available from the security officer. Persons involved in an accident or personal injury on campus should also make a report to the Security Office as soon as possible.

### **Smoke Free/Tobacco Free Campus Policy**

Saint Mary-of-the-Woods College is committed to promoting health, wellness, prevention and the treatment of diseases within its community, as well as providing a healthy, clean, safe, and secure workplace for administration, faculty, staff, students, visitors and vendors. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitute a significant health hazard. Therefore, smoking and/or use of tobacco are prohibited in the buildings and on the grounds of the Saint Mary-of-the-Woods College campus. This policy will affect everyone on campus.

Saint Mary-of-the-Woods College has set the following policies:

1. Smoking and the use of any other tobacco product (cigarettes, cigars, pipes, and smokeless tobacco) is strictly prohibited in all Saint Mary-of-the-Woods College campus buildings and on the grounds of the campus.
2. Smoking and the use of any other tobacco product are strictly prohibited in all Saint Mary-of-the-Woods College owned, leased, or rented vehicles.
3. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events using Saint Mary-of-the-Woods College facilities will be required to abide by the Smoke Free/Tobacco Free policy. Saint Mary-of-the-Woods College will provide accessible treatment to help administration, faculty, staff and students to quit smoking and/or using tobacco.

All areas of the Saint Mary-of-the-Woods College campus are designated as smoke free/tobacco free. Signs about the policy will be posted appropriately throughout campus.

Effective implementation of this Smoke Free/Tobacco Free Policy depends upon the courtesy, respect, and cooperation of all members of the Saint Mary-of-the-Woods College community. Those in violation of this policy will be subject to applicable disciplinary action.

# **SMWC Policy on Alcohol and Drugs**

## **Alcohol Policy**

The policy on alcohol, which is consistent with The College philosophy statement on alcohol use and which recognizes the diversity of students and employees, is in support of and in full compliance with the laws of the State of Indiana regarding the possession and consumption of alcoholic beverages.

1. Possession or consumption of alcoholic beverages while on the premises of Saint Mary-of-the-Woods College is not permitted.
2. For persons over twenty-one years, the use of alcoholic beverages at College-sponsored functions such as dances, receptions, meetings or gatherings sponsored by Programs or Departments of The College, and events sponsored by off-campus groups, shall be allowed only by the written consent of the President of The College or the President's designate.
3. All persons including friends, relatives, and visitors are subject to all rules and regulations regarding the possession and consumption of alcoholic beverages while on the premises of Saint Mary-of-the-Woods College.

## **Illicit Drugs Policy**

The possession or use of a controlled substance, including but not limited to opium (morphine, codeine, heroin), barbiturates, hallucinogens, marijuana or amphetamines, including but not limited to Lysergic Acid Diethylamide (LSD) on college premises or college-related premises, is prohibited.

1. The physical presence of a controlled substance in a student's assigned room or a faculty or staff person's workspace will ordinarily constitute "possession" and subjects the occupant of that room or workspace to a charge of a violation of this policy.
2. Any person who is observed "holding" or transporting a controlled substance on college premises constitutes "possession" and subjects that person to a charge of a violation of this policy.
3. A person who is found guilty of distribution or sale of drugs, narcotics, barbiturates, hallucinogens, marijuana or amphetamines on college premises or college-related premises is subject to immediate permanent dismissal, or any lesser authorized sanction.

## **Sanctions**

Suspension: A student may be suspended from enrollment at The

College for any specified period of time. The following cases may lead to immediate suspension:

1. Possession and/or use of a controlled substance on campus.
2. Alcohol sale and/or distribution on campus.

Expulsion: Expulsion is permanent dismissal from The College.

Expulsion may be ordered as a result of very serious violations or for repeated offenses. In addition to forfeiting all tuition paid, the student suffers all the other losses and restrictions imposed upon suspended students, but is not eligible to apply for readmission at any time.

The following cases may lead to immediate expulsion. In such cases, consideration will be given to filing reports with the Vigo County Sheriff's office. Only the President of The College or appointed agent may enact such permanent separation.

1. Distribution or sale of drugs, narcotics, barbiturates, hallucinogen, marijuana or amphetamines on college premises.
2. Arrest and prosecution for a felony crime.
3. Physical harm or attempted physical harm to a student, faculty or staff person of Saint Mary-of-the-Woods College.
4. Theft.

### **SMWC Policy on Harassment Free Environment**

It is the policy of Saint Mary-of-the-Woods College to provide an educational, employment, and residential environment free from unwelcome sexual intimidation or communications constituting sexual harassment or racial harassment as defined and otherwise prohibited by state and federal statutes. This policy applies to students, faculty and staff of The College, as well as to individuals employed by contractors who provide routine daily services to The College.

It is the intent of this policy to fairly and impartially review any and all sexual and racial harassment charges and to handle such matters in a professional matter. In addition, any violators of this policy may be subjected to applicable federal and state laws regarding racial or sexual harassment. The College strictly prohibits any action or behavior in retaliation to an individual who files a harassment complaint. College administrators are responsible for publicizing and implementing The College's sexual and racial harassment policy in their respective areas of jurisdiction. For additional information and details on complaint procedures, contact any of the following: Director of Woods Online, Vice President for Academic Affairs or Vice President for Student Life.