

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES



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PREFACE

Saint Mary-of-the-Woods College students are responsible for knowing the information, policies, and procedures outlined in this document as well as all other printed college policies (Housing and Residence Life policies, and IT, for example). The college reserves the right to make changes to this handbook as necessary, and once those changes are posted online, they are in effect. Students are encouraged to check online (www.smwc.edu/studenthandbook) for updated versions of all policies and procedures.

Section 1: Vision, Mission, and Values

Vision Statement

Saint Mary-of-the-Woods College embodies a spirit of student-centered academic innovation, faith and leadership to transform ourselves, our communities and our world.

Mission Statement

Saint Mary-of-the-Woods College empowers students to think critically, engage in lifelong leadership and effect positive change in a spirit of service and social responsibility.

Value Statement

In our relationships and all that we do, we will demonstrate a commitment to the Sisters of Providence and to these values:

Social Justice • Spirituality • Sustainability • Women's Issues

Diversity Statement

The committee recommended a diversity statement be implemented and honored. The statement reads as follows:

As a matter of institutional priority, Saint Mary-of-the-Woods College strives to be an inclusive environment in which faculty members, staff, students and the greater community are respected and embraced regardless of variations in thoughts, experiences, values and traditions. As an academic institution, we foster a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. Founded as a Roman Catholic institution and able to draw on the Greek root of the word catholic meaning "universal," we cultivate this heritage to develop a strong, respectful and trusting environment for students, faculty and staff. Recognizing the sacredness of humanity, we revere the beauty in all gifts and talents.

We believe that diversity, as a multifaceted and a naturally valuable asset, aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to engage as active citizens in an increasingly complex, multicultural and pluralistic society. We believe that diversity encompasses the awareness and celebration of the many identities that make up our community including, but not limited to, race, ethnicity, religious or spiritual affinity, gender identity or expression, sexual orientation, marital status, parental status, socioeconomic class, age, cultural background, language, differing abilities and region of origin. We acknowledge, respect and celebrate our differences.

In a world where the pursuit of safety and well-being are central, we foster a commitment to social justice and confrontation of discrimination and ultimately uphold human dignity for all. We intentionally work toward understanding, respecting and appreciating diversity by increasing our awareness, content knowledge, cognitive sophistication and empathic understanding of the complex ways individuals interact within systems and institutions. In doing so, we move beyond tolerance to understanding, accepting and celebrating our differences.

We aspire to create respect for and appreciation of all persons as key characteristics of our campus community and beliefs, to increase the diversity of all parts of our College community through commitment to diversity in our recruitment and retention efforts and to foster a spirit of openness to active engagement among all members of our campus community. Our commitment to these principles is an integral part of our mission, values and daily activities.

College Motto

The Latin, “Virtus cum Scientia,” translated as “Virtue with Knowledge United,” appears on the SMWC seal and coat of arms. Chosen by SMWC foundress, Saint Mother Theodore Guerin, this motto embodies this liberal arts institution’s faithfulness to Catholic values and excellence in academics.

Civility Statement

Saint Mary-of-the-Woods College defines civility as being respectful to others regardless of race, creed, disability, political ideology, lifestyle orientation, gender, or social status. Personal conduct should be guided by honesty, integrity, and respect, embracing the differences of others, and engaging in civic opportunities that will effect positive change in our global society.

Community

The community of Saint Mary-of-the-Woods College is comprised of several distinct groups including students, faculty, staff, and by extension the Sisters of Providence with whom we share the campus. Within this community, personal freedoms and responsibilities are valued highly. At times, these two values can be in conflict with each other. It is the responsibility of the individual and the group to recognize that each person plays a role in creating an environment that fosters respect for each other while at the same time encourages individual expression. The rights of the individual must be balanced with those of the community to help create a vibrant and open atmosphere for learning and growth.

This community values the personal relationships that our members have with each other and with those from outside our campus community. We have a right to have family and friends visit the campus and we have a responsibility to welcome those visitors to our community. As such, we expect our guests to abide by the policies of the College and to act in a manner that is consistent with our values and mission. It is expected that all members of the community and guests will act appropriately while in public areas of the campus and will reserve intimate contact and behavior for the most private spaces on campus.

Consumer Complaints

During admission or enrollment, you may have a problem or complaint. College faculty, staff and administrators are committed to resolving such situations. You should first communicate directly with the person(s) involved and attempt to find a solution. If a resolution does not result, bring the issue to that person's supervisor or department chair and to the director of the program in which you are enrolled. If the outcome is not satisfactory, appeal to the Vice President for Academic and Student Affairs and finally to the College President for a hearing before a special board.

Proceeding through these steps is likely to resolve the problem. If not, you may communicate with the College's accrediting body (Higher Learning Commission) and/or with the department of higher education in your home state. Here are the links.

[Higher Learning Commission complaint procedures](#)

[List of state governing bodies with links to complaint procedures](#) (PDF)

Student Rights/Student Responsibilities

Jurisdiction

Students at Saint Mary-of-the-Woods College are provided a copy of the Code of Student Rights and Responsibilities annually in the form of a link on the college's website. Hard copies are available upon request from the Department of Student Affairs. Students are responsible for reading and abiding by the provision of the Code of Student Rights and Responsibilities.

The Code of Student Rights and Responsibilities and the conduct process apply to individual SMWC students and college-affiliated registered student organizations. For the purposes of conduct, the college may consider an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the college.

The college retains conduct jurisdiction over students who choose to withdraw or have graduated for any misconduct that occurred prior to the withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll or obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility.

The Code of Student Rights and Responsibilities addresses prohibited conduct that takes place on college premises and addresses off-campus conduct when the behavior may have or has had an adverse impact upon the college community. This also applies to college sponsored events (e.g. activities, trips, banquets) which may occur off campus.

Students agree to abide by these policies as a condition of admission and are expected to know the regulations of the college and conduct themselves in harmony with these regulations.

Saint Mary-of-the-Woods College email is the college's primary means of communication with students. Students are responsible for all communication to their college email address.

Student Rights

All students have the same rights and responsibilities.

A student has the right to participate in a free exchange of ideas and peaceful assembly in accordance with applicable federal, state, and local laws.

Each student has the right to be free from discrimination; including but not limited to harassment, on the basis of race, sex, gender, religion, disability, age, national origin, sexual orientation, or veteran status.

A student has the right to personal privacy except as otherwise provided by law and college policy/procedure.

The rights to fair equitable procedures determining when and upon whom consequences for violation of campus policies should be imposed.

Student Conduct Procedural Rights

Students will be given every reasonable opportunity to present information. Student rights related to the conduct process are as follows:

The right against self-incrimination.

The right to a college advisor.

The right to fair, equitable, and timely procedures.

The right to provide witnesses.

The right to appeal decisions on the hearing.

Student Responsibilities

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the college community are respected. Upon acceptance of admission to SMWC, each student agrees to abide by the policies of the college and conduct themselves on-and off-campus in a manner consistent with its educational mission.

A student has the responsibility to be knowledgeable with the published Code of Student Rights and Responsibilities in its entirety and to comply with the policies as well as all federal, state, and local laws.

Academic units and administrative departments have policies specific to their areas. It is the responsibility of each student to be familiar with their department's policies and procedures.

Students are expected to have college issued identification at all times.

Academic Policies

Academic Integrity Policy

In the rigorous pursuit of academic excellence in all formats (undergraduate, online and graduate), all members of the SMWC community must abide by relationships based on mutual esteem, trust, sincerity, faith and responsibility. Saint Mary of the Woods College embodies a spirit of student-centered academic innovation, faith and leadership to transform ourselves, our communities and our world. As an academic community we strive to advance the knowledge of our students pursuing truth. This is directly related to the SMWC motto: *Vitus cum Scientia* translated as Virtue with Knowledge Unite. Academic honesty must be one of our most cherished values and any form of academic dishonesty or misconduct is to be considered a most serious offense.

To that end, our students will develop their intellectual, ethical and social dimensions of their character while abiding by the Academic Integrity policy. This policy is reinforced by expecting all members of SMWC to uphold the Academic Integrity Policy; refraining from any form of academic misconduct or dishonesty. This obligation applies to themselves, to their peers and to the institution to uphold all instances of integrity at SMWC.

Academic Integrity Violation Definitions

Cheating is including but not limited to, using “cheat sheets”, accessing formulas or notes that have been stored on phones or other technology, copying from peers, receiving or giving help on papers, experiments, reports, compositions, projects or examinations, looking at another student’s paper during a test, or obtaining a copy of the test prior to the test date.

Inappropriate Collaboration working with another on an assignment without express permission from the instructor.

Fabrication is the falsification or invention of information or data in reports, lab results, bibliographies, clinicals or any other academic undertaking.

Facilitating Academic Dishonesty involves assisting someone in an act of dishonesty, such as giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.

Interference may take the form of theft, defacement or destruction of resources so as to deprive other students of information. Multiple Submission is submitting work you have done in previous classes as if it were new and original work, without express permission of the instructor.

Plagiarism is the fraudulent misrepresentation of any part of another person’s work as one’s own. Plagiarism ranges from copying someone else’s work word for word, to rewriting someone else’s work with only minor word changes, to summarizing work without acknowledging the source. Any unacknowledged use of sources, misuse of sources or use of sources to which one is indebted including but not limited to, music, video, audio, theatre projects, compositions, website and computer software constitutes plagiarism. The requirements of academic integrity also extend to academic activities involving computers and networks and unethical/unprofessional conduct specific to academic programs.

Electronic Dishonesty is using network access inappropriately, in a way that affects a class or other students' academic work. Examples of electronic dishonesty include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses.

Sources: used with permission of Butler College and Hanover College. This is not meant to be an exhaustive list of academic integrity violations. Saint Mary-of-the-Woods College reserves the right to investigate and determine other infractions to the Academic Integrity Policy as they are presented.

Reporting Process

The following information must be reported to the Academic Affairs Office when an instructor is reporting an offense to the Academic Integrity Policy:

- The course number, date and time of the alleged infraction.
- The instructor's charge against the student.
- A completed Academic Integrity Violation Report.

Upon receiving the completed report and supporting documentation from the instructor, the Academic Affairs Office will review the information. The student shall be contacted to discuss the allegation and determine their position. If the student acknowledges the infringement a decision will be rendered on the charge and appropriate sanctions will be determined.

A student cannot avoid a sanction by withdrawing from the course and is not permitted to withdraw from a course while the allegation is under investigation. If a student does not wish to respond with additional information to the charge against them, the process will move forward. After reviewing all of the evidence and hearing responses from the instructor and student, a decision will be rendered on the charge and appropriate sanctions will be determined.

If the student disagrees with the charges against them, the Academic Integrity Committee will review documentation, interview the student/s and the instructor before rendering a decision. If the decision finds the student has violated the Academic Integrity Policy, appropriate sanctions will be determined by the committee. The following documents will be required by the instructor for The Committee to review:

- A copy of the course syllabus.
- Include any supporting documentation for the charge (Turnitin.com report or others).
- Statements from other students should be included if applicable.
- Copies of any written communications between the instructor and student that would pertain to the incident.

If a student chooses to appeal the decision of the Academic Integrity Committee, the Vice President of Academic and Student Affairs must receive the appeal in writing within 5 days of the original decision. The final decision of the institution is with the Vice President of Academic and Student Affairs.

Sanctions

The first offense of a violation to the Academic Integrity Policy is usually a zero for the assignment, but could be more severe depending on the circumstances. A subsequent violation could be a zero on an assignments or failure of a course. Any additional infractions could easily result in suspension or dismissal from the college.

Non-Academic Policies and Prohibited Conduct

Students at Saint Mary-of-the-Woods College are expected to conduct themselves in a respectful and civil manner. Personal conduct and communication, either directly or indirectly with other students as well as faculty and staff, should conform to the college's values and standards. As a member of the at-large community, students are encouraged to resolve disagreements through informal and open discussion. Often conflicts can be lessened, if not resolved, by clearing up misperceptions and misunderstandings. Students are strongly encouraged to resolve any related concerns in this manner. However, the college also recognizes that occasionally more formal processes are needed. All such activities, whether informal or formal, must be carried out by all participants in a framework of good faith and general respect for one another. Students are encouraged to contact Student Affairs for assistance or guidance in resolving any concerns or conflicts. Conflicts may be resolved through established disciplinary procedures and/or conflict resolution strategies. It is an expectation of the college that students have a reasonable knowledge of and adhere to the following prohibited conduct and policies:

Misconduct Against Persons

Violence/Abusive Behavior refers to physical abuse/violence or conduct that threatens or endangers the health or safety of any person.

Threatening/Intimidating Behavior refers to behavior (reoccurring or singular extreme act) that involves an expressed or implied threat, which includes, but is not limited to the use of words verbal, written or electronic (e.g. Facebook, Instagram, Snapchat, YouTube, Twitter) inherently likely to provide an immediate violent reaction when directed toward a specific individual, or any behavior that has the purpose or reasonably foreseeable effect of creating a hostile environment by, but not limited to, interfering with another individual's personal safety, safety of property, academic efforts, employment, or participation in college-sponsored activities and causes that person to have a reasonable apprehension that such harm is about to occur.

Hazing is prohibited in connection with activities of students and student organizations. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate that person as a condition of association with an organization or group (formal or informal), regardless of the person's consent or lack of consent.

Restricted Movement refers to any activity that limits or restricts a person(s) against their own will and/or restricts their freedom of movement.

Discriminatory Harassment

Information regarding Discriminatory Harassment see Appendix B for full policy, definitions, and procedures.

Sexual Harassment / Sexual Assault / Sexual Violence

Information regarding Sexual Harassment, Sexual Assault, Sexual Violence see Appendix C for full policy, definitions, and procedures.

Misconduct Against the College

Disruption of College Business includes disruption or obstruction of teaching, research, administration, or other college activities including public service functions.

Falsification refers to furnishing false information to the College and/or the forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.

Failure to Comply refers to the refusal of verbal and/or written instructions of college officials acting in the performance of their duties and made within the scope of their authority, and/or failure to identify oneself to these persons when requested to do so. Students are expected to have college issued identification with them at all times and provide identification upon request.

Non-consensual Recording refers to videotaping, audiotaping, or photographing members of the college community without permission and/or when a reasonable expectation of privacy exists.

Misconduct Disrupting Order / Disregarding Health and Safety

Weapons on college owned property are prohibited. Violation of the college weapons policy includes, but it not limited to the following:

Firearms such as handguns, shotguns, rifles, taser, or electronic stun guns, as well as airsoft, BB, pellet, paintball, and/or items using compressed air;

Explosives such as bombs, grenades, blasting caps, fireworks, ammunition;

Other equipment, material, and devices (e.g. knives, metal knuckles, tear gas, chemical substances, replica, stimulated, toy) that could be or have been used to cause harm or the fear of harm.

False Reporting refers to intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.

Drug Related Behavior refers to drug violations, including, but is not limited to being in the presence of, under the influence of, possessing, manufacturing, exchanging, distributing, purchasing, using, or selling unlawful drugs or any controlled substance/narcotic, such as, but not limited to marijuana, synthetic cannabinoids, inhalants and intoxicants, misuse of over-the-counter drugs and/or prescription drugs, or possessing paraphernalia for drug related use on college property

- In the presence of/failure to report;
- Possession of unlawful drug or controlled substance(s);
- Possession of drug paraphernalia;
- Use of unlawful drug or controlled substance(s);
- Misuse of over-the-counter drugs or prescription drugs;
- Distribution and/or sale and/or delivery of unlawful drug or controlled substance(s);
- Reasonable suspicion of unlawful drug use (odor); and/or
- Behavior while under the influence of any item covered in this section

*See Appendix H for Parental Notification related to behavior associated with this policy.

Alcohol Related Behavior refers to any violation of the College Alcohol and Drug Policy for Students (Appendix D):

- Sale, purchase, consumption, or possession of alcoholic beverages by persons who are younger than 21 year of age;
- Sale, purchase, consumption, or possession of alcoholic beverages by persons of legal age in a manner inconsistent with college policy;
- Furnishing alcoholic beverages to persons younger than 21 years of age; and/or
- Behavior while under the influence of an alcoholic beverage.

*See Appendix H for Parental Notification related to behavior associated with this policy.

Arson refers to igniting or burning materials in a manner that reasonably could or actually does cause a fire.

Fire and Emergency Safety refers to unauthorized use, activation, or alteration of firefighting equipment, fire safety, or other emergency equipment. Failure to comply with the instructions of emergency personnel and/or established emergency protocol (e.g. failure to leave a building during an active fire alarm).

Gambling refers to engaging in gambling, wagering, or other games of chance in violation of the law.

Disorderly Conduct refers to disrespectful, lewd, indecent, or obscene acts. Acts are considered disorderly under any circumstance in which the conduct tends to cause or provoke a disturbance or disrupts the normal operations of the college.

Sales and Solicitation Violation refers to engaging in solicitation of any type on college property without prior authorization. (See Appendix F)

Posting of Notices Violation refers to posting college related and/or personal materials inconsistent with the College Policy on Posting Notices. (See Appendix G)

Misconduct Against Person

Theft is the act of stealing property or services or knowingly possessing stolen property as well as wrongful taking and/or use of other's property.

Vandalism is the intentional and/or reckless destruction or damage of college property or the property of others.

Unauthorized Use/Entry refers to the unauthorized use, entry, occupancy, or possession of college or private facilities, structure, or property.

Unauthorized Use of Access Device refers to unauthorized possession, duplication, or use of keys, entry codes or devices to any college premises.

College Computing Policies

Theft or other abuse of college computer facilities and resources, including but not limited to:

Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;

Unauthorized transfer of a file;

Use of another individual's identification and/or password. This includes, but not limited to, use of technology to obtain passwords or private information (e.g. use of specialized keyboards to obtain faculty specific information or passwords);

Use of computing facilities and resources to interfere with the work of others;

Use of computing facilities and resources to send obscene or abusive messages;

Use of computing facilities and resources to interfere with normal operation of the SMWC computing system;

Use of computing facilities or resources in violation of copyright laws;

Violation of all other college computing policies not specifically described in this document.

For the full college Computing Policy see: <https://www.smwc.edu/offices-resources/offices/information-technology/computing-policies/>. (See Appendix I)

Violation of State, Federal, or Local Laws

Violation of State, Federal, or Local Laws not specifically identified in the Code. Alleged violations of, state, federal, and local laws may be investigated and addressed under the Code regardless of where the incident occurred. The College conduct process will usually proceed notwithstanding any criminal complaint that may arise from the same incident. The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint.

Disruption of the Conduct Process

Interference refers to attempts to discourage a person's proper participation in, or use of, the conduct process including harassment or intimidation of college official, witness, complainant or member of a conduct committee.

Failure to Comply with Sanction refers to a student's failure to successfully complete any sanction(s) imposed under the Code of Student Students Rights and Responsibilities. Upon notification of any incomplete sanction, a conduct hold may be placed on the student's record.

Policy on Guests and/or Associates or Passive Participation

Guests/Associates

Students are responsible for the actions of their guests and/or associates while on college property and at functions sponsored by the college and/or a registered student organization. Students are expected to educate their associates on college policies and encourage all associates to interact positively with all members of the college community.

Passive Participation

Passive participation refers to a student's reasonable knowledge of and presence during acts of another prohibited by the college and outlined in the Code of Students Rights and Responsibilities. Students willingly participating, present, encouraging, condoning, and/or assisting others in committing acts prohibited by the college may be sanctioned to the same extent as if one had committed the prohibited act. Intent, control over environment and/or items, and ability to seek assistance for or report a violation will be considered in determining a finding of responsible/not responsible.

Students are encouraged to communicate reasonable expectations of combined living environment with roommates.

Students are strongly encouraged to seek assistance from a college official if they suspect prohibited behavior may or has occurred.

Violations of Residential Life Community Standards and Policies

Students provided college housing are expected to have knowledge of and adhere to all policies outlined in the Residence Hall Handbook. Student and nonstudent guests are expected to follow these policies under the guidance of their host. (See Policy on Guests and/or Associated or Passive Participation).

Other College Policies refers to the violation of other published college policies not specifically described in this document including but not limited to traffic and parking regulations, Residential Life housing contract, published academic departmental policies, and employment guides.

Student Rights and Complaint Resolution Procedures

Purpose

This document establishes complaint resolution procedures (CRP) in order to better serve students, faculty, and staff. The purposes of the complaint resolution procedures include:

- To provide for the education and personal growth of the student;
- To provide fair inquiries concerning alleged violations of the Code of Student Rights and Responsibilities;
- To determine whether any individual student is responsible or not responsible for violation(s) outlined in the Code as well as the possibility charges are unfounded;
- To allow for consideration of extenuating or mitigating factors where a violation has been found to exist; and
- To determine a conflict approach/outcome that will be appropriate and will also help the student involved make a positive contribution to the college community.
- The established complaint resolution processes and rights are afforded to student organizations involved in conduct complaints.
- Student Rights and Due Process in the CRP
- Right to a Complaint Resolution Procedures
- Students alleged to have violated the Code will be afforded the opportunity to resolve the allegation within the established CRPs.

College Conduct Advisor

All involved students have the right to a College conduct advisor. The conduct advisor must be a member of the College community (faculty, administrator, staff, coach, recognized College affiliate). The advisor must have experience or knowledge of the College conduct system. The role of the advisor is to provide support and to assist in preparing for the hearing. Since the complaint resolution process is not a civil or criminal court hearing, the advisor's role is not that of an attorney. This person may not address the hearing officer or hearing board or ask questions of any witnesses. For assistance in selecting an advisor, contact Student Affairs.

Witnesses

Witnesses are permitted to participate in the complaint resolution proceedings. A list of witnesses must be submitted to the appropriate conduct officer no later than two (2) business days prior to the administrative conference. Witnesses may present information on behalf of the student or the complainant. It is the responsibility of the student or the complainant to secure witnesses or witness statement. Witness(es) will be asked to provide information concerning only the violation(s) being adjudicated. Since the complaint resolution process does not have the authority to subpoena, witness statements may be submitted in place of having witness(es) present during the hearing. Witness statements should be submitted to Student Affairs no later than two (2) business days prior to the hearing for consideration by the board members.

Standard of Proof

Standard of Proof is “more likely than not” the College policy has been violated (also referred to as preponderance of the evidence). Proof needs to show that the facts are more likely to be so than not so. Evidence, when considered and compared with that opposed to it, has more convincing force and produces in the hearing officer’s mind the belief that what is sought is more likely true than not true (Journal of College and University Law).

Violation of Policy

A student is considered to have violated the Code when the student: 1. Admits responsibility for a violation, or 2. Is found responsible for one or more violations of the Code determined by the College standard of proof.

Conduct Process Environment

All hearings are closed to the public. Only individuals involved in the situation may be present. Involved individuals may include:

- Conduct officers and/or conduct board members,
- Student accused of violating College policy,
- College conduct advisor,
- Complainant, and
- Witnesses (witnesses will remain only for the duration of their own statement).
- Initiation, Investigation, and Disposition of Complaints
- Documentation/Reporting Alleged Violations of College Policy

Any alleged violation should be reported as soon as possible following the discovery of the alleged inappropriate behavior. Any potential violations of College policy may be reported in the following manner:

- A report may be filed with Campus Security;
- A report may be filed with the Department of Student Affairs;
- A report of Sexual Violence/Harassment may be filed with the Title IX Coordinator. Title IX Coordinators, Kari Wolfe, 812-535-5220 or Frank Whittle, 812-535-5161. For the Sexual Harassment/Sexual Assault/Sexual Violence policy go to: <https://www.smwc.edu/offices-resources/student-consumer-information/college-policies/harassment-free-environment/> or see Appendix C.

- Any student, faculty, staff member, or guest of Saint Mary-of-the-Woods College may officially report an alleged violation of College policy as outlined in the Code.

Notification and Process

Notwithstanding uncontrollable circumstances, the Associate Vice President for Student Affairs or her/his designee will notify the accused student within ten (10) business days of receipt of the complaint. This notification will include:

The nature of the alleged inappropriate behavior,

The dates, time, and place of the alleged inappropriate behavior,

The process in which to review all information relevant to the situation,

The date, time, and place of the hearing,

The fact that at the time of the administrative conference, students will be provided an opportunity to present and review relevant statements, information, and documentation,

The sanction(s) applicable in found responsible for a violation of the Code,

A description of the preservation and the release of information from the conduct record, and

A notice that a decision will be made in the student's absence if the student chooses not to appear at the hearing. Failure to appear may be a factor when determining conduct process outcomes.

Complaint Resolution Procedures

Conduct Authority

The Associate Vice President for Student Affairs is charged with the development and administration of the Saint Mary-of-the-Woods College conflict resolution procedures (CRP). The Associate Vice President for Student Affairs or designee is responsible for the training of College Conduct Officers (CCO). The following individuals have been granted authority as College Conduct Officers over the execution of conduct proceedings:

- Student Affairs Executive Assistant,
- Associate Director of Campus Life
- Additional staff members in the College community as deemed appropriate and as trained by the Associate Vice President for Student Affairs or designee, and College Conduct Board.

The aforementioned individuals may conduct administrative conferences with students who may have violated any College policy, included those found in the Code of Student Rights and Responsibilities and SMWC student organization policies.

Administrative Conference

An Administrative Conference (AC) is intended to enhance a student's awareness of College expectations; although educational, formative and/or disciplinary action may be a necessary result. An

AC is a one-on-one meeting between the accused student and a College Conduct Officer (CCO). During an AC, the CCO will schedule an opportunity to meet with the accused student and discuss the alleged violation(s), documentation, and witness statements relevant to the complaint. The CCO may also discuss relevant conduct history, academic progress, extracurricular activities, prior community service, and relevant criminal proceedings.

College Conduct Board (CCB)

This board is comprised of one student in good standing with SMWC, one College faculty member, and one College staff member, and the Associate Vice President for Student Affairs or her/his designee to serve as the advisor to the board. These individuals are elected by the Student Senate, Faculty Assembly, and Staff Assembly and trained by the Associate Vice President for Student Affairs. When the CCB is convened, the Associate Vice President for Student Affairs or her/his designee will convene the board as stated above by members of the College hearing board panel:

- Three students (undergraduate)
- Three faculty members, and
- Three staff members.

The CCB will hear all cases involving offenses that involve possible separation from the College to the CCB for a hearing. The CCB will review the evidence, hear testimony, and review information. The CCB further determines whether the respondent(s) is responsible for violations of the Code, and, as appropriate, recommend sanction. On a case-by-case basis, a CCB may be offered as an options for complaint resolution.

Conflict of Interest

No member of the conduct board or no conduct officer who has a conflicting interest in a particular case may participate in a conduct hearing for said situation. Conduct board members and conduct officers with conflicting interests must recuse themselves from the proceedings. Either the student or the complainant may challenge a member of the CCB or Conduct Officer in writing with the Associate Vice President for Student Affairs. In cases where the Associate Vice President's involvement is questioned, the challenge will be forwarded to the Vice President for Academic and Student Affairs.

Conduct Process Outcomes

Purpose

Conduct process outcomes are meant to be educational and positively influence the decision-making skills of a student by creating awareness of consequences and the potential for higher-level sanctions should future violations occur. Conduct process outcomes that may be taken when a student is found in violation of College regulations range from charges dropped up to and including permanent separation from the College. The conduct process outcome(s) assigned will be based upon the student/student organization being found responsible for violation(s), the severity of the violation, the degree of involvement of the student, the individual circumstances of each case, prior conduct history, and academic progress.

Formative Outcomes

- Conversation with College Partner
- Meeting with College Administrator
- Written Assignments
- Letter of Apology
- Hall/Floor Programs
- Workshops/Educational Programs
- Community Service
- Fines
- Referral Outcomes
- Alcohol Education
- Drug/Substance Education
- Voluntary Counseling
- Psychological Assessment
- Administrative Outcome
- Conduct Discussion
- Conduct Warning (No more than two)
- Housing Relocation
- On-campus Housing Probation
- Account Hold
- Loss of Privilege Outcomes
- Loss of Extra-Curricular Privileges
- Separation from Campus Housing
- Ban from an Area of Campus
- Trespass from College Property
- No Contact Order

Disciplinary Status Outcomes Applied to Students

Conduct Probation is defined as a specified period of observation and evaluation of a student's conduct. Any violation of College policy committed by a student on Conduct Probation is a serious violation that may result in separation from the College. Failure to complete discretionary sanctions while on Conduct Probation may result in separation from the College. No more than one Conduct Probation status shall be imposed on a student prior to the student being removed from the College community. While a student is serving Conduct Probation, she/he is not in good conduct standing with the College, may not be permitted to hold an elected office, nor represent the College in an official capacity.

Temporary Separation (Suspension) involves removal of the student from the College for a definite period of time (minimum of one semester), after which the student is eligible to return, and a permanent notation on one's transcript. Conditions for readmission may be specified.

Permanent Separation (Expulsion) refers to the removal of a student from the College. If assigned permanent separation, a student at no time will be permitted to reenroll in classes at Saint Mary-of-the-Woods College, and a permanent notation will be made on one's transcript.

Emergency Action

The College has identified two types of Emergency Action: Emergency Housing Separation and Emergency College Separation. The Associate Vice President for Student Affairs or designee has been granted the authority by the College to remove a student from the College for a temporary period pending complaint resolution or other formal proceedings. The student is denied access to all property owned, operated, or controlled by the College; is denied attendance and/or participation in classes; and is banned from attendance and/or use of College activities and facilities while under this status. If the student violates these conditions, he/she will be subject to arrest and prosecution for criminal trespass.

Emergency Housing Separation removes the student from all residential facilities; however, the student will continue to have access to all other areas of the College. The decision to pursue an Emergency Housing Separation involves a collaborative conversation between the Student Affairs and Academic Affairs.

Either Emergency Action shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to others or to the stability and continuance of College functions.

Emergency Action may be lifted by the College at any time should information become available demonstrating the specific student is no longer considered a continued risk.

Under this action, a student(s) shall be given a prompt opportunity to appear personally before the Associate Vice President for Student Affairs or designee in order to discuss the following issues only:

The reliability of the information concerning the student's conduct, including the matter of his or her identity, and/or

Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to others or the stability and continuance.

A hearing with the College Conduct Board will be conducted no later than ten (10) working days from the imposition of this action. The student will be allowed to attend this hearing and is afforded the process established by the College for formal adjudication of alleged violations.

Disciplinary Status Outcomes Applied to Student Organizations

Right to a Complaint Resolution Procedures

Students alleged to have violated the Code will be afforded the opportunity to resolve the allegation within the established CRPs.

Appeals

Purpose

Students found responsible for a violation of the Code may appeal. An appeal from any decision, either conference, administrative hearing or College Conduct Board, must be made in writing within five business days following the date the hearing outcome letter is sent to the student electronic mail account. Students may file one (1) appeal per case. In the event multiple students are involved in one case, each student pursuing an appeal must do so individually. Submitting an appeal does not guarantee a meeting with the administrator responsible for deciding the appeal outcome. For that reason, it is important all information for consideration be made clear in the written appeal.

Under Title IX of the Education Amendments of 1972 and the Violence Against Women's Act, the complainant in cases of sexual violence have the identical rights as the charged student which includes the right to appeal.

Format of Appeal

To assist with the filing of an appeal, an appeal cover sheet has been created and must accompany the written appeal.

An appeal shall be written and contain the student's name, the date of the decision or action, and the reason(s) for the appeal. The appeal letter must specify in detail one or more of the following bases for appeal:

- Student's/student organization's rights were violated as a result of failure of due process (specify right believed to have been violated),
- Significant new evidence is available that could change the outcome.

Office Responsible for Appeal Review

Appeals must be submitted to the Vice President for Academic and Student Affairs. The Vice President or designee will be responsible for the review and timely response to all appeals submitted.

The appeal decision is final.

Suspension of Original Sanction Pending Appeal Review

A properly-filed notice of appeal suspends the imposition of sanctions until the appeal is decided, unless, in the discretion of the Vice President for Academic and Student Affairs or designee, the continued presence of the student on the campus poses a serious threat to themselves or to others, property, or to the normal operation of the College.

Appeal Review Process

The appellate officer will review the written letter of appeal from the student and determine if one of the bases for appeal is present. If it is, a review of the appeal will be granted. The appellate officer shall review:

- The response from the hearing officer/body, and
- Materials presented at the original hearing.

Appeals shall be decided upon the record of the original proceedings and upon the written responses submitted by the parties. Decisions of the conduct bodies will be given great deference by the appellate decision maker. After reviewing these materials, the appellate officer may decide to do one of the following:

- Affirm the finding and the sanction imposed;
- If specified errors occurred, remand to the original decision makers to address the error, change the procedures, consider new evidence that could not have been discovered by a properly diligent accused before or during the original hearing, substitute new adjudicators, or otherwise repair the grounds that gave rise to the appeal;
- Affirm the finding and reduce, but not eliminate or increase the sanction if found to be grossly disproportionate to the offense; or
- Cases may only be dismissed if the finding is held to be arbitrary and capricious.

A crucial point in the appeals process is the shifting of the burden of proof. At the initial hearing, the burden of proof lies with the complainant. Once there is a finding of responsibility, the burden shifts to the petitioner. The decision on the appeal will generally be made within ten (10) business days of receipt of the appeal, but may take longer during College recesses or in the event of complex cases.

Student Conduct Records

Purpose

These records are considered “educational records,” in accordance with the Family Rights and Privacy Act (Public Law 93-380). These records are private and may not be disclosed in whole or in part except as provided by law or by written authorization from the student. Conduct records are separate from a student’s academic records. Students have the right to inspect and review the materials contained in their conduct record subject to office procedures. Those notified of your status are the Vice President for Academic and Student Affairs, Director Security, and the Director of Undergraduate Programs.

Maintenance of Records

Saint Mary-of-the-Woods College is responsible for the maintenance of student conduct records. These records are maintained for a period of seven (7) years from date of the successful completion of the most recent College assigned sanction. Recordings of hearings will be maintained until the final decision of the College appellate process or the failure of the student to file appeal within the deadline specified by the College.

Right to Review Conduct Record

The Family Education Rights and Privacy Act (FERPA) affords students and eligible parents the right to "inspect and review the education records of the student." (section 99.10 (a). Disciplinary records maintained by the College are considered education records as defined by this law. Parents of a dependent student as defined by the Internal Revenue Code will receive notification of sanctions of certain violations of the Code of Student Rights and Responsibilities.

All materials in the disciplinary record are the property of Saint Mary-of-the-Woods College. This includes, printed summaries, audio recordings of hearings, written recommendations or decisions reflecting findings of responsible or not responsible as well as the conduct process outcome(s) assigned to those students found in violation. The College will not release these materials to any party, unless compelled to do so through a court order. Students may request an opportunity to review those records by scheduling an appointment with Student Affairs. Student Affairs has established guidelines in order to afford students and eligible parents access to the disciplinary record, while exercising the institution's responsibility to privacy required by law. A dependent student who desires that his/her parent review his/her disciplinary record must provide written consent to Student Affairs.

Materials provided an accused student (e.g. complaint, witness statements, charges) become the property and the responsibility of the accused student.

Right to Amend Record

In the event that the student believes their records to be inaccurate, misleading, or otherwise in violation of their expectation of privacy, they may challenge the information that is contained in their educational records by contacting the College official responsible for the particular educational record in question. The student may then request informal meetings and discussions to resolve their concerns. The College official may decide that the student has sufficiently demonstrated that the challenged material should be deleted or modified, and the change will subsequently be made. Otherwise, the student may insert a statement into their record to explain any such material from their point of view, or a formal hearing may be requested in writing through Student Affairs and/or the Vice President for Academic and Student Affairs. This right to challenge information contained in the student's educational records does not extend to grades unless a grade assigned by a professor was inaccurately recorded. Individuals, agencies, or organizations shall not have access to the student's personally identifiable educational record without his or her written consent except for the following:

- College personnel who require access with a legitimate educational interest;
- Officials of other schools in which the student may seek or intend to enroll; provided that the student has the opportunity to receive a copy of such records if he or she desires;
- Authorized representatives of the government when release of such data is necessary in connection with the audit and evaluation of federal- or state-supported educational programs, or in connection with the enforcement of legal requirements that relate to such programs;
- In connection with the student's application for, or receipt of, financial aid;
- State and local officials or authorities to which such information is specifically required to be reported or disclosed;
- Organizations conducting studies for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;

- Their parents, if they are a dependent student as defined by the Internal Revenue Service Code, which means that they receive more than one-half of his or her financial support from their natural or adoptive parents;
- In connection with emergency, if the knowledge of the student's information is necessary to protect their health or safety or that of other persons; and
- In compliance with a legal order or pursuant to any lawfully issued subpoena provided that the student is notified of any such order or subpoena before their information is released. A log is maintained for student's inspection of those individuals, agencies, or organizations listed above (other than College personnel) who have had access to or been provided personally identifiable information from the student's file.

Appendix A: Housing and Residential Life Policies

These policies compliment the Code of Student Rights and Responsibilities and the Housing and Residence Life Contractual Terms and Conditions by clarifying and expanding on important information regarding living on campus. Understanding and complying with these documents is the expectation and responsibility of all students living on campus. These policies are designed for any student who resides on campus and any of their guests. Violations of these policies or policies contained in the aforementioned documents may result in disciplinary actions including sanctions, fines, contract cancellation, or removal from the college.

ALCOHOLIC BEVERAGES

Alcohol is not permitted Le Fer Hall residential spaces regardless of person's age. See the Code of Student Rights and Responsibilities, Appendix D for all alcoholic beverages policies.

CLEANING

Students are expected to maintain the room in an orderly and sanitary condition. Students are responsible for cleaning private and semi-private bathroom spaces. If Student Affairs becomes aware of unsanitary conditions resulting from students failing to maintain the room, Housekeeping will clean the room and the resident(s) will be assessed a charge to their student accounts.

COMMUNITY LIVING

Students are expected to conduct themselves in a manner that is conducive to community living. This includes demonstrating respect for people of all genders, races, religious preferences, sexual orientation, and ethnic groups. Any act or threat that submits a member of the College community to physical, mental, or emotional pain is prohibited.

Furniture in lobbies and common areas must remain in those areas and are not to be taken to student rooms.

Personal items are prohibited from being left in common areas. This pertains, but is not limited to blankets, pillows, clothes, or garbage of any kind.

DAMAGES

The student shall use the premises and personal property and furnishings of the College in a careful and proper manner. Students are responsible for the condition of their room and its contents as well as common areas. Students will be charged for individual or group damage that occurs. When deliberate or accidental damage is not assigned to an individual or group, all residents of that living space (room, wing, floor, etc.) will share equal responsibility for the repair costs, and damage charges will be assessed to those student(s).

Throwing or dropping any items out of windows or from stairs is prohibited. Throwing items at windows or campus property is also prohibited.

Students are responsible for their own belongings when on campus. The college is not responsible for damages to or the theft of students' personal property. Exceptions may be made for acts of God such as fire, flood, tornado, etc. or when college equipment is to blame.

DRUGS AND ILLEGAL SUBSTANCES

Drugs and other illegal substances are not permitted in Le Fer Hall. See the Code of Student Rights and Responsibilities for all drugs and illegal substances policies.

ELECTRICAL FIXTURES

Students may not remove or alter electrical fixtures or hardware.

The use of double and multi-socket extension cords are all strictly prohibited. Power strips that are UL (Underwriters Laboratories) approved and have a circuit breaker button in addition to an on/off switch may be used.

EMOTIONAL SUPPORT ANIMALS

Student Affairs is committed to reasonably accommodate persons who require the assistance of an emotional support animal. However, Student Affairs is also mindful of the health and safety concerns of the college community.

To request approval of an emotional support animal, students should contact the Director of Learning Resource Center, ADA Advisor.

FAILURE TO COMPLY

All residents are required to comply with the directions of Student Affairs Staff members acting in accordance with performing their duties.

All residents are required to comply with meeting requests from any member of the Student Affairs Staff.

Failure to comply may result in disciplinary actions including sanctions, fines, contract cancellation, or removal from the College.

KEYS

Each student is issued the appropriate keys when they check-in. Keys are the responsibility of the student and are not to be given to others for use. A student is required to return all keys issued to them. A charge maybe assessed for any key needing to be replaced.

When a lost key necessitates changing one or more room locks, the student maybe responsible for the cost of the lock and key replacement.

It is a violation of state law and College policy to duplicate keys to any lock on College property.

PAINTING

Students are not permitted to paint their rooms nor alter the walls of their rooms or the hallways including doors.

LIVING SPACE MODIFICATION

Students may not make any modifications to their living spaces unless approved Student Affairs and Facilities departments. This includes but is not limited to:

- Painting
- Television wall fixtures
- Permanent yard work
- Carpeting
- Hanging permanent shelving
- Removing furniture from a room or common space

MEAL PLAN

The meal plan consists of two types of prepaid declining balance currency: Campus Credits and Pomeroy Points. Both Credits and Pomeroy Points for the entire semester are posted to individual's account at the beginning of each semester. All Credits and Pomeroy Points left at the end of the semester will be forfeited.

Special Diets

A student with special dietary requirements (religious, medical, etc.) that cannot be fulfilled by individual selection from the menu choices provided should contact the Associate Vice President for Student Affairs for meal plan options.

Removing Food or Unauthorized Entry into Dining Halls

When eating in the all-you-can-eat location, it is required that meals be eaten in the dining facility unless participating in established take-out dining options (green sustainable to-go containers). Dining-in and to-go at the same time is not permitted. Students are permitted one piece of fruit and one ice cream. Removing additional food or beverages, dishes, or silverware from the dining hall or entering the dining hall without paying for the meal will be considered theft. Theft in the dining hall is a serious issue that will result in disciplinary referral to Student Affairs. Further repercussions may include cancellation of the Housing and dining contract.

Acts of horseplay, food fights, and inline skates are prohibited.

MEDICAL ACCOMODATIONS

If a student feels they have a significant chronic physical or emotional condition that may impact their housing assignment, they must contact the Director of Learning Resource Center, ADA Advisor and complete necessary documentation to receive consideration for housing contract preference.

If accommodation documentation is received after deadline date, housing preferences and/or roommate will be reviewed, but only taken into consideration as space permits.

PETS

The only pets allowed in Campus Housing are fish in tanks that are 5 gallons or less. Emotional Support Animals must be approved by the Director of Learning Resource Center, ADA Advisor and Associate Vice President for Student Affairs before they may be on campus.

PHYSICAL VIOLENCE OR HARASSMENT

Harassment of or violence toward any individual or group is prohibited. Please refer to additional information located in the Code of Student Rights and Responsibilities.

PROHIBITED ITEMS

The following personal items are prohibited in the Residence Halls

- Air Conditioning Units
- Appliances with exposed heating element including hot plates, plate-style candle warmers, toasters and toaster ovens, space heaters, George Foreman's, etc.
- Candles/incense/oil lamps (lit or with burnt wick).
- Extension Cords that are not UL approved.
- Lava lamps.
- Halogen lamps unless they are equipped with a protective screen.
- Microwaves
- Hazardous Materials -Materials which are hazardous to the health and safety of residents are not permitted in Residence Halls. These include, but are not limited to, chemicals, gasoline, kerosene, tiki torch oil, propane tanks, as well as containers which have been used for storing these substances.
- Explosives, including, but not limited to fireworks.
- Knives with blades longer than three inches. The only exception is kitchen knives. However, any kitchen knife being used for purposes other than cooking may be confiscated.

NOISE

Quiet hours are in effect every evening from 10:00 p.m. to 9:00 a.m. during the week and 12:00 a.m. midnight –9:00 a.m. on the weekends. At other times, students are expected to exercise good judgment and consideration of other students regarding noise level.

Noise is defined as sound particularly sustained and readily audible in the private living spaces of other residents.

Devices designed to amplify sound to extreme levels (amplifiers, subwoofers, etc.) are prohibited in the Residence Halls.

Each floor has 24-hour courtesy hours. That is, any loud noise or distraction may not be compatible with a proper hall environment. Residents may always request that another student lower an inappropriate noise level.

24 hour quiet hours shall be in effect during Study Mondays and throughout all of finals week each semester.

RESTROOM FACILITIES

All restroom facilities are designated by gender. Designated restrooms or shower facilities are not to be used by members of the opposite gender.

College Facilities staff will need to close restrooms periodically to perform cleaning duties or maintenance. At this time, students may not use the facilities.

Students are expected to keep the restrooms of shared bathrooms or suites clean. Failure to do so may result in sanctions including fines.

ROOM AND/OR ROOMMATE CHANGES

Students must work with their Resident Assistant (RA) if a room or roommate change is desired. Room changes will be made only if no other reasonable alternatives are available. Final approval for all changes is given by Associate Vice President for Student Affairs or her/his designee. Students who move without going through proper channels will be fined and must return to their original room immediately.

ROOM FURNISHING AND DECORATIONS

Appliances –students are allowed to bring refrigerators within the specified sizes contained in the “What to Bring” brochure available online.

Room Decorations

Students are not permitted to put any holes in Residence Hall room surfaces, including walls, door, and furniture. This includes the use of nail, pins, thumbtacks, etc. If a student uses any adhesive material, they are expected to remove any residue completely prior to checking out. It is recommended to use Command Strips. Please be aware that products may damage painted or wood surfaces and the responsible student will be charged for any such damage that occurs.

Christmas Lights

Christmas lights may be used for decorative purposes in student rooms. Lights are limited to the indoor style and are to be kept to a minimum. Please exercise caution and care by not using extension cords and turning off lights when you depart your room.

Christmas Trees

Students may decorate with artificial trees only. Real trees are not permitted. Trees are not permitted in common areas or hallways.

Room Furnishings

Most rooms are double occupancy and contain two (2) sets of furniture. Both sets must be kept in the Residence Hall rooms. All other items must be provided by the student. Misappropriated or stolen items of any kind (including hall and lounge furniture) found in student rooms subject the student to disciplinary action by the College and/or civil authorities.

ROOM INSPECTIONS

Inspection –During the year, periodic health, safety, and maintenance inspections will be made. In addition, a designated College official may conduct a search of the College premises if there is reason to believe College policies are being violated, premises are being used for illegal purposes, for a purpose which interferes with the normal operation of the College, or for health and safety regulations. It is expected that residents will comply with Student Affairs Staff and other College officials when a search is necessary. Whenever possible, room inspections and searches will be conducted in the presence of the resident(s). Sufficient notice will be attempted to be provided by the Student Affairs staff member to the resident, however some cases do not allow for such notices.

SAFETY AND SECURITY

Fire Equipment

Tampering with fire safety equipment is a federal offense that may result in criminal charges, fines, and disciplinary action. All students are expected to evacuate college housing during a fire alarm or drill. Failure to do may result in college sanctions. Please see the Code of Student Rights and Responsibilities for further details.

Smoke Detectors

Tampering with the smoke detectors in residential rooms or common areas is prohibited. This includes removal of the detector or battery.

Security

In order to provide for your own safety and protection the outside doors to Le Fer Hall are locked at 12 a.m. each night and remain locked until approximately 6:00 a.m. It is expected that students do not permit access to living areas to non-residents without an escort. All overnight guests (must be over the age of 18) must be signed in at the front desk and are the responsibility of the host student. Opposite gender guests are not permitted overnight. Students should expect other students living in the building to use their own student I.D. card to enter the building.

Door Propping

The propping of any residence hall door that is not the door to your private room is prohibited.

Unauthorized Areas

Students are prohibited from accessing any unauthorized area of the Residence Hall, including but not limited to, the roof, any Facilities area, garages of College owned houses, and storage areas.

Students are urged to report any suspicious activity to Security by calling 812-535-6200.

TOBACCO POLICY

Smoking and use of tobacco products on campus is prohibited. Please refer to additional information located in the Code of Student Rights and Responsibilities.

SPORTS

Engaging in any sport activity is not allowed in the residence halls without prior sanction by Campus Life staff. This is for the safety and security of all students.

Biking, roller blading, skating, the use of scooters or skateboards is prohibited inside any of the College buildings. These items may be stored in resident rooms, but must be carried and not rolled into the building.

SOLICITATION

No door-to-door solicitation or canvassing is permitted in the Residence Halls. Recognized student organizations may request permission from the Associate Vice President for Student Affairs to host a table in the common spaces of the Residence Hall.

Students may not operate any commercial enterprise from their residential rooms or any other space within the residence halls. This includes hosting parties for commercial purposes.

TRASH REMOVAL

Students are responsible for the proper disposal of their own trash. A trash closet is located on the lower level of Le Fer Hall and it is the student's responsibility to take their room trash to the designated trash room. Individual students or floors will be charged for trash left in hallways and common areas.

The College utilizes single stream recycling through which all recyclable items may go into one receptacle except food waste, glass, and styrofoam. Cardboard should be broken down before placing in receptacle.

VISITATION AND OVERNIGHT GUEST POLICY

Periodic overnight visitation in student rooms is limited to guests of the same gender. Guests cannot stay more than three consecutive nights.

Residents are allowed to have opposite gender guests in their rooms during these specified hours.

Sunday –Thursday 9:00 a.m. –12:00 a.m. (midnight)

Friday & Saturday 9:00 a.m. –2:00 a.m. (weekends)

For weekdays when there are no classes the following day, visitation hours will be until 2:00 a.m.

All residence hall lobbies are open daily from 7 a.m. to 12:00 a.m. for guests.

Guests are only allowed with roommate's permission. Consideration for the other roommate should be exercised with great care.

A host will be responsible for all actions of their guests. Guests are expected to adhere to all Saint Mary-of-the-Woods College Policies.

All students are expected to escort any guest into, throughout, and out of the residence hall. This is for the safety of all residents. Commuter students whom are guests of a residential student need not be escorted at all times, however they do need to be signed in at the front desk.

WEAPONS, FIREARMS, AND DANGEROUS ARTICLES AND SUBSTANCES

Are prohibited on campus. See the Code of Student Rights and Responsibilities for the weapons policy.

SAFETY, SECURITY, AND EMERGENCY SITUATIONS

RESIDENT RESPONSIBILITY FOR SAFETY

Safety and Security Tips

Students should not allow strangers to enter the residence hall with them.

Students should notify Security if someone has insisted upon entering the hall with them. The student should try to get a good description of the offender and observe the direction in which the offender moves.

Students should keep their rooms locked at all times, even when they are sleeping, and especially when they are leaving the room and/or building.

A malfunctioning card access reader or door should be reported via the maintenance request or the front desk immediately.

Students should meet any guests in the lobby area and sign-in their guest at the front desk. Non-student guests should be escorted at all times.

Students should not lend their ID card or room key to other at any time.

Lost or stolen keys or ID cards should be reported immediately to Student Affairs.

Students should sign-up for E2Campus emergency alerts on their mobile devices.

Report Suspicious Activity Immediately

Persons going from room to room trying door knobs

Persons loitering at unusual hours and locations

Persons running (especially if something of value is being carried)

Persons exhibiting unusual mental, emotional, or physical symptoms

Persons carrying college property

Open or broken windows or doors

Unusual noises, screams, or cries for help.

Students play a critical role in maintaining safe and secure environment. No matter how many security personnel we employ or how sophisticated a mechanical system we install, the safety and security of the residents can be compromised by careless resident behavior. Students should think about this the next time they are tempted to prop open a door or not lock their room door.

Emergency Situations

Tornadoes or Weather Emergencies

In the event of severe weather, Student Affairs Staff will make an attempt if there is time available, to post weather-related information by the elevators on each floor and at the front desk. A watch means that conditions are right/favorable for an emergency weather event. A warning means that an active weather event is imminent. In an active weather warning, please quietly follow the directions of hall staff. In the event of a tornado please move to the lower levels to a space with few or no windows and await further instructions from Student Affairs Staff. Student Affairs Staff cannot guarantee the ability to notify residents of a weather emergency. It is strongly suggested that students sign-up for or receive local weather notifications offered by local third-parties.

Restricted Access

In the event of an emergency event on campus (active shooter, campus threat, campus emergency), the residence hall may go into restricted access. During restricted access, students will need to show ID in

order to enter their residence hall. No guests are permitted in the building during a restricted access period. Students should follow the directions of Student Affairs Staff during restricted access emergencies.

Building Lockdowns

In the event of an emergency on campus (active shooter, campus threat, campus emergency), the residence hall may go into building lockdown. In a building lockdown, no one will be permitted to enter or leave the buildings. Students will be encouraged to go into their rooms and lock their doors and stay away from their windows until further notice. Student Affairs Staff and/or Security will provide updated information as soon as it is received.

Appendix B: Harassment Free Environment

The following policies address three different aspects of inappropriate conduct or behavior: Discriminatory Harassment, Sexual Harassment/Sexual Assault and Consensual Sexual or Romantic Relationships in the Workplace and Educational Setting. Collectively, the policies apply to all students, faculty, staff, and others who participate in Saint Mary-of-the-Woods College's programs and activities.

General Policy Statement for Sexual and Discriminatory Harassment

It is the policy of Saint Mary-of-the-Woods College to provide an educational and workplace environment free from Sexual and Discriminatory Harassment. It is our goal to promote respectful behavior and interactions across our campus. No type of Sexual or Discriminatory Harassment will be tolerated and all incidents of intolerant or discriminatory behavior will be addressed. Individuals who violate this policy are subject to discipline up to and including termination of employment, dismissal from the College, and/or other appropriate sanction or action.

The College encourages a workplace and learning environment free of discrimination, harassment and/or inappropriate treatment of any student, employee or guest because of any person's race, sex, color, creed, religion, age, national origin, sexual orientation, veteran status, gender identity, gender expression, disability or any category protected under federal, state or local law. This policy applies to all students, faculty and staff of the College, as well as to persons employed by contractors or vendors who provide routine daily services to the College.

This policy encompasses all college activities including all academic, educational, extracurricular, athletic and other programs of the College. These activities may take place in a college facility, during college-sponsored trips, or at a class, training program or event sponsored by the College at another location.

The College is committed to reviewing any and all sexual and discriminatory harassment charges and to handle such matters in a professional and timely manner. The College is obligated to communicate this policy to all members of the community and to provide educational programming and resources to ensure awareness and compliance with this policy.

General Information

Responsibility of the Community

It is the responsibility of each employee of the College to report any suspected violation of this policy.

Every suspected violation of Sexual Harassment including sexual assault or misconduct, must be reported directly to the Title IX Coordinators, Kari Wolfe, 812-535-5220; Frank Whittle, 812-535-5161. The "responsible employee" is required to convey all pertinent information to the coordinator.

All other suspected violations of Discriminatory Harassment involving campus students should be reported to the Associate Vice President for Student Affairs, 812-535-5219, violations involving all other students (graduate or online) should be reported to the Vice President for Academic and Student Affairs, 812-535-5181, and incidents involving employee-employee violations should be reported directly to the Director of Human Resources, 812-535-5284.

Any student, campus visitor or person participating in a College activity, whether on or off campus, who has experienced or witnessed discrimination and/or harassment is required to report the incident(s) promptly. Prompt reporting of complaints is vital to the College's ability to resolve the matter.

Confidentiality

The College will make a reasonable effort to conduct all investigations and proceedings related to Sexual or Discriminatory Harassment allegations in a manner that will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances where the College is required by law to disclose information, when disclosure is warranted by the College in order to protect the rights of others, or in order to conduct a complete and thorough investigation. In addition to these efforts by the College, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

Retaliation

Retaliation and/or reprisals against an individual who in good faith reports or provides information about behavior that may violate this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment or dismissal from the institution.

Required Training and Educational Programming

All employees of the College, including student employees, are required to complete the online course once every two years. New employees will complete the online course during the first two weeks of employment. The College is required to identify and train a Title IX Coordinator and designate other qualified individuals as resources for all members of the community. Students must be offered educational programs and/or resources that promote personal safety, procedures for filing harassment complaints, and specific information regarding sexual violence.

Discriminatory Harassment

Discriminatory Harassment is any unwelcome interpersonal conduct or comments, written, spoken or transmitted electronically, which would threaten a reasonable person, for reasons including but not limited to their race, color, sex, creed, religion, national origin, age, disability, gender identity, gender expression, disability, veteran status or sexual orientation. Similarly, any behavior that creates an offensive, demeaning, intimidating or hostile environment for a reasonable person constitutes harassment.

A "hostile work environment" is defined as any setting in which another's (others') behavior is sufficiently severe or pervasive that creates a work environment that is abusive. The level of "sufficient discomfort" must meet the legal test for "reasonableness" behavior that would cause any "reasonable" similarly employed person to be adversely impaired in performing assigned duties and responsibilities.

A “hostile educational environment” is defined as any educational setting in which another’s (others’) behavior causes or interferes with or limits a student’s ability to participate in or benefit from the educational program.

Reports or complaints of Discriminatory Harassment should be filed with the Director of Human Resources as soon as possible after the alleged offense has occurred and should be brought within 120 days of the incident of the discrimination.

Complaint Procedures for Discriminatory Harassment

Reporting

Inquiries and complaints about discriminatory harassment involving employees may be brought to the Director of Human Resources, 812-535-5284, Guerin Hall, Room 110. Complaints involving employee-campus student will be addressed by the Director of Human Resources and the Associate Vice President for Student Affairs, 812-535-5219, Le Fer Hall, Room 138, or the Vice President for Academic and Student Affairs, 812-535-5181, Guerin Hall, Room 206. Complaints involving employee-WOL/Graduate student will be addressed by the Vice President Academic and Student Affairs, 812-535-5181, Guerin Hall, Room 206. The management of all complaints of harassment and the implementation of these procedures is the responsibility of the Director of Human Resources. In the instance that a Vice President is the subject of a discriminatory harassment charge the President will be requested to designate another individual to fulfill responsibilities normally filled by an appropriate Vice President.

The complainant or the person reporting the alleged violation will complete a written report containing all pertinent information of date, time, location, persons involved, and description of incident. There are both informal and formal processes for resolving complaints of discrimination and harassment. A Complainant may elect to invoke either the informal or formal resolution process. If the Complainant finds that initial informal efforts are unsatisfactory, the Complainant may then seek formal resolution.

The College may initiate an investigation of circumstances that may involve discrimination and/or harassment even where no complaint, formal or informal, has been filed. In such situations, the College may elect to investigate and, if warranted, impose disciplinary sanctions pursuant to these or other established College procedures.

Privacy

To protect both the Complainant and the Respondent, every effort will be made to protect the privacy interests of the persons involved in a manner consistent with the need for a thorough review of a report or complaint.

If the Complainant requests that his or her name or other identifiable information not be shared with the Respondent, or requests that the College take no formal action in response to a report, the Director of Human Resources in consultation with the appropriate Vice President(s) shall evaluate such request and notify the individual of the College’s response to the request. The College will honor the Complainant’s request to the extent possible based on a careful balancing of such requests with any

legal reporting requirements, the risk of harm to any individual and the College's duty to maintain a safe and non-discriminatory environment for all.

If the College honors the request for confidentiality, the College's ability to meaningfully investigate the incident and pursue disciplinary action against a Respondent may be limited. Complainants are advised, however, that the College may be obligated to move forward with a College – Initiated Investigation and potential disciplinary action if there is an individual or public safety concern and sufficient independent information exists to establish that the Discriminatory Harassment Policy has been violated.

Interim Measures

Upon receipt of a complaint, the College will take interim measures to address concerns regarding safety and well-being. If necessary, the College will assist the Complainant in making reasonable efforts to avoid contact with the Respondent(s). Interim measures may include no contact directives, changes in class or work schedules, changes in College-owned living arrangements, interim suspension, College-imposed leave or any other measures that the College deems appropriate. Interim measures are available under both Informal and Formal Resolution Processes, although the ability to impose certain protective measures against a Respondent may require that the report be resolved through the Formal Resolution Process.

Time Frame

The College encourages prompt reporting. Persons who have experienced or witnessed discriminatory harassment are encouraged to report the incident involving employees to the Director of Human Resources or incidents involving students, to the Associate Vice President for Student Affairs or the Vice President for Student and Academic Affairs as outlined above. Complaints must be filed within 120 days of the incident of discriminatory harassment or, where the discrimination or harassment is of an ongoing nature, within 120 days from the most recent incident. To file an Informal or Formal Complaint, a Complainant must complete a Complaint Information Form online, in person, or via electronic mail. The 120-day deadline to file a complaint does not apply to College-Initiated Investigations.

The resolution of the informal or formal complaint must be reached within thirty (30) days with the initial steps of the processes beginning within five (5) days of the filing of a complaint.

Expectations Regarding Participation by the Parties

All employees and students have an obligation to cooperate in the conduct of these Procedures. Failure to do so may result in disciplinary action. In the event that a Complainant chooses not to participate in an interview or declines to provide information requested by the Director of Human Resources, the appropriate Vice President(s) and the Director of Human Resources may dismiss the Complaint. The Director of Human Resources and the appropriate Vice President shall provide written notice of such dismissal to the Complainant(s) and the Respondent(s). In the event that a Respondent chooses not to participate in an interview or declines to provide information requested by the Director of Human Resources or the Vice President, it may be determined that such information or interview, if provided or conducted, would be averse to the Respondent. Where the Complaint or the circumstances involve potential criminal conduct, however, a party may choose to remain silent during the process, and such silence will not be held as an admission or considered to be averse to the party.

Informal Resolution Process

The Informal Resolution Process is designed to empower the parties to an Informal Complaint to reach a mutually satisfactory agreement. For employee related incidents, the Director of Human Resources in consultation with the appropriate Vice President may take steps to resolve the Informal Complaint. For incidents involving students the Associate Vice President for Academic and Student Affairs will confer with the Director of Human Resources. Possible resolutions by agreement of the parties may include, but are not limited to, the following: an apology to the Complainant, assisting the Respondent to better understand the effects of his or her conduct and ways in which this behavior could be changed, participation in educational programs about equal opportunity or harassment, verbal or written reprimands, or other interventions or actions aimed at ending the discrimination or harassment, preventing its recurrence and addressing its effects.

Mediation may not be used, even with the agreement of the parties, in Complaints involving Sexual Violence or Relationship Violence. Similarly, a Complainant will not be required to resolve the matter directly with the Respondent.

The Informal Resolution Process will be concluded by one of the following: 1) a decision to stop further action on the Informal Complaint, 2) a resolution of the Informal Complaint by agreement of the parties or 3) initiation of the Formal Resolution Process.

Formal Resolution Process

A Formal Complaint may be filed as the first course of action or following an Informal Complaint if there is no mutually acceptable resolution during the Informal Resolution Process. The College may also initiate an Investigation in the absence of a Formal Complaint by a Complainant.

To file a Formal Complaint, a Complainant must complete a written statement in person, or via electronic mail. The Complaint must be dated by the Complainant and describe the alleged incident(s) with the relevant date(s), name(s) of the Respondent(s) and name(s) of witness(es). For incidents involving employees, The Director of Human Resources can provide assistance in completing the Complaint Information Form.

Formal Complaints or College-Initiated Investigations in which a student or recognized student organization is named as a Respondent will be adjudicated by the Vice President for Academic and Student Affairs upon the recommendation of the Associate Vice President for Student Affairs.

Formal Complaints or College-Initiated Investigations against employees, including faculty and staff, will be adjudicated by the Director of Human Resources and the appropriate Vice President.

Investigations of Formal Complaints

As soon as practicable, the Director of Human Resources/Associate Vice President for Student Affairs/Vice President for Academic and Student Affairs will interview the Complainant. Following the completion of his or her interview with the Complainant, the appropriate Vice President will be notified in writing as to whether or not the allegations set forth in the Complaint, if substantiated, would constitute a violation of College policy.

In the event that this notification indicates that the allegations set forth in the Complaint, if substantiated, would constitute a violation of College policy, or if the appropriate Vice President

determines that the matter should be investigated, the Director of Human Resources will conduct a thorough fact-finding investigation and will meet separately with both the Complainant and the Respondent(s), interview pertinent witnesses and review relevant documents regarding the Formal Complaint. The Director of Human Resources may consider all relevant information, including evidence of pattern or prior misconduct by the Respondent, credibility of the parties and witnesses, and in very limited circumstances, the prior history of the Complainant with the Respondent. Both parties will be provided the opportunity to provide information and names of witnesses to the Director of Human Resources.

Determination

Within five (5) days following the conclusion of the investigation, the Director of Human Resources will prepare and deliver a report to the appropriate Vice President. The report will include a finding based upon a preponderance of the evidence that 1) the allegations cannot be substantiated, 2) some or all of the allegations are substantiated or 3) the Formal Complaint was knowingly false or malicious. No violation of College policy will be presumed unless a preponderance of the evidence standard supports the finding of a violation. This preponderance of the evidence standard requires that the facts and information supporting each finding are more convincing than the facts and information offered in opposition to such finding. The report will include the basis upon which the Director of Human Resources reached his or her conclusions. The report will also include the determination of whether a violation of any College policy has occurred and a recommendation of the sanctions to be imposed, if any.

Sanctions and Remedial Measures

Sanctions will be decided by the Director of Human Resources and the appropriate Vice President. Sanctions will be decided on a case-by-case basis and will be in accordance with College policy. Possible sanctions for employees include, but are not limited to, the following: a letter of reprimand, suspension or leave of absence without pay, reassignment of teaching or other responsibilities, denial of a pay increase, demotion, probation or termination. Sanctions for students are listed in Code of Student Rights and Responsibilities, may include without limitation verbal or written warnings, restrictions, probation, probated suspension, suspension or dismissal.

Remedial measures for students, faculty and staff will be decided on a case-by-case basis. Such measures may include providing an escort to ensure safe movement on campus, ensuring that the Complainant and Respondent do not share classes or extracurricular activities, reassignment in the residence hall, tutoring or other academic support, arranging for extra time to complete or re-take a class or withdraw from a class without academic or financial penalty, job reassignment, targeted training for a group of students, faculty or staff and other remedies that can be tailored to the needs of the parties.

The appropriate Vice President will communicate in writing the final sanctions and/or remedial measures for the complainant/respondent employee(s) and/or complainant/respondent student.

Appeal

The Complainant and the Respondent each have the right to appeal the decision of the appropriate Vice President and imposition of any sanction to the President of the College. The appeal must be in writing and filed in person, via courier, or via postal or electronic mail within ten (10) days of the issuance of

notification of the decision with all supporting materials attached. Decisions not appealed within such time are deemed final.

Appendix C: Sexual Harassment/Sexual Assault/Sexual Violence

Saint Mary-of-the-Woods College defines Sexual Harassment as any unwelcome and inappropriate conduct of a sexual nature. Sexual Harassment is any act of sexual violence and sexual exploitation. It may include sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct resulting in the interference with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a College activity.

Responsibility of the Title IX Coordinator

Responsible for oversight of the investigation and resolution of all reports of Sexual Harassment, Sexual Violence, Sexual Exploitation, Domestic Violence, Stalking and Relationship Violence involving students, staff and faculty.

Responsibility of the Community

It is the responsibility of each employee of the College to report any suspected violation of this policy.

Any student, campus visitor or person participating in a College activity, whether on or off campus, who has experienced or witnessed an incident of sexual harassment is encouraged to report the incident(s) promptly. Prompt reporting of complaints is vital to the College's ability to resolve the matter.

Every suspected violation of Sexual Harassment including sexual assault or sexual misconduct, must be reported directly to the Title IX Coordinators, Frank Whittle, 812-535-5161; Kari Wolfe, 812-535-5220. The "responsible employee" is required to convey on all pertinent information to the coordinator.

Definitions

What is Sexual Violence?

Any non-Consensual sexual act, including but not limited to rape, sexual assault, sexual battery and sexual coercion. Sexual Violence also includes Relationship Violence.

What is Sexual Assault/Sexual Misconduct?

Any act of sexual violence, including but not limited to rape, sexual assault, sexual battery, stalking, and sexual coercion.

What is stalking?

Any knowing or intentional course of conduct involving repeated or continued following, threatening or intimidating another by telephone, mail, electronic communication, social media, in person or any other action, device or method that 1) would cause a reasonable person to suffer substantial emotional

distress or fear of bodily injury or death and 2) actually causes such person substantial emotional distress or fear of bodily injury or death.

What is Relationship Violence?

Any physical, sexual and/or psychological harm against an individual by a current or former intimate or romantic partner. Intimate or romantic partners may be dating, cohabiting, married, separated or divorced, and may be of the same or opposite sex.

What is Domestic Violence?

Any act of violence or coercion committed by a current or former spouse of an individual, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

What is Sexual Consent?

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in a specific sexual activity. Consent cannot be inferred simply from the absence of a “no”; a clear yes, verbal or otherwise is necessary.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs or some other condition. Consent cannot be obtained by threat, coercion or force. Agreement given under such conditions does not constitute consent.

Consent can be revoked at any time.

Procedures for Reporting a Sexual Harassment/Sexual Violence Incident

A first step for any complainant or third party witness may be choosing how to proceed following an incident of Sexual Harassment, Sexual Violence, Sexual Exploitation, Domestic Violence, Stalking and/or Dating Violence. The College recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. The College encourages any individual who has questions or concerns to seek the support of campus and community resources listed in the appendix of this policy.

The College is committed to treating all members of the community with dignity, care, and respect. Any individual affected by Sexual Harassment, Sexual Violence, Sexual Exploitation, Stalking, Domestic Violence or Dating Violence, whether as a complainant, a respondent, or a third party, will have equal access to support consistent with their needs and available College resources.

The College encourages complainants to pursue criminal action for incidents of Sexual Harassment, Sexual Violence, Sexual Exploitation Stalking, Domestic Violence and Dating Violence that may also be crimes under state criminal statutes. The College will assist a complainant, at the complainant's request, in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process.

Further, while a criminal investigation is initiated at the request of the complainant or at the discretion of law enforcement authorities, a Title IX investigation is not discretionary; a school has a duty under Title IX to resolve complaints promptly and equitably and to provide a safe and nondiscriminatory

environment for all students, free from sexual harassment and sexual violence. Because the standards for pursuing and completing criminal investigations are different from those used for Title IX investigations, the termination of a criminal investigation without an arrest or conviction does not affect the school's Title IX obligations.

Of course, criminal investigations conducted by local or campus law enforcement may be useful for fact gathering if the criminal investigation occurs within the recommended timeframe for Title IX investigations; but, even if a criminal investigation is ongoing, a school must still conduct its own Title IX investigation.

Confidential Reporting Resources

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual. These "confidential resources" include medical providers, mental health providers, ordained clergy, and rape crisis counselors, all of whom have privileged confidentiality that has been recognized by the law. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor under the age of 18.

Privacy and Release of Information

The privacy of the parties will be respected and safeguarded at all times. If a report of misconduct discloses a serious and immediate threat to the campus community, the College will issue a timely notification to the community to protect the health or safety of the community. The College may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will the College release the name of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

Complaint Procedure for Sexual Harassment

The Title IX Coordinator will meet within five (5) days after a complaint is filed with the complainant to discuss options, resources available, and conduct an initial assessment of the incident or behavior at issue. This assessment based on the complainant's desired course of action, and the necessity for any interim remedies or accommodations to protect the safety of the complainant or the community, will determine Title IX Coordinator's immediate course of action which may include contacting appropriate officials of the College to address specific needs and issues.

After the initial assessment the Title IX Coordinator shall conduct an interview with the complainant for the purpose of determining the complaint/type of alleged harassment, the facts pertaining to time, date, and the name of the alleged perpetrator. Complainants will be informed that in severe instances such as sexual assault, the College is obligated by law to pursue a formal investigation.

If the alleged harassment is not sexual assault and instead is a lesser form of sexual harassment, the Coordinator shall offer the complainant two methods for addressing the complaint- one informal and the other formal. The Title IX Coordinator will also explore with the complainant the resolution the complainant is seeking.

Informal Procedure

The informal procedure shall consist of the Title IX Coordinator working with the complainant to seek a quick and satisfactory resolution with emphasis on advising, problem solving, and actions to get the

harasser (respondent) to stop the offensive behavior. Every effort will be made through conversation, investigation, reports from witnesses and mediation to provide an opportunity for prompt resolution of the complaint via interaction with the complainant and the respondent. The Title IX Coordinator will maintain a written log of all conversations and investigative information. The complainant may request to end the informal process at any time or in the event that no resolution is achieved the complainant has the right to request a formal investigation.

Formal Procedure

The formal procedure is implemented within five (5) days upon receipt of a written statement submitted to the Title IX Coordinator by a complainant. The coordinator will contact the complainant and set up an interview with the intent of clarifying the identification of the alleged harasser(s) and the actions complained of, including relevant background facts and circumstances, and names of witnesses.

The Title IX Coordinator will provide prompt notification to the respondent(s) of the Formal Complaint or notice of allegations through certified or express mail, electronic mail or hand delivery. The notification to the Respondent(s) will include a copy of the Formal Complaint, or, in College-Initiated Investigations, a statement of allegations, and a copy of any relevant College Policy and Procedures.

College Initiated Investigation

In a College-Initiated Investigation, a Respondent will be provided with written notice of the allegations forming the basis of the College-Initiated Investigation. A complainant who may have been subject to sexual harassment that forms the basis of a College-Initiated Investigation shall 1) be provided with written notice that the College has commenced a College-Initiated Investigation; 2) upon request, be afforded an opportunity to meet with the Title IX Coordinator; 3) be provided with written notice of the determination of whether a violation of College policy occurred and any sanction or remedial measures imposed in connection with the violation; and 4) be afforded the right to appeal such determination, sanctions or remedial measures in accordance with stated procedures.

Investigation of Formal Complaints

As soon as practicable, the Title IX Coordinator will interview the Complainant. Within three (3) days following the completion of his or her interview with the Complainant, the Title IX Coordinator will notify the appropriate Vice President in writing as to whether or not the allegations set forth in the Complaint, if substantiated, would constitute a violation of College policy. If the Title IX Coordinator's notification indicates that such allegations, if substantiated, would not constitute a violation of College policy, the appropriate Vice President may dismiss the Complaint, and that decision shall be final. The Title IX Coordinator shall provide the Complainant and Respondent(s) with written notice of such dismissal.

In the event that the Title IX Coordinator's notification indicates that the allegations set forth in the Complaint, if substantiated, would constitute a violation of College policy, or if the appropriate Vice President determines that the matter should be investigated, the Title IX Coordinator will conduct a thorough fact-finding investigation and will meet separately with both the Complainant and the Respondent(s), interview pertinent witnesses and review relevant documents regarding the Formal Complaint. The Title IX Coordinator may consider all relevant information, including evidence of pattern or prior misconduct by the Respondent, credibility of the parties and witnesses, and in very limited

circumstances, the prior sexual history of the Complainant with the Respondent. Both parties will be provided the opportunity to provide information and names of witnesses to the Title IX Coordinator.

The investigation shall be completed within thirty (30) days following the assignment of the Formal Complaint to the Title IX Coordinator, unless an extension of time is approved by the appropriate Vice President.

Within five (5) days following the conclusion of the investigation, the Title IX Coordinator will prepare and deliver a report to the appropriate Vice President. The report will include a finding based upon a preponderance of the evidence that 1) the allegations cannot be substantiated, 2) some or all of the allegations are substantiated or 3) the Formal Complaint was knowingly false or malicious. No violation of College policy will be presumed unless a preponderance of the evidence standard supports the finding of a violation. This preponderance of the evidence standard requires that the facts and information supporting each finding are more convincing than the facts and information offered in opposition to such finding. The report will include the basis upon which the Title IX Coordinator reached his or her conclusions. The report will also include the Title IX Coordinator's determination of whether a violation of any College policy has occurred and a recommendation of the sanctions to be imposed, if any.

Determination

Within ten (10) days of receipt of the Title IX Coordinator's report, the appropriate Vice President will convene a meeting with and seek advice from a review panel comprised of the Director of Human Resources, the Title IX Coordinator, and if a student is either the complainant or respondent, the Dean of Students. Prior to the meeting, members of the panel shall be furnished with a copy of the Title IX Coordinator's report and copies of any Complaint or response of the parties. At the meeting, the panel will be afforded the opportunity to ask questions of the Title IX Coordinator. Upon request, the Complainant and the Respondent will be afforded an opportunity to meet with the appropriate Vice President and the panel.

Within five (5) days following the meeting with the panel the appropriate Vice President shall make a written determination whether a violation of College policy has occurred.

In the event the charge of discrimination and/or harassment is not substantiated following the written determination of the appropriate Vice President, reasonable efforts may be taken to restore the Respondent(s) to their prior status.

Sanctions and Remedial Measures

Sanctions will be determined by the appropriate Vice President in consultation with the Director of Human Resources. In the case of a student or recognized student organization, sanctions will be determined and imposed by the Vice President for Academic and Student Affairs in consultation with the Associate Vice President for Student Affairs.

The appropriate Vice President will send the Complainant and the Respondent the written determination and final outcome of the matter, including sanctions, if any, by certified or express mail, electronic mail or hand delivery. The determination will include the rationale, a description of the parties' appeal rights, and any changes in the outcome before it becomes final. The appropriate Vice President is responsible for imposing the sanction.

Sanctions will be decided on a case-by-case basis and will be in accordance with College policy. Possible sanctions for employees include, but are not limited to, the following: a letter of reprimand, suspension or leave of absence without pay, reassignment of teaching or other responsibilities, denial of a pay increase, demotion, probation or termination. Sanctions for students are listed in the Code of Student Rights and Responsibilities, may include without limitation verbal or written warnings, restrictions, probation, probated suspension, suspension or dismissal.

Remedial measures for students, faculty and staff will be decided on a case-by-case basis. Such measures may include providing an escort to ensure safe movement on campus; ensuring that the Complainant and Respondent do not share classes or extracurricular activities; reassignment within the residence hall; tutoring or other academic support; arranging for extra time to complete or re-take a class or withdraw from a class without academic or financial penalty; job reassignment; targeted training for a group of students, faculty or staff; and other remedies that can be tailored to the needs of the parties.

Appeal

Either party may request a review of the findings or recommendations/sanctions of the appropriate Vice President by submitting a written request to the President. The individual sanctioned for harassment will be afforded a reasonable opportunity to meet with the President to present any defense against the charge and/or against the severity of the sanction imposed. The President will make the final determination and will distribute the written response to all relevant parties.

Consensual Sexual or Romantic Relationships in the Workplace and Educational Setting

Saint Mary-of-the-Woods College has a detailed policy regarding consensual sexual and romantic relationships between people in inherently unequal positions. If you are in such a relationship—or thinking about becoming involved in one—there are important risks, prohibitions, and requirements that you should understand.

This policy highlights the risks in sexual or romantic relationships in the SMWC workplace or academic setting between individuals in inherently unequal positions; prohibits certain relationships between teachers and students; and requires recusal (from supervision and evaluation) and notification in other relationships.

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the College context, such positions include, but are not limited to, teacher and student, supervisor and employee, senior faculty and junior faculty, adviser and advisee, coach and athlete, and individuals who supervise the day-to-day student living environment and their students.

Because of the potential for conflict of interest, exploitation, favoritism and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Further, these relationships are often less consensual than the individual whose position confers power or authority believes. In addition, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a sexual or romantic

involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Such relationships may also have unintended, adverse effects on the climate of an academic program or work unit, thereby impairing the learning or working environment for others – both during such a relationship and after any break-up. Relationships in which one party is in a position to evaluate the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or simply creates a perception of these problems.

For all of these reasons, sexual or romantic relationships—whether regarded as consensual or otherwise—between individuals in inherently unequal positions should in general be avoided and in many circumstances are strictly prohibited by this policy. Since these relationships can occur in multiple contexts on campus, this policy addresses certain contexts specifically. However, the policy covers all sexual and romantic relationships involving individuals in unequal positions, even if not addressed explicitly in what follows.

With Students

At a College, the role of the teacher is multifaceted, including serving as intellectual guide, mentor, role model and advisor. This role is at the heart of the College’s educational mission and its integrity must be maintained. The teacher’s influence and authority can extend far beyond the classroom and into the future, affecting the academic progress and careers of our students.

Accordingly, the College expects teachers to maintain interactions with students free from influences that may interfere with the learning and personal development experiences to which students are entitled. In this context, teachers include those who are entrusted by SMWC to teach, supervise, mentor and coach students, including faculty and academic advisors.

Additional Matters

The College does recognize that the compensation benefit of tuition remission for spouses and/or dependent children of faculty and staff may create instances where the student/spouse/child and the teacher/spouse/parent are confronted with the issue of the exercise of academic authority over the spouse/child and the potential of impairing the learning or working environment for the spouse/child and others. Every effort will be exercised by the College to limit the academic and work related interactions thereby minimizing the potential for actual or perceived bias, favoritism or undue advantage.

If there is any doubt whether a relationship falls within this policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Questions may be addressed to your supervisor or the appropriate Vice President or to the Title IX Coordinator. In those rare situations where it is programmatically unfeasible to provide alternative supervision or evaluation, the appropriate Vice President or supervisor must approve all evaluative and compensation actions.

Employees who engage in sexual or romantic relationships with a student or other employee contrary to the guidance, prohibitions and requirements provided in the policy are subject to disciplinary action up to and including dismissal, depending on the nature of and context for the violation. They will also be held accountable for any adverse consequences that result from those relationships.

Employment by a related person in any position (e.g. regular staff or faculty, temporary, casual, third party, etc.) within a department can occur only with the approval of the appropriate Vice President or his/her designee. Under no circumstances may a supervisor hire or approve any compensation action for any employee to whom the supervisor is related. An individual may not supervise, evaluate the job performance, or approve compensation for any individual with whom the supervisor is related.

All College proceedings are conducted in compliance with the requirements of Title IX, the Clery Act, the Campus SaVE Act, FERPA, state and local law, and College policy. No information shall be released from proceedings under the Policies, the Procedures or this Standard except as required or permitted by law and College policy. The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly probation, suspension, and dismissal.

As a general proposition, the College believes that a sexual or romantic relationship between a teacher and a student – even where consensual and whether or not the student is subject to supervision or evaluation by the teacher – is inconsistent with the proper role of the teacher. Not only can these relationships harm the educational environment for the individual student involved, they also undermine the educational environment for other students. Furthermore, such relationships may expose the teacher to charges of misconduct and create a potential liability, not only for the teacher, but also for the College if it is determined that laws against sexual harassment or discrimination have been violated.

Consequently, the College has established the following parameters regarding sexual or romantic relationships with SMWC students:

First, sexual or romantic relationships between teachers and undergraduate students are prohibited – regardless of current or future academic or supervisory responsibilities for that student.

Second, whenever a teacher has had, or in the future might reasonably be expected to have, academic responsibility over any student, such relationships are prohibited. This includes, for example, any faculty member who teaches in a graduate program. Conversely, no teacher shall exercise academic responsibility over a student with whom he or she has previously had a sexual or romantic relationship. “Academic responsibility” includes (but is not limited to) teaching, grading, mentoring, advising on or evaluating research or other academic activity, participating in decisions regarding funding or other resources, clinical supervision, and recommending for admissions, employment, fellowships or awards. In this context, students include graduate and professional school students.

Third, certain staff roles (including chairs and senior administrators, coaches, supervisors of student employees, student life staff, as well as others who mentor, advise or have authority over students) also have broad influence on or authority over students and their experience at SMWC. For this reason, sexual or romantic relationships between such staff members and undergraduate students are prohibited. Similarly, relationships between staff members and other students over whom the staff member has had or is likely in the future to have such influence or authority are prohibited.

When a preexisting sexual or romantic relationship between a College employee and a student is prohibited by this policy – or if a relationship not previously prohibited becomes prohibited due to a change in circumstances – the employee must both recuse himself or herself from any supervisory or academic responsibility over the student, and notify his or her supervisor, department chair or

administrator about the situation so that adequate alternative supervisory or evaluative arrangements can be put in place. Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy.

In Other Contexts

Consensual sexual or romantic relationships between adult employees (including faculty) are not in general prohibited by this policy. However, relationships between employees in which one has direct or indirect authority over the other are always potentially problematic. This includes not only relationships between supervisors and their staff, but also between senior faculty and junior faculty, faculty and both academic and non-academic staff, and so forth.

Where such a relationship develops, the person in the position of greater authority or power must recuse him/herself to ensure that he/she does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his/her supervisor, department chair, dean or human resources manager, so that person can ensure adequate alternative supervisory or evaluative arrangements are put in place. Such notification is always required where recusal is required. Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy.

The College has the option to take any action necessary to insure compliance with the spirit of this policy, including transferring either or both employees to minimize disruption of the work group.

Appendix D: Alcohol and Drug Policy for Students

Saint Mary-of-the-Woods College is committed to providing a safe environment for students, employees, and visitors. Furthermore, the College is committed to assuring its continued representation as a quality institution. To achieve these goals, Saint Mary-of-the-Woods College must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug free environment for our students, employees, and visitors.

Policy Requirement

The use, possession, sale, or transfer of an illegal drug by any student on College property is strictly prohibited.

Possession, distribution, or consumption of alcoholic beverages while on the property of Saint Mary-of-the-Woods College is not permitted except at official events catered by Food Service personnel and those served must be 21 years of age or older.

No alcohol containers, whether empty or full, are to be used for decoration in resident rooms.

Treatment

Students may be required to consult with the College Counselor to find a program that will help deal with any drug or alcohol problems.

Students may be required to attend regular counseling sessions with the College Counselor and/or enroll in a substance abuse program.

Disciplinary Action

A report will be written and submitted to Student Affairs for any student found in possession of illegal drugs or alcohol.

Following the report submission, the Associate Vice President for Student Affairs or designee may choose to forward the report to the College Conduct Board. The College Conduct Board reviews reported incidents and recommends disciplinary sanctions should they feel that the evidence supports a policy violation. The College Conduct Board is advised by the Associate Vice President for Student Affairs.

The student will be scheduled to appear before the College Conduct Board. The board will review the report and give an appropriate sanction. Sanctions may include one or more of the following sanctions:

- Community Service
- Monetary Fine
- Counseling
- Meeting with the Vice President for Academic and Student Affairs

If the incident is deemed to be severe, the Associate Vice President for Student Affairs may choose to consult with the Vice President for Academic and Student Affairs to review options. This options may include:

- Required Counseling
- Required Alcohol or Drug Program
- Suspension
- Dismissal

Appendix E: Fundraising and Sponsorship Policy for Students, Faculty and Staff

Overview

The primary fundraising function of Saint Mary-of-the-Woods College is organized and conducted by the Office of Advancement for the support of the mission of the College. College organizations, groups and teams may seek to fundraise or secure sponsorships for special events, projects and trips with permission. The following policy lays out the types of fundraising allowed and the process through which students, faculty and staff may seek approval.

Fundraising Policy for Student Organizations, Academic Teams and Athletic Teams

Recognized student organizations, academic teams and athletic teams may sponsor fundraising activities at Saint Mary-of-the-Woods College with approval. There are three different types of permissible fundraising activities:

- Internal fundraiser events
- External fundraiser events
- Individual donor solicitation

Student organizations, academic teams and athletic teams must apply for approval of their fundraising project by submitting a SMWC Fundraising Request Form. A committee appointed by the President will review all requests. All organizations, academic teams and athletic teams must request approval for each fundraising event, even those that have been permitted in the past. Fundraising activities must be consistent with the mission of Saint Mary-of-the-Woods College and comport with all local, state, and federal laws and ordinances.

Individual students are not permitted to solicit gifts or sponsorships for personal causes in person or by email, phone, social media or crowdsourcing from SMWC students, SMWC faculty and staff, SMWC alumni, SMWC parents or individuals who represent corporations and/or foundations which support SMWC.

1.1 Internal Fundraiser Events

Internal fundraisers are defined as events sponsored to solicit gifts or sponsorships for internal organizational use (e.g., Ring Day, Wabashiki Clean-up, etc.). Student organizations, academic teams and athletic teams may use College facilities and resources to solicit gifts or sponsorships in support of their operations and activities with approval. To be considered, a proposal must meet at least the following requirements:

Contributions of cash or gifts in-kind made to internal fundraiser events cannot be considered tax deductible. Student organizations may not rely on the College's tax exempt status in organizing or operating such an event.

The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s).

Door prizes, raffles, 50/50 drawings, lotteries, bingo or sweepstakes of any kind must be approved by the College. If approved, all games must adhere to state and federal gaming laws and be officially licensed by the Indiana Gaming Commission.

Student sponsored fundraisers may not include the usage and/or sale of alcohol.

The terms of all sponsorship agreements must be approved in advance by the Advancement Team.

The College's name and logo usage on promotional materials may not be used without approval from the Office of Marketing and Communications.

All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing a SMWC Fundraising Request Form.

1.2 External Fundraiser Events

External fundraiser events are defined as events sponsored by a student organization, academic team or athletic team to solicit gifts or sponsorships for charitable, tax-exempt organizations external to the College (e.g., student clubs or teams that raise funds for Riley's Children's Hospital, Providence Food Pantry, Catholic Charities, etc.). Student organizations, academic teams and athletic teams may use College facilities and resources to solicit gifts or sponsorships for an off-campus organization defined as tax-exempt charitable, educational, or religious under the Internal Revenue Code Section 501 (c) (3) with approval. To be considered, a proposal must meet at least the following requirements:

The proposed recipient must be an IRS-recognized 501 (c) (3) organization. A copy of the IRS determination letter verifying this status must be submitted with the application. All commercial or political activities or organizations, as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes, are strictly excluded as recipients.

The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity, and may not include any sums budgeted or allocated out of student activity fees, residence hall fees, or other general college revenues.

Contributions to external fundraisers must be made payable directly to the external charitable organization. Contributions may not be made payable to the College; nor will gifts be processed by the College for the benefiting organization.

Door prizes, raffles, 50/50 drawings, lotteries, bingo or sweepstakes of any kind must be approved by the College. If approved, all games must adhere to state and federal gaming laws and be officially licensed by the Indiana Gaming Commission.

Student sponsored fundraisers may not include the usage and/or sale of alcohol.

The terms of all sponsorship agreements must be approved in advance by the Advancement Team.

The College's name and logo may not be used on promotional materials without approval from the Office of Marketing and Communications.

All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an SWMC Fundraising Request Form, and include a copy of the Internal Revenue Code Section 501 (c) (3) form obtained from that organization.

1.3 Individual Donor Solicitation

Individual donor solicitation is defined as asking for cash contributions, sponsorships or donations of goods or services from individuals which includes those who are SMWC students, SMWC faculty and staff, SMWC alumni, SMWC parents or individuals who represent corporations and/or foundations which support SMWC. Student organizations, academic teams and athletic teams may solicit gifts or sponsorships from individuals for an event, trip or project (e.g., dance-a-thons, etc.) with approval.

Approved donor solicitations must be done in concert with the Office of Advancement. To be considered, a proposal must meet at least the following requirements:

The net proceeds of the solicitation are to be dedicated only to funding the approved activities that comport with the organization or team's stated purpose(s).

The terms of all sponsorship agreements must be approved in advance by the Advancement Team.

The College's name and logo may not be used on promotional materials without approval from the Office of Marketing and Communications.

All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing a SMWC Fundraising Request Form.

Solicitations of in-kind gifts (e.g., donations of gift certificates, products or services) must also comply with this policy.

Fundraising Policy for Faculty and Staff

SMWC faculty and staff who lead, advise or are members of college organizations, groups and teams may sponsor fundraising activities with approval. There are three different types of permissible fundraising activities:

- Internal fundraiser events
- External fundraiser events
- Individual donor solicitation

All organizations, groups and teams may apply for approval of their fundraising project by submitting a SMWC Fundraising Request Form. A committee appointed by the President will review each request. All organizations, groups and teams must request approval for each fundraising event, even if they have been permitted to do so in the past. Fundraising activities must be consistent with the mission of Saint Mary-of-the-Woods College and comport with all local, state, and federal laws and ordinances.

Individual faculty and staff members are not permitted to solicit gifts or sponsorships for personal causes in person or by email, phone, social media or crowdsourcing from SMWC students, SMWC faculty and staff, SMWC alumni, SMWC parents or individuals who represent corporations and/or foundations which support SMWC.

2.1 Internal Fundraiser Events

Internal fundraisers are defined as events to solicit gifts or sponsorships for internal organizational use (e.g., Impact Committee, Athletic Teams, Sustainability Club, etc.). Faculty and Staff representing College organizations, groups and teams may use College facilities and resources to solicit gifts or sponsorships

in support of their operations and activities with approval. To be considered, a proposal must meet at least the following requirements:

Contributions of cash or gifts in-kind made to internal fundraiser events cannot be considered tax deductible. These organizations, groups and teams may not rely on the College's tax exempt status in organizing or operating such an event.

The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s).

Door prizes, raffles, 50/50 drawings, lotteries, bingo or sweepstakes of any kind must be approved by the College. If approved, all games must adhere to state and federal gaming laws and be officially licensed by the Indiana Gaming Commission.

Fundraisers that involve alcohol must follow all College rules and regulations.

The terms of all sponsorship agreements must be approved in advance by the Advancement Team.

The College's name and logo may not be used on promotional materials without approval from the Office of Marketing and Communications.

All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing a SMWC Fundraising Request Form.

2.2 External Fundraiser Events

External fundraisers are defined as events to solicit gifts or sponsorships for charitable, tax-exempt organizations external to the College. Faculty and Staff representing organizations, groups and teams may use College facilities and resources to solicit gifts for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 (c) (3) with approval. To be considered, a proposal must meet at least the following requirements:

The proposed recipient must be an IRS-recognized 501 (c) (3) organization. A copy of the IRS determination letter verifying this status must be submitted with the application. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients.

The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity and may not include any sums budgeted or allocated out of student activity fees, residence hall fees, or other general College revenues.

Contributions to external fundraisers must be made payable directly to the external charitable organization. Contributions may not be made payable to the College.

Door prizes, raffles, 50/50 drawings, lotteries, bingo or sweepstakes of any kind must be approved by the College. If approved, all games must adhere to state and federal gaming laws and be officially licensed by the Indiana Gaming Commission.

Fundraisers that involve alcohol must follow all College rules and regulations.

The terms of all sponsorship agreements must be approved in advance by the Advancement Team.

The College's name and logo may not be used on promotional materials without approval from the Office of Marketing and Communications.

All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an SMWC Fundraising Request Form, and include a copy of the Internal Revenue Code Section 501 (c) (3) form obtained from that organization.

2.3 Individual Donor Solicitation

Individual donor solicitation is defined as asking for cash contributions, sponsorships or donations of goods or services from individuals, including those who are SMWC students, SMWC faculty and staff, SMWC alumni, SMWC parents or individuals who represent corporations and/or foundations which support SMWC. Faculty and Staff representing organizations, groups and teams may occasionally solicit gifts or sponsorships from individuals for an event, trip or project (e.g. Madrigal Tour, Equestrian Team equipment, Softball Championship travel, etc.) with approval.

Approved donor solicitations must be done in concert with the Office of Advancement. To be considered, a proposal must meet at least the following requirements:

The net proceeds of the solicitation are to be dedicated only to funding the approved activities that comport with the organization or team's stated purpose(s).

The terms of all sponsorship agreements must be approved in advance by the Advancement Team.

The College's name and logo may not be used on promotional materials without approval from the Office of Marketing and Communications.

All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing a SMWC Fundraising Request Form.

Solicitations of in-kind gifts (e.g., donations of gift certificates, products or services) must also comply with this policy.

Appendix F: Solicitation / Fundraising Policy

Soliciting and Selling

General solicitation of money, services, or products is not permitted on campus. Violations should be reported to a Student Affairs staff member or security. Organizations wishing to solicit support from the college community must obtain permission from the Department of Student Affairs. The complete solicitation policy is available in the Department of Student Affairs, Le Fer, room 125.

Solicitation/Fundraising Policy

Policy Introduction

In response to growing concerns expressed by various staff and faculty the President's Cabinet decided to review current practices of fundraising both on campus and in the external communities. The concerns fall into two very distinct areas. First, it is apparent from current practices that numerous campus groups throughout the year are seeking funding in the form of monies or goods from many local businesses. Apart from being approached many times in the name of SMWC these local businesses are also the contacts that the Advancement staff seek out for major gifts. Clearly, the college must take a more active role in determining what businesses and when those businesses should be approached for support. The reputation of the college must be protected and the college has a responsibility to be good stewards of the relationships that have been cultivated in the local community.

Secondly, members of the college community have expressed their concerns over the number of instances that they are asked to support various charitable causes in the name of the college via all college emails, voicemails, and postings. While it is recognized that the members of this community are extremely generous and that every individual can choose to support whatever cause they wish, it is apparent that many feel that they are being solicited too often. The college must be sensitive to this issue to minimize the financial impact on those that may feel pressured to support a particular cause. The college must acknowledge those organizations that are sponsored and supported by the college and therefore may utilize the communications network. Further, the college should ensure that funding is set aside to finance some of the needs of appropriate campus organizations that have been fundraising in the past. The benchmark for this funding should be whether or not the group/organization is officially representing the college or that the group provides a specific service to others that is in keeping with the mission of the college.

New Policy

Saint Mary-of-the-Woods College prohibits the solicitation of monies, goods or services by any organization or individual without the expressed written permission of the Vice President for Operations. The College will ask any violators of this policy to cease activities immediately and it reserves the right to ask the violator to leave campus. The College authorizes the SMWC Advancement staff to seek funds from those in the local community; all other clubs and organizations are prohibited from such activities.

The College will annually recognize both internal and external organizations that have the support and permission of the College to solicit funds from the campus community. These organizations will be afforded the opportunity to utilize campus wide email, voicemail, and postings. All other campus clubs and organizations wishing to promote a fundraiser on campus must obtain permission.

Procedures:

A written request for permission for a fundraiser must be submitted to Associate Vice President for Student Affairs detailing what the funds are to be used for, the type of promotional activity, and a timeline for the activity.

The Associate Vice President for Student Affairs will consult with the Vice President for Advancement to ensure that activities are appropriate and that there are no conflicts with other solicitations.

The group will receive written notification of the decision.

Groups receiving authorization will be allowed to utilize campus wide communications during the stated time period of solicitation.

Organizations/Groups supported and/or sponsored by the College and authorized to solicit funds from the SMWC community:

- SMWC Annual Fund and Campaign Fund
- SMWC Impact Committee
- United Way of the Wabash Valley
- Student Senate Annual Charitable Project

Policy approved and in effect beginning on August 13, 2002. Revised February, 2017

Appendix G: College Policy of Posting Notices

The College provides facilities for the posting of College related and private notices under the following criteria:

Notices must have the name, address, and telephone number of an authorized organization representative (or individual if not affiliated with an organization) clearly printed on the back of the notice.

The notice cannot promote any activity in violation of College regulation or policy, or federal, state, or local law or statute.

Outdoor displays cannot be nailed to trees or other structures or objects. The use of string, tape, or wire is suggested. No stakes or postholes may be used without the written permission of Facilities.

Chalking with water soluble chalk is restricted to flat, horizontal walkways in open areas that will allow rain to eventually wash the chalk away. Chalking is prohibited on benches, walls, or other vertical surfaces. Chalking is not allowed on the brick paver walkways.

Posters may not be attached to the sides of buildings. Banners may be hung from buildings if approved by Facilities. Posters and notices may not be placed on glass (entry) doors or windows.

Private parties may post notice of meetings and services as long as the above criteria are followed. Posters are removed after two weeks or at the end of the effective date of the posted message, whichever comes first.

Priority is given to those notices posted by College departments and by registered/recognized student organizations.

*The College may remove and discard any outdated notice, or any notice posted in violation of the criteria outlined above.

Appendix H: Computing Policies

A. Purpose

The purpose of this document is to outline the rights and responsibilities of all computer and network users at Saint Mary-of-the-Woods College.

It is the goal of the College to provide computer facilities and network access for the support of teaching, learning, and research to members of the SMWC community.

It is the responsibility of each user to make use of these facilities in a proper manner. Access to the equipment, software and to the network is not a right; it is a privilege granted by the College for the enhancement of education. Like all privileges it carries with it responsibilities. Misuse of this privilege may result in withdrawal of the privilege, academic discipline, and/or prosecution through the appropriate judicial system.

It is the policy of the College to abide by all applicable laws governing the use of software, privacy, copyright, and the recognition of intellectual property. Furthermore, the College endorses and supports the statement of "Software and Intellectual Rights" as set forth by the [Educom Code](#).

B. General Policies and Guidelines

Pursuant to the Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510 and following, notice is hereby given that there are no privacy guarantees for the sending or receiving of messages or for files located on the College network. It is not the routine policy of the College to review messages or files, but the College retains the right to do so.

Because the College has defined some forms of electronic media as insecure, neither grades, grade point averages, nor any other confidential information may be sent via e-mail or the World Wide Web connections. The following are exceptions:

Grades for individual assignments which are a part of a course may be given electronically.

Grades and student information when delivered via SMWC approved encrypted web services.

Directory information. All employees of SMWC are required to sign a confidentiality statement. Penalties may follow the inappropriate release of that information.

Individual users storing files and messages on the College network are given personal accounts. Although these accounts are the property of the College they shall not be intruded upon without the expressed permission of the user. The only exception to this is access by an official of the College investigating misuse or for maintenance of services.

The use of another's computer account(s) without consent will be treated as stealing and/or computer fraud.

User names/IDs and passwords protect your privacy and institutional resources. Each user has been assigned a user name(s). Passwords are the responsibility of the user, should be changed frequently, and are not to be shared with anyone on or off the College campus. Users are responsible for their own accounts.

Computer access is for educational and College business purposes only. In general, educational use is interpreted loosely; however, abuse for economic gain or uses of the network that adversely affect others will not be tolerated.

Inappropriate use of the Internet or any College network resource will be viewed as an abuse of computer privileges and appropriate disciplinary action may be taken. These resources include e-mail, instant messaging, social networking sites, and media file exchange.

The College is not responsible for information or graphics posted by users or others on any Social Network system such as MySpace, Facebook, etc. Users need to be aware that information posted on the Internet is not private.

It is the responsibility of individual users to abide by all applicable laws governing the use of software, privacy, copyright, and the recognition of intellectual property.

The use or possession of software for the purpose of harassing others, or with the intention of compromising the security or performance of the system, is cause for disciplinary action. Anyone victimized by, or hearing of, an incident of harassment via an electronic medium has the responsibility to report it to the College's Webmaster, vice president of Academic Affairs, executive director of Information Systems, or the vice president for Student Affairs.

No one shall knowingly create or load a computer destructive program, e.g., virus, worm, to a College computer or network.

Faculty/Staff users must lock their computer desktops or logout when leaving their workstation unattended. Students are encouraged to do so. Information stored on a personal computer located in an office is only as private as information on/in a desk or filing cabinet.

College computers and auxiliary equipment shall not be removed from campus without obtaining the permission of one's supervisor. Anyone leaving employment of the College shall leave behind all equipment, software, and documentation that is the property of the College. Users shall leave behind all College equipment.

All e-mail shall carry the valid "from" name of the sender. Mail represented as being from someone other than the sender will be considered a violation and the sender will be subject to disciplinary action.

The use of Broadcast messages via email or voicemail is for College related information only. Inappropriate use of email or voicemail services is expressly prohibited as defined in Section G.

The College has the right to delete: e-mail and e-mail accounts for individuals no longer at the College, e-mail that has been in holding areas for a specified amount of time, or accounts exceeding specified space allocations, as determined by College Policy.

Fraudulent charging of any long distance telephone call to any telephone, misusing telephone account numbers, or altering any telephone equipment or other communication devices by whatever means on College premises is prohibited.

C. Network Guidelines

Network services and wiring may not be modified or extended beyond the area of their intended use.

The network may not be used to provide Internet access to anyone outside the College community except as noted in the Authorized Access to General Use Computer Facilities policy below.

The network is a shared resource. Network use or applications which inhibit or interfere with the use of the network by others are prohibited.

Therefore, users of the network shall avoid the following:

- applications which use an unusually high portion of bandwidth for extended periods of time, thus inhibiting the use of the network by others.
- interfering with the work of others on the network.
- disrupting the network host system(s) or network services.

D. Authorized Access to General Use Computer Facilities

The computer lab in Le Fer Hall is for exclusive use of members of the SMWC community during the academic year.

The machines in the College's Library are available for use by anyone from either the College or the local community on a walk-in / space-available basis; young people under 14 years of age must be supervised by an adult; non-members of the College community may be asked to give up a machine if a member of the College community needs to use it. Students in Paralegal classes have priority for use of the computers in the Law Library.

Computer resources for general use are limited; in any of the labs or in the Library, users on chat lines, playing games, etc, may be asked to vacate a machine if someone else needs to use it for academic or College business.

All persons using College machines for general use are expected to comply with posted instructions or those given by the student assistant(s) on duty.

Currently, the College does not charge a fee for the use of printers; users should not abuse College printers by making excessive copies or by printing materials not related to the College.

During semester breaks, the labs may be closed for maintenance.

Users may not change the configurations of any machine – this includes adding, deleting, moving or changing icons, wallpaper, screen savers, mouse pointers, etc.

E. Use of College Internet Service

All on-campus students who reside in Le Fer or Guerin Halls must use the network Internet services provided by the College. Students may not use the telephone lines in residence hall rooms to dial into another Internet Service Provider, such as America On-Line. However, such commercial Internet Service Providers (ISPs) may be accessed through the SMWC Internet.

F. Protection Against Viruses and Other Unwanted Programs

No user should open a document or executable file that comes to them attached to an e-mail unless the source is completely trusted. Trust includes both the identity of the sender and the intent of the sender. If the user was not expecting a document, it should be verified before opening because viruses, trojans, spyware, adware, or other unwanted programs may use the address books of trusted associates.

G. Use of the Broadcast E-mail Addresses/Distribution Lists

Broadcast addresses are to be used only for College related information concerning policies, sanctioned activities, academic information, mission related information, and other official College announcements.

Examples of inappropriate use of broadcast messages include:

Forwarding of messages about alleged viruses (these notices should be forwarded to the system administrators for evaluation and they will broadcast them if necessary).

The forwarding of chain letters, stories no matter how funny or profound, personal opinion messages and personal requests.

The advertisement of any services or goods for personal gain.

Announcements of external activities or offers without the expressed approval of the vice president for Student Affairs.

All political announcements that express personal views of a group or individual without the expressed approval of the vice president for Student Affairs.

H. Approval of Hardware and Software Purchases

All purchases of computer hardware or software must be approved by the Information Technology department before committing to the purchase. If approval is not obtained before purchasing, the College may not support either the installation or the maintenance of the hardware or software.

I. Sanctions

Violations of the College's policies above shall subject users to the regular disciplinary processes and procedures of the College and may result in the loss of the violator's computing privileges. All alleged violations will be reported to the appropriate Cabinet officer. Illegal acts involving any of the College's network/computing resources may also subject the violator to prosecution by local, state and/or federal authorities.

J. Disclaimer

An integral purpose of the College's computing resource network is the provision of access to bulletin boards, Internet information sources, etc. None of these sources is reviewed by or endorsed by SMWC. The College takes no responsibility for the content of any of these information sources. All policies are subject to change as the computing and network environment evolves.

Appendix I: Parental Notification / Student Rights Under FERPA

Background

Congress amended the Family Educational Rights and Privacy Act (FERPA) in late 1998 to permit colleges and universities to notify the parents or guardians of students about violations of campus alcohol and drug policies, regardless of age. For specifics regarding FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Purpose

It is the goal of Saint Mary-of-the-Woods College to expand the partnership with parents/guardians in encouraging students to make reasonable, responsible, and healthy decisions about alcohol and other drugs. In addition, we know that there is a strong association between a declining academic performance and the illegal/abusive use of alcohol and other drugs by students. By notifying parents/guardians of violations of this nature, we have the opportunity to work together to aid in the academic success and healthy social integration of our students.

Details of Notification

If a student under the age of 21 is found responsible violating Drug Related Behavior and/or Alcohol Related Behavior of the Code of Student Rights and Responsibilities, Student Affairs will notify the student's parents/guardians in writing.

Written notifications will not include specific details of the incident(s), circumstances surrounding the violation(s), or any specifics of the case. If parents/guardians are interested in receiving more information are encouraged to discuss the case with their student. If questions remain, parents/guardians are encouraged to contact Student Affairs.