

CHRISTENDOM COLLEGE

STUDENT HANDBOOK

2026 | 2027

Welcome!

Dear students,

Whether it is your first year, your final year, or somewhere in between, on behalf of the entire Student Life staff, I welcome you to Christendom College. Each new year brings an opportunity for us to recommit to our personal aims and aspirations, as well as our common pledge “to restore all things in Christ.” As your Student Life staff, we promise to provide you with the opportunities, challenges, resources, and support you need to reach your goals and become the man or woman God has made you to be. In turn, we hope that you will bring your best self to this academic year, putting forth your best effort as a student, committing to serving your community, and seeking to grow in God’s grace.

In the pages of this handbook, you will find information to help you engage with life at Christendom. You will also find the regulations that we believe foster a healthy and strong community. These regulations are meant to help you, as members of the community, to live the Christian life described by St. Paul in the third chapter of his letter to the Colossians:

Set your minds on things that are above, not on things that are on earth.

When Christ who is our life appears, then you also will appear with Him in glory. Put to death therefore what is earthly in you: immorality, impurity, passion, evil desire, and covetousness, which is idolatry.

But now put them all away: anger, wrath, malice, slander, and foul talk from your mouth.

Put on then, as God’s chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all things put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful.

And whatever you do, in words or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.

It is our prayer that this next year together will be a time of growth in wisdom, knowledge, holiness, and fraternity for the entire Christendom community. Remember, your faculty, staff, and chaplains are always here to help along your journey to become a saint. May this academic year be filled with many blessings for you. It is certainly a blessing to have you here with us.

God bless,

Mr. Tim Cook

Vice President for Student Life & Dean of Students

Table of Contents

What's New	1
Mission Statement	2
Accreditation Statement	2
 PART I: STUDENT CONDUCT PROCEDURES	 3
A. Community Standards	3
B. Disciplinary Policy	4
C. General Conduct Information	5
D. Disciplinary Conduct Process	7
E. Disciplinary Sanctions	8
 PART II: STUDENT CODE OF CONDUCT	 12
A. Student Life Policies	12
B. Residence Life Policies	24
C. Sexual Misconduct Policy	31
D. Guest & Visitor Policies	41
E. Vehicle & Parking Policies	44
 PART III: STUDENT GRIEVANCE POLICY	 47
 PART IV: STUDENT LIFE STAFF & RESOURCES	 49
A. Student Life Mission Statement	49
B. Student Life Staff	49
C. Medical Staff & Resources	51
D. Spiritual Life	52
E. Extracurricular Activities	54
 PART V: ACADEMIC POLICIES	 57
A. General Academic Policies	57
B. Academic Resources	59
 PART VI: CAMPUS SAFETY & SECURITY	 61
A. Emergencies	61
B. Fire Safety Equipment	61
C. Fire Safety Procedures	62
D. Fire Code	62
E. Inclement Weather	63
F. Active Threat	64
G. Campus Security Officer	64

PART VII: COLLEGE SERVICES 65

- A. Technology Services 65
- B. Library Services 66
- C. Registrar 69
- D. Facilities & Operations 69
- E. Financial Services 72
- F. Dining Services 73
- G. Payroll & Benefits 75
- H. Career & Professional Development..... 75
- I. Transportation Services..... 75

PART VIII: STUDENT PRIVACY POLICY 77

- A. Overview..... 77
- B. Educational Records 77
- C. Directory Information 79
- D. Official Photography & Videography Policy..... 80

PART IX: APPENDICES 81

- A. 2026-2027 Academic Calendar 81
- B. Directory of Key College Officials..... 84
- C. Medical & Mental Health Resources 86
- D. Self-Care Assessment Worksheet 87

Quick-Start Guide

Students are responsible for reading the Student Handbook in its entirety. This guide serves as an introduction to the essentials. For full details, refer to the complete handbook at <https://www.christendom.edu/handbook>.

Alcohol

Student Handbook pp. 12–13

- No alcohol on campus outside of College-sponsored events for those of legal age; misuse of alcohol off-campus is not permitted.
- Empty containers are treated the same as full ones.
- Presence at a gathering where alcohol is present on campus (apart from College-sponsored events) constitutes a violation.
- Drinking games and rapid-consumption activities are prohibited.
- Student Life may notify families of serious or repeat violations, especially for first-year students.

Curfew

Student Handbook pp. 26–27

- Be in your respective quad (men's or women's) by **12:00 AM on Sun–Thurs** or **1:00 AM on Fri–Sat and the eve of holidays**. Check in with the RA on duty.
- **Exempt:** Juniors with a declared major, seniors, and students 21+.
- After curfew, all students (including those exempt) must remain on their own side of campus.
- **Extensions:** Students bound by curfew may request an extension from the RA on duty before 10:00 PM. Overnight requests require submission of the Overnight Request form by 4:00 PM same day (or Friday for weekends).

Dress Code

Student Handbook pp. 14–17

- Three levels, all in effect on campus and at College-sponsored events:
 1. **Modesty:** Always in effect. Mid-thigh shorts, no low-cut or form-fitting clothing, no leggings as pants, shirts and shoes required in all buildings.
 2. **Professional:** In effect for classes, 11:30 AM Mass (M–F), and lunch on class days. Men: dress pants, dress shirt, tie, dress socks, and dress shoes. Women: business dress, or dress skirt/pants with blouse and dress shoes. No sweatshirts, athletic wear, sneakers, or denim.
 3. **Sunday:** In effect for Mass and brunch on Sundays and Holy Days. Men: jacket and tie. Women: dress or dress skirt (no pants).

Inter-Visitation

Student Handbook pp. 28–29

- No members of the opposite sex in residence halls at any time. This includes lingering at windows or doorways.
- Exception: Lower level of St. Clare's Hall, 10:00 AM to 10:00 PM.
- Students must remain on their own side of campus after curfew regardless of exemption status.
- Violations normally result in suspension.

Self-Reporting

Student Handbook pp. 6–7

- Students struggling with alcohol, drugs, pornography, or other addictive behavior may self-report to Student Life before being confronted or reported and be directed to recovery resources without fear of sanctions for admittance of past non-compliance.
- Self-reporting after being confronted or reported does not qualify. Students who self-report are expected to engage with professional counseling and comply with recommendations.
- Counseling is available on campus. The Chaplaincy is also available for spiritual support.

Grievances

Student Handbook pp. 47–48

- Students who believe they have been treated unjustly by faculty or staff may file a grievance after attempting informal resolution.
- Where to file:
 - **Academic:** VP of Academic Affairs
 - **Financial or employment:** Chief of Staff
 - **Other:** VP for Student Life & Dean of Students
- Submit a Student Grievance Form with a typed, signed letter describing the situation, prior steps taken, those involved, date, and witnesses.
- File within 90 calendar days. Initial response within 10 business days. Appeals are directed to the President's office.
- Policy complaints and conduct issues should be brought directly to Student Life and do not fall under the grievance process.

Room and Residence Hall Basics

Student Handbook pp. 13, 24–31, 61–63

- Room checks occur regularly and may happen at any time. Keep your room clean to avoid fines.
- Appliances: Small refrigerator (max 4.4 cu ft) permitted. No toasters, hot plates, grills, microwaves, or space heaters. Community microwaves are available on each floor.
- Fire code: Maximum one-third of any wall may be covered. No candles or incense. Flags and curtains require a manufacturer flame-retardant tag. No thumbtacks or holes in walls.
- Televisions & monitors: Screens may not be larger than 24 inches.
- No storage on campus over the summer or between semesters.
- No pets. One fishbowl per room (max 3 gallons) with RD permission.

Parking

Student Handbook pp. 44–46

- Register your vehicle within the first week of the semester. **\$40 per semester.** Place the decal on the front passenger-side windshield corner.
- **Park only in your assigned lot.** Unregistered vehicles may be towed.
- **Minimum \$25 fine** for parking in undesignated spaces. Three unresolved tickets will result in a tow warning.
- Unpaid fines block transcript release and class registration.
- No vehicles may be left on campus over summer break.
- Christendom is a walking campus; vehicles are for off campus use only.
- Full lot designations are available in the handbook.

AI Use

Student Handbook pp. 21–22, 57–58

- **In Academics:** Any use of generative AI, including brainstorming, research, or writing, constitutes cheating. Automatic zero for the assignment. Possible F in the course or dismissal from the College.
- **In Communications:** Present your own voice. Disclose when AI tools are used. Do not use AI to misrepresent others or create deceptive content. Students are responsible for all content they share, whether or not AI tools were involved.
- Course-specific policies supersede the general policy. Consult your syllabi and the Academic Bulletin.

What's New

Last Updated: July 18, 2026

This section summarizes key changes and revisions made to the Student Handbook. We encourage all students to review these updates to ensure they are familiar with the latest policies and information.

Summary of Key Changes

- The **Social Media & Internet Usage** policy was updated to include guidelines from the Communications & Marketing Department (p. 19).
- Added rules regarding general **Artificial Intelligence Use** to the “Responsible Communication” policy (p. 20).
- Amended the policy on **Stewardship** to clarify the College’s expectations regarding vandalism and pranks (p. 23).
- The **College Furniture** policy was updated to clarify that dismantling College furniture is prohibited (p. 26).
- Updated the **Vehicle & Parking Policies** to reflect new lot designations (p. 44).
- Removed outdated information from the section on **Extracurricular Activities** (pp. 54-56).
- Clarified that cheating includes any use of **Generative AI** in academic work (p. 58).
- Added clearer directives regarding **Fire Code** regulations in Part VI: Safety & Security (p. 62).
- The **Music Room** policy was updated for the new Sacred Music program. (pp. 70-71).
- **Guest & Visitor Policies** were consolidated into one section in Part II (p. 42).
- Updated the Hours of Operations for **Dining Services** to reflect the new, expanded hours (p. 74).
- Updated staff names and titles to reflect recent personnel changes and added contact information to the **Directory of Key College Officials** (p. 84).

For the most current and complete information, please always refer to the official digital version of the Student Handbook, which is available at <https://www.christendom.edu/handbook/>.

Mission Statement



Christendom College is a Catholic, coeducational college institutionally committed to the Magisterium of the Roman Catholic Church. The College provides a Catholic liberal arts education, including an integrated core curriculum grounded in natural and revealed truth, the purpose of which at both the undergraduate and graduate levels is to form the whole person for a life spent in the pursuit of truth and wisdom. Intrinsic to such an education is the formation of moral character and the fostering of the spiritual life. This education prepares

students for their role as faithful, informed, and articulate members of Christ's Church and society.

The mission of Christendom College, both at the undergraduate and graduate levels, is "to restore all things in Christ," by forming men and women to contribute to the Christian renovation of the temporal order. This mission gives Christendom College its name.

Accreditation Statement



Christendom College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees. Christendom College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Christendom College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane,

Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website www.sacscoc.org.

Christendom College functions in accordance with the laws of the Commonwealth of Virginia and is licensed by the Virginia State Council on Higher Education to grant the Associate of Arts, Bachelor of Arts, and Master of Arts degrees. Students and prospective students may find the information resources of the State Council of Higher Education for Virginia (SCHEV) of use in planning for college and careers. SCHEV has created an institutional profile for each Virginia public college and university, and for each independent college or university participating in the Virginia Tuition Assistance Grant Program: www.schev.edu.

Inquiries about Christendom College's admissions policies, financial aid, and the like, should be addressed directly to Christendom College.

PART I

STUDENT CONDUCT PROCEDURES

My best friend is the man who, in wishing me well, wishes it for my sake.

- Aristotle

A. Community Standards

Every community requires rules to establish order and provide for the well-being of all those in the community. At Christendom College, such rules have an even nobler purpose, since we are trying to create a specifically Christian community focused on the development of each student in mind, body, and soul for the pursuit of Wisdom and Truth. The College seeks to inspire you to learn and live the Gospel by fulfilling the two greatest commandments: to love the Lord with all your heart, soul, and mind, and to love your neighbor as yourself.

Education, and the rules related to it, aim to foster virtue by helping our students grow to be independent, responsible, and faithful men and women. The rules of a college serve its educational mission. These rules and the habits they encourage facilitate the purpose for which each student is here: to study natural and revealed truth, and to cultivate a lifelong love of God, of the things of the Church, and an appreciation of and enjoyment of things of the intellect.

It would be inconsistent to seek high and serious things in class and the chapel and live outside of these with unruly appetites. As a minimum, Christians do not lie, cheat, or steal; they strive to keep their tongues from evil, and their lips from speaking guile — in other words, they do not engage in gossip, backbiting, or detraction. They practice mercy by forgiving one another. They do not harbor ill-will but confront problems through fraternal correction with gentleness and truth. They practice all the virtues, especially Faith, Hope, and Charity, and enjoy all things in moderation. Rules do not replace mutual trust, respect, and charity. However, rules, which are clearly stated, help to establish boundaries, foster good habits, and lay a framework for social order for the betterment of the common good. These rules, and the discipline they encourage, make possible the joy of living in a Christian community.

When these rules are violated, the College has the right to dismiss a student at any time. Also, since misconduct off campus harms the reputation of the College, interferes with the community of learning, and shows that a student is not serious about his or her studies, the College considers such behavior as subject to disciplinary action.

Student Life staff may notify a student's family (especially if a student is in his or her first year) of serious or frequent alcohol violations or other significant policy infractions. This is not meant to be a form of punishment, but rather to ensure that the student has the appropriate support and accountability during his or her transition to the more independent lifestyle demanded of a college student.

The Administration of the College determines how these rules are applied in each case and imposes sanctions for violations of the rules.

B. Disciplinary Policy

The rules for student behavior as stated in this Handbook are meant to provide for the common good of the College community and for the well-being of each of its members. Some rules directly reflect our moral norms. Other rules exist to facilitate our common life and are necessary for the personal safety and security of individuals, individual and College property, and, in general, for the proper operation of the College. The rules are not intended to be merely external “fences” to student behavior; rather, all students at the College have a common stake in understanding and in personally appropriating these rules. Violations of law or other improper conduct, which adversely affect the College community’s pursuit of its proper educational function, will result in disciplinary sanctions.

By acknowledging the registration statement via MyChristendom at the beginning of each academic year, a student attests to the fact that he or she is responsible for reading and knowing all College policies as published in the Christendom College Student Handbook and Academic Bulletin, or those otherwise set forth by the College. **As a Catholic college, Christendom’s mission is manifest in its policies, norms, and structures of community life. A student agrees to voluntarily abide by these policies, norms, and structures as a member of the Christendom community who is participating in its educational apostolate. Students should understand that any serious or repeated violations of these norms, policies, or structures may be taken as a sign of their desire to separate themselves from the College community and could result in restrictions or sanctions, up to and including suspension or expulsion from the College.**

Students have a responsibility to conduct themselves in a manner consistent with Catholic moral teaching, particularly the Church’s teaching on human sexuality. Lewd, indecent, and obscene behavior is addressed in Part II Subpart C of this Handbook under the Sexual Misconduct Policy. Intrinsically disordered behavior or expression (see Catechism of the Catholic Church § 2331-2400) can be subject to intervention and further action by the College (disciplinary or otherwise, up to and including expulsion). The advocacy of such conduct or expression will also be subject to action by the College (disciplinary or otherwise, up to and including expulsion). This document from the USCCB provides context for the College’s application of this policy:

<http://www.usccb.org/issues-and-action/marriage-and-family/marriage/promotion-and-defense-of-marriage/upload/Gender-Ideology-Select-Teaching-Resources.pdf>.

Actions which gravely disrupt the community will normally entail serious disciplinary action, such as suspension or expulsion. The following are examples of such acts, but is not an exhaustive list:

- **Any act of physical or emotional violence or harm caused to another.**
- **Any disrespect for or failure to follow the directives of College officials.**
- **The use or possession of drugs or drug paraphernalia, whether on or off campus.**
- **Any theft, unauthorized possession of, or damage to property.**
- **Unapproved or unauthorized entry into the residence halls of the opposite sex.**

- **Actions that cause serious scandal or seriously disrupt the normal functioning of the community.**
- **False testimony, collusion, or covering up violations to avoid responsibility.**
- **Any act of discrimination, retaliation, or intimidation against a community member.**

C. General Conduct Information

1. Arrest Policy

When the Department of Student Life is informed of the arrest of a student(s), the College will send an email to the student(s) requiring that he or she meet with the Vice President for Student Life & Dean of Students or Associate Dean of Students. During this conduct meeting, the facts involved in the student's arrest, the student's obligation to keep the College informed of the progress of the criminal charge(s), and the student's obligation to advise the College of the final disposition of the criminal charge(s) will be discussed with the student. The College reserves the right to act regarding a student's behavior at any point in time, regardless of the status of legal proceedings.

2. Disciplinary Records

Records of disciplinary actions and decisions are kept on file by the Department of Student Life. These records are expurgated five years after the student's graduation from the College except for expulsion, which remains on a student's permanent record. However, disciplinary sanctions, including expulsion, will not be noted on the student's academic record. A student is allowed to review his or her disciplinary file, with advance permission (a minimum of three business days) from the Vice President for Student Life & Dean of Students. If a student requests to review his or her disciplinary file, the Vice President will review the file and redact all references to the names of other students, so that their privacy will be protected.

3. Required Medical Withdrawal

On rare occasions, students may experience mental health situations that require professional attention. Students are encouraged to make use of the counseling resources available on campus. Information about accessing mental health resources will be sent to all students at the beginning of each semester.

In the event of behavior that may stem from serious medical/mental health illness or situations and that renders the student unable to effectively pursue studies at the College; that presents a danger to the student or other persons; or that seriously distracts other students or disrupts the orderly functioning of the College, the student may be required to receive an evaluation by a qualified mental health professional (which consists of consenting to an evaluation, consenting to share the results of the evaluation with the College, and allowing College staff to communicate with the mental health provider regarding the results of the evaluation) and/or may be required to withdraw from the College.

Regarding a required withdrawal, a student's mental or physical condition is never the sole basis for a required withdrawal. However, the College may require the student to withdraw when health problems of a physical or psychological nature result in behavior that substantially interferes with a student's academic performance or the educational

endeavors of other students or poses a significant threat to the student's safety or safety of others. In these instances, a written statement from an accredited mental health professional or medical doctor verifying the student's capability to function successfully at the College is required for consideration of readmission. Readmission is at the sole discretion of the College's Admissions Committee and is not guaranteed.

4. Resident Assistants

The Resident Assistants (RA), as student leaders, are responsible for facilitating community and enhancing the social, educational, spiritual, intellectual, physical, vocational, and cultural development of each of their residents. As a part of facilitating a strong community the RA articulates for students the philosophy and policies of Student Life, Residence Life, and the College. As a practice of these principles of positive personal formation, the RAs are responsible for assisting in the areas of student behavior and personal conduct. The RAs receive special training and follow certain procedures for the enforcement of rules, operating under the supervision of the Director of Residence Life.

5. Retaliation

Integrity and honesty are essential components of Christian character, and all students are expected to develop these virtues within themselves and honor them in others. Christendom prohibits a student from retaliating against anyone who has made a good-faith complaint or a report of a concern or policy violation against that student. Retaliation can include, but is not limited to, intimidation, threats, or acts of physical or emotional harm. If a student is found to have retaliated against another student, faculty member, staff member, or other member of the College community whom he or she believes to have made a complaint, reported a policy violation, or assisted in the disciplinary conduct process concerning that student, serious disciplinary action, up to suspension or expulsion, will be taken.

6. Self-Reporting Policy

The College recognizes that every person faces unique struggles, some of which can be significant during the college years. An addiction to alcohol, drugs, pornography, or other objectively disordered behavior is a serious matter. The College seeks to offer those resources we have at our disposal to aid our students who find themselves struggling with these issues to assist in the health, formation, and development of the human person. At times, a student's addiction can bring him or her into violation of the Student Code of Conduct. While the Code of Conduct is strongly enforced, and students are duly sanctioned when they commit a violation, the College recognizes that there are times when the Code of Conduct may be seen by students as a barrier to reaching out for help with a serious problem. For this reason, a student who self-reports to Student Life a possible addiction, though this may include violations of the Code of Conduct, will be directed toward recovery resources and may be exempt from the appropriate sanction for their violations. Self-reporting is a serious matter and is not to be used as a means of avoiding a sanction or avoiding responsibility for one's actions. A student must use the self-reporting policy proactively and cannot self-report after he or she has been confronted with or reported for a violation of the Code of Conduct. A student who self-reports a problem must be willing to seek professional counseling and comply with the recommendations set forth by the counselor under the supervision of the Department of Student Life.

These kinds of struggles may exist in different areas of a person's life, whether it be emotional, spiritual, physical, or mental. Based in Catholic Tradition we believe that the foundation to combating these struggles is a strong and vibrant spiritual life especially with frequent use of the sacraments and reading of Sacred Scripture. The Chaplaincy serves to assist in this as well as other issues that students may be struggling with. Professional assistance may be necessary to overcome serious struggles, especially those in personal areas.

7. Suspected Violations & Safety or Security Concerns

The College reserves the right to enter rooms in the residence halls, campus buildings, or any area of campus if there is a suspected policy violation or safety/security concern. Additionally, College officials (including Resident Assistants and the Campus Security Officer) have the right to search a student's room, backpack, or vehicle on campus if there is a suspected policy violation or safety/security concern. Students are required to comply with all requests from a College official to enter and search their room or search their belongings or vehicle.

D. Disciplinary Conduct Process

This section describes the general process for enforcing the College's rules, regulations, procedures, policies, and standards of conduct.

1. Report or Formal Complaint

Any student, faculty, or staff member of Christendom College may file a report or complaint concerning possible violation(s) of the Student Code of Conduct. The Code of Conduct is in the Christendom College Student Handbook, Part II. Reports or complaints must be made in writing and should be submitted to the Student Life Office as soon as practicable following the discovery of the alleged violation(s). These complaints can be in the form of an email, hard copy report, or oral testimony. A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. If so, simultaneous prosecutions may result. The student(s) should be aware that student status does not insulate them from awareness of and compliance with other laws.

2. Conduct Meeting

A student who has allegedly violated the Student Code of Conduct will be required to meet with the Vice President for Student Life & Dean of Students, Associate Dean of Students, or Director of Residence Life at the staff member's request. The student will be notified of their meeting via his or her Christendom College email account.

When a conduct meeting is initiated, student(s) may be questioned regarding the incident under consideration. The student(s) will be asked to provide his or her own explanation of the alleged violation. The student(s) will have the opportunity to indicate what, if anything, he or she is responsible for violating. Failure of the accused student(s) to respond to the initiation of charges shall in no way prevent the College from issuing a sanction in his or her absence or in the failure to respond to the accusations. A student may be required to remain off campus for a period due to the nature of the alleged violation until the investigation has been completed for the sake of the academic environment, community, and individual.

3. Sanctioning

Upon the conduct meeting's conclusion, the student(s) will be notified of the staff member's decision and, if applicable, any sanctions imposed. The sanction must be completed within the time limit as assigned. Failure to fulfill the sanction may result in additional consequences or sanctions.

Disciplinary Sanction Committee:

At the discretion of the Vice President for Student Life, a committee consisting of College faculty and/or staff may be convened to determine an appropriate sanction after the Disciplinary Conduct Process has found a student in violation of the Student Code of Conduct. This committee will be responsible for deciding upon a sanction of appropriate severity and duration for the violation that has occurred. This committee does not determine if the Code of Conduct has been violated, but only determines the appropriate sanction once Student Life staff have found a student responsible for violating a College policy.

4. Appeal

At the conclusion of the Disciplinary Conduct Process, a student found to be in violation of the Student Code of Conduct will be duly sanctioned. If upon completion of the Process, a student is sanctioned with suspension or expulsion and feels that a) the Disciplinary Conduct Process was not correctly applied or exercised, or b) new information concerning the violation is brought to light, the student may appeal his or her suspension or expulsion. Appeals may not be submitted for any other reason than those stated above and only when a student has been suspended or expelled. Appeals should be emailed to the Chief of Staff and a copy emailed to the Vice President for Student Life & Dean of Students. To be considered, appeals must be emailed within five business days from when the student was sanctioned.

E. Disciplinary Sanctions

The following sanctions, depending upon the severity of the offense and the student's disciplinary record, may be imposed upon students, subject to the College's disciplinary procedures:

1. Disciplinary Notice

The student is notified either orally or in writing that his or her behavior has been unacceptable and further misconduct will result in disciplinary action, possibly including disciplinary warning, probation, or suspension.

2. Disciplinary Warning

The student is notified orally and in writing of his or her standing with Student Life due to behavior that violated the Student Code of Conduct. Further violations could result in more serious sanctions. A student who is placed on Disciplinary Warning for two semesters in a row is automatically placed on Disciplinary Probation at the beginning of the subsequent semester. To be taken off Disciplinary Warning, a student must complete a semester without disciplinary incident.

3. Disciplinary Probation

The student is notified both orally and in writing of his or her standing with Student Life due to behavior that, although not serious enough to warrant Suspension, significantly

violated the Student Code of Conduct and the community norms by which all students voluntarily agree to live. Further violations of College rules, standards, or policies will result in more severe sanctions, such as suspension or expulsion. A student who is placed on Disciplinary Probation for more than two semesters in a row may be suspended or dismissed from the College. The Vice President for Student Life & Dean of Students or Associate Dean of Students may contact the parent(s) or guardian(s) of a student placed on Disciplinary Probation. To be taken off Disciplinary Probation, a student must complete a semester without disciplinary incident, though future offenses may result in more severe sanctions.

4. Fines

The student must pay the Student Life Office a specified amount within two weeks. If the fine has not been paid by the end of the two weeks, a late fee may be added to the original fine. If another two weeks pass and the fine has still not been paid by the student, he or she will incur an additional late fee of the same amount as the first. Failure to pay assigned fines may result in the inability to access transcripts, register for classes, and/or register for housing.

5. Service Hours & Work Crew

For certain student conduct violations, Service Hours or Work Crew may be assigned to make restitution to the community. If a student receives Service Hours, they may be completed as specifically directed by the Department of Student Life (in which case the student will be specifically notified), or they may be completed through various opportunities arranged by the College. The length of duty will be determined according to the offense. When Service Hours are assigned, they must be completed in a satisfactory manner and attendance is required. Missing Service Hours or Work Crew without notification or permission, or failure to complete them in a satisfactory manner, will result in a significant fine and reassignment of tasks. If a student is assigned to Work Crew, he or she must participate in a specific opportunity to make restitution to the College community, typically through cleaning a portion of the campus. Failure to attend the specific Work Crew assigned will result in additional sanctions. All assignments must come through the Department of Student Life to be valid.

6. Restitution

Restitution refers to payment for lost, damaged, or otherwise negatively altered College property or resources due to the behavior and/or direct action of a student or his or her guest. In addition to the actual cost of restoration or repairs, the College reserves the right to also charge for lost labor, time, or other immaterial losses incurred because of the student's action.

7. Order of No-Contact

There may be times when a student is ordered not to contact another student or community member. This could be due to an ongoing conduct investigation involving both parties, a report of unwelcome behavior, or other reasons as deemed necessary by Student Life staff. "Contact" includes contacting an individual in person, via phone, Internet, or social media, or through a third-party. As Christendom is a small campus, students with a no-contact order are not expected to take extreme measures to avoid crossing paths in public, but they should be mindful not to violate the spirit of the no-

contact order. Violating an order of no-contact is a serious offense and could result in further sanctions up to and including suspension or expulsion.

8. Early Curfew

Instead of the normal campus curfew during the academic year, a student may have an earlier curfew enforced because of violations to the conduct policy. Those students without curfew may have curfew enforced or early curfew as well despite being exempt from curfew under normal circumstances.

9. Rome Probation or Loss of Rome

The junior-year semester in Rome is a privilege extended to all students who have shown they have the character and maturity to live abroad in a major European city and represent their family, the College, and the faith well. Serious policy violations on the Front Royal campus may result in the revocation of a student's ability to apply to or attend the Rome semester. Policy violations may result in a student being on Rome Probation, meaning that additional violations will result in a loss of participation in the Rome Semester.

10. Campus Restriction

Campus Restriction results in the loss of all College privileges, with the sole exception of class attendance. A student on Campus Restriction may not reside in the residence halls, attend College-sponsored events, or make use of College resources, such as dining services. If a student receives the sanction of Campus Restriction on disciplinary grounds, the student forfeits all payments made for the semester for room and board. Off-campus students are prevented from coming onto campus except to attend class.

11. Temporary Suspension

Temporary Full-Campus Suspension is the prohibition from attending class or entering the College campus for a specified time. Temporary Suspension indicates that the student's "good standing" status with the College is in jeopardy and that further violations may result in Suspension or Expulsion. The student is responsible for making up any missed work. No professor is obligated to assist the student in making up the missed work since the student merited this sanction.

12. Deferred Suspension

Deferred Suspension indicates that the sanction of Suspension has been found to be warranted given a student's violation of the Student Code of Conduct or a pattern of violations and disrespect toward the College community, but that Suspension has been deferred based on certain criteria. The student is allowed to continue classes, reside on campus, attend College-sponsored events, and make use of College resources. If a student on Deferred Suspension is then found in another instance to have violated a policy in the Student Code of Conduct, he or she automatically enacts his or her Suspension.

13. Suspension

Suspension is separation from the College involving denial of all student privileges for a semester or more. Conditions for readmission may include, but are not limited to, disciplinary probation for a specified length of time; requirement to live off campus; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the College. Readmission is at the sole discretion of the College and is not guaranteed. Students

separated from the College by Suspension may not enter College premises, College-related premises, or College-related events without securing prior approval from the Vice President for Student Life & Dean of Students. If a student is suspended on disciplinary grounds, the student loses all course credit for that semester and may forfeit all payments made for the semester during which one is suspended.

A student who is suspended may have to leave campus immediately. Where the circumstances permit enough time, the Vice President for Student Life & Dean of Students or Associate Dean of Students may contact the parent(s) or guardian(s) of the student.

14. Expulsion

Expulsion results in permanent separation from the College, and anyone expelled may not apply for readmission at any point in the future. In cases where the potential sanction might include an expulsion, a student may request to have the case heard by a Disciplinary Committee. The decision to use a Disciplinary Committee resides solely with the Vice President for Student Life & Dean of Students. Proceeding with the Disciplinary Committee should not be construed as limiting or delaying the College's right to take immediate action against any student if such action is deemed appropriate by the College. If a student is expelled on disciplinary grounds, the student loses all course credit for that semester and may forfeit all payments made for the semester during which one is expelled.

A student who is expelled may have to leave campus immediately. Where the circumstances permit enough time, the Vice President for Student Life & Dean of Students or Associate Dean of Students may contact the parent(s) or guardian(s) of the student.

15. Other

Other similar sanctions such as referral to professional counseling, decreased housing priority, or restriction of specific privileges may be also imposed by the Vice President for Student Life & Dean of Students, Associate Dean of Students, Director of Residence Life, or the Disciplinary Committee, whichever has authority in a particular case.

PART II

STUDENT CODE OF CONDUCT

Freedom consists not in doing what we like, but in having the right to do what we ought.

- St. John Paul II

A. Student Life Policies

1. Alcoholic Beverage Policy

Catholicism embraces the moderate consumption of alcoholic beverages as a good of human culture and acknowledges alcoholic beverages as something which can be enjoyed in their proper place through the development of the cardinal virtue of Temperance by those mature enough and of legal age. The College offers opportunities for those of age to enjoy alcoholic beverages in the proper setting. Outside of these areas, alcoholic beverages may not be used or possessed on campus without authorization. Any case of misuse of alcoholic beverages, whether on or off campus, will be subject to serious disciplinary action by the College. The College strongly disapproves of off-campus use of alcoholic beverages by those under legal age, and of abuse of alcoholic beverages by anyone of any age because it violates both moral and civil law.

The following actions violate the alcoholic beverage policy and thus will be subject to some form of disciplinary action:

- Possession of alcoholic beverages on campus or at campus events (including athletic events) other than what is provided by the College to of age students at certain events
- Intoxication, intoxicated behavior
- Possession of bulk container(s), e.g., kegs, of alcoholic beverages
- Possession or display of empty alcoholic beverage containers (e.g., cans, bottles, cardboard boxes, etc.) on campus, including in residence hall rooms, backpacks, vehicles, etc. (Possession of empty alcoholic beverage containers will be treated the same as possessing full alcoholic beverage containers, even if the alcohol was consumed off campus.)
- Providing alcoholic beverages to underage persons
- Any items, activities, or drinking games which encourage the rapid consumption of alcoholic beverages or promote the abuse of alcoholic beverages
- Participation in gatherings on campus where alcohol is present outside of school-sponsored events
- Violation of state, local, and federal law applicable to alcoholic beverages (Please note that in the Commonwealth of Virginia, the minimum fine for all DUI convictions starts with a \$250 penalty for the first offense. A first-time offender will also have his or her license suspended for a year. Anyone under 21 who is caught in possession of alcohol, driving under the influence, or obtaining alcohol through a deceptive means, such as a fake ID card, is guilty

of a Class One misdemeanor and can face up to a \$2,500 fine, 50 hours of community service, suspension of a license for up to one year, or one year in jail. Any person driving under the influence with a person 17 years of age or younger in the car faces a \$500 fine and five days in jail.)

N.B. If activities that are like drinking games but do not involve alcoholic beverages (e.g., “water pong”) are played in the residence halls, the door to the room must be open.

All Student Life events that involve alcoholic beverages must be cleared by the Vice President for Student Life & Dean of Students (or designee) for compliance with College guidelines and Virginia laws. At certain school-sponsored events, a limited number of alcoholic beverages may be served to students of legal age. Alcoholic beverages will not be served to underage students.

2. Animals & Pets

Students may not keep any type of pet at any time anywhere on campus, whether housed in a residence hall or kept outdoors. Students may have one fishbowl per room not exceeding 3 gallons with permission from the Residence Directors.

3. Arrival & Departure Times

Students are required to adhere to all published break arrival and departure times and arrange travel to coincide with these published times. Only under very unusual circumstances, and only with the permission of Student Life, will new students be allowed to arrive late for their orientation. Normally a new student who misses the first week of classes will not be allowed to register for that semester’s courses. Moreover, students or their parents/guardians should be certain to make travel arrangements that coincide with the student’s finals as announced in the Academic Calendar.

4. College Identification Card

College Identification cards are issued to new students at the beginning of the school year from the Library. After two years of enrollment, students are eligible to receive a new College ID Card. Students will need their College ID card to use as a library card, to receive meals in St. Lawrence Commons, be checked in at events, and to access residence halls and other buildings on campus. To maintain campus safety and security, students must observe the following directions pertaining to the use of ID cards. Failure to follow these directions may result in disciplinary sanction.

- A student must report a lost ID card to Library staff immediately so that it can be deactivated. The replacement fee is \$10. If there is documented evidence (e.g., an incident report or police report) that the card was stolen the replacement fee is waived. The fee is also waived if the card has become unusable, and the old card is turned in at the time of replacement.
- After his or her first two years, a student may ask once for a new student ID at no charge.
- Under no circumstances may a student loan their ID card to anyone (including another student) for any reason. A student found to be in possession of another student’s identification card to enter a residence hall that is not his or her own, check out Library materials, or obtain meals from the Commons for which he or she did not pay will face disciplinary sanction.
- Use of the physical ID card is required. An image of the ID barcode, whether on an app or by other means, is an unacceptable way to obtain meals in the

Commons or to check out Library materials. The physical ID with the owner's photograph must be presented to obtain these services.

5. Conduct Toward College Officials

Students engaged in the pursuit of a liberal arts education at Christendom College must conduct themselves in a manner befitting the dignity of their educational pursuit by showing proper respect to those in positions of authority. Students must comply with all requests from College officials. If a student disagrees with the request that was made by a College official, he or she should comply with the request and then subsequently present the matter to the Department of Student Life or file an official grievance. Refusal to comply with directions, lying, shouting, swearing, or acts of physical aggression are some examples of disrespect for a College official when exhibited toward a faculty member, staff member, the Campus Security Officer, or an RA when he or she is actively performing their designated duties.

6. Construction Site

Students are not permitted to enter a construction site on campus at any time for any reason without the expressed permission of the Vice President of Operations or the Project Director. Even with this permission, students may only enter the site to perform assigned duties. Students found to be in the construction site, using construction equipment/supplies, or in any way vandalizing or tampering with the construction site or project will receive a serious sanction, up to and including suspension or expulsion.

7. Dances & Music

Christendom College prizes its mission to "Restore All Things in Christ," a mission that seeks to form every aspect of one's life to the standard of Christ. Christendom enjoys a unique opportunity to rebuild a sense of Christian culture. In taking a proper understanding of leisure and entertainment, the College presents a diverse spread of activities for the enjoyment of its student body and College community. These activities include dance, music, art, athletics, community meals, and others. The College seeks to build a culture of dance founded upon the Christian understanding of the relationship between men and women. Within the area of music, we recognize and affirm that there is an abundance of goodness in multiple forms, styles, and genres. The College avoids music that would directly depreciate a proper understanding of leisure and entertainment and/or contradicts the basic morality to which a Christian is called. In understanding the responsibility for the proper formation of its student body, great care is taken in choosing the styles, genres, and playlists of music that foster participation at College events.

All students must make prudential choices regarding the music they listen to privately. Music that is played on campus outside of College events must still meet the standards of a Christian community. Music with profanity, derogatory language, or other offensive material may not be played publicly on campus.

8. Dress Code

Properly dignified and modest attire is not only a trait of a Christian people, but also essential to College morale and respect for oneself and others. Since your primary vocation here is to be a student, it follows that your attire, whether in class or relaxing, should equal the dignity of that pursuit.

Collegiate study is professional work, and therefore, a professional dress code is in force for all classes, Community Masses (i.e., Masses at 11:30 AM M-F), and lunch on class days. It is important to remember that professional dress is meant to minimize attention to oneself for the sake of proper focus on the task and calling at hand.

Even if a student does not have a class on a particular class day, he or she is required to be in dress code at 11:30 AM Mass and during lunch M-F. Students may be asked to change and/or receive a fine if their attire at class, Mass, or lunch does not comply with the code. Sunday dress code is in place for all Sunday Masses, Sunday Brunch, and Mass/Brunch on Holy Days of Obligation. A modesty dress code is always in place on campus or at College-related or sponsored events.

The Resident Assistants, under the supervision of Residence Life, assist with maintaining the College standards of dress and attire. Students are expected to follow and respect the directives of the RAs. Any questions, complaints, or concerns regarding the enforcement of the College dress code should be brought to the Director of Residence Life.

To help define “modest dress” and “professional dress,” some guidelines are listed below, and Residence Life will present additional guidance at the beginning of each year.

Modesty & General College Dress Code for All Students:

- All students are always required to dress modestly while on campus.
- All shorts must be long enough to reach the wearer’s mid-thigh.
- Clothing should not be excessively form-fitting and shirts should not be low cut in the back or front, or so short as to bare the midriff. Halter tops or spaghetti straps are not permitted. All visible straps of a dress or shirt must be at least one inch wide at the top of the shoulder.
- Pants should not be too tight; leggings, tights, or yoga pants (unless worn with an appropriate-length dress or skirt) are not dress code.
- All students must wear shirts and shorts when walking to and from the river to swim. Women’s swimsuits must be modest and not expose the midriff.
- Shirts and footwear are required in all buildings. Cleats may not be worn in any buildings.
- Apparel may not include derogatory, profane, or immoral images, slogans, graphics, or content that defame or degrade the Christendom community or any of its members.
- Men are not to wear hats of any kind at mealtimes at the table, in the Chapel, in the Library, or in administrative buildings. Men and women are not to wear baseball caps in the above-listed places.
- Pajamas should only be worn in the residence halls. Pajamas are not permitted in the Commons, Chapel, Library, Gym, Student Center, or other buildings besides the residence halls.
- Athletic attire must comply with the above modesty guidelines, especially when it is worn outside of practice or competition but still on campus (e.g., the Commons, Chapel, or other public areas of campus).

Professional Dress Code for All Students:

- Professional dress should be, at a minimum, respectful, clean, and appropriate for the work of a student.
- Sweatshirts, hooded sweaters or jackets, and similar garments are not permitted as professional dress. Quarter-zip pullovers are allowed.
- Athletic t-shirts, sweatshirts, or outerwear of any sort are not permitted as professional dress. Official College outerwear and merchandise will be approved as meeting the standards of professional dress by the Vice President for Student Life & Dean of Students.
- Cargo-type pants, pants with back patch pockets, stretch-style pants/leggings, or joggers are not considered professional dress. Stretch-style dress tights or similar are permitted so long as they are worn with an appropriate skirt/dress.
- Flip-flops, Birkenstock, fishermen, and sporty-style sandals, clogs, tennis shoes, hiking/work/combat boots and similar are not appropriate for professional dress. Only dress shoes are permitted. Cowboy or Western-style boots may be worn if they are clean and well-maintained.
- The wearing of jewelry that requires puncturing of any visible part of the body other than the ear is not considered professional or Sunday dress code and therefore not to be worn during class, Mass, or lunch. Additionally, the wearing of earrings by male students is not permitted for professional dress.
- An exception to professional dress at lunch may be made for a student whose employment mandates that they be out of professional dress code during lunch. Employers must contact the Department of Student Life to verify that a student needs an exception to get their meal to-go from the Commons without being in professional dress code.
- Dress code for student employees varies by department and is determined by a student's supervisor. The modesty dress code is always in effect.
- Denim, flannel, or chambray clothes and denim outerwear are not permitted under the professional dress code.

Professional Dress Code for Men:

The Professional Dress Code requires dress pants, a dress shirt, tie, dress socks, and dress shoes. Here are some guidelines to clarify the above dress code:

- All shirt tails must be tucked in.
- Ties must be worn properly, i.e., not pulled away from the neck or shirt unbuttoned.
- Dress socks must be worn. White socks are not considered professional dress.
- A belt or suspenders is required.

Professional Dress Code for Women:

The Professional Dress Code requires a business dress, or a dress skirt/dress pants and dress blouse and dress shoes. Here are some guidelines to clarify the above dress code:

- The neck of all dresses/blouses must not be lower than three fingers from the collar bone.
- The hemline of all skirts or dresses is to be no higher than the top of the wearer's knee cap.

- If a skirt/dress has a slit in the front or side, the slit shall not be more than one inch above the knee cap. If the slit is in the back, it shall be no higher than three inches, measured from the crease of the knee.
- Sleeveless professional shirts are allowed, but tank tops, casual V-neck t-shirts, and crew-neck t-shirts are not. The back of a shirt should fully cover the wearer's shoulder blades.

Sunday Dress Code:

For all Sunday Masses, Sunday Brunch, and Mass/Brunch on Holy Days of Obligation, as well as for other select events, all students must wear Sunday dress code attire. Sunday dress specifically requires that students wear the best possible of the above out of propriety and respect for events at which Sunday dress is required.

- Sunday dress code for men includes a jacket/suit and a tie.
- Sunday dress code for women requires a dress or dress skirt. Pants are not considered "Sunday Dress Code" for women.

Dress Code at Formal Dances or Events:

Dress code at formal events requires a minimum of Sunday dress code for men and women. Guidelines for the dress code at formal events (e.g., Christmas formal, Spring formal, etc.) will be distributed to students before the event.

Final Guidance:

The specifications for dress code set out in this section are meant as guidelines and not as exhaustive rules. Note that the code calls for "dignified attire" and "professional dress." Simple adherence to the letter of the law or pushing the limits of what is acceptable may result in a judgment of the administration that what seems technically correct does not in fact comply with the spirit of the rules. One's dress should reflect the distinction and dignity of one's sex, lending to an understanding and appreciation of the creation of men and women in the image of God. Again, the RAs, under the authority of the Vice President for Student Life & Dean of Students and the Director of Residence Life, will be the judges of whether an outfit is acceptable dress code on whatever occasion. If you have any questions about this dress code, please contact a Student Life staff member.

9. Drugs

The Catholic Church teaches that the use of recreational drugs is objectively immoral. Based on this teaching, and in addition to other arguments related to students' well-being and the good of the community, the possession or use of illegal drugs, (such as marijuana) or drug paraphernalia is strictly forbidden. Any student who violates the drug policy on or off campus will be sanctioned. Certain situations will be dealt with differently if they involve self-reporting. See "*Self-Reporting Policy*."

While the purchase, possession, or use of recreational marijuana may be legal in some states, students are still restricted from purchasing, possessing, or using marijuana or THC in any form while enrolled as a student at Christendom, including during breaks when a student is away from campus.

10. Fireworks

Possession or use of fireworks is not allowed on campus without the written consent of the Vice President of Operations. Due to potential for severe damage or physical harm, the use of fireworks, firecrackers, etc. on campus will result in significant sanctions.

11. Golf Cart Use

Several College offices utilize golf carts for transportation and other purposes on campus. While the purpose and appropriate use of the golf carts is determined by each office, the following policies apply to all cart use on campus:

- Operation of any of the College's golf cart fleet is restricted to work-study students who have prior approval; and individual students who have special authorization from the supervisor of the office that manages the golf cart.
- Students who have been authorized to drive a golf cart need approval for each instance the cart is needed. Permission to use the cart for one particular operation or time frame does not imply that a student has on-going authorization to use the cart. A managing office may approve more long-term or ongoing authorization and give this expressed permission to an individual work study student.
- Carts are for College use only and not for personal use or convenience.
- Drivers should not transport unauthorized students in golf carts, except for physical emergencies.
- Drivers should operate the cart at a safe/moderate speed, avoid reckless driving, and comply with all posted restricted areas.
- Drivers operating carts in a dangerous fashion should be reported to the Office that authorizes his or her cart use. Drivers will be warned once before being suspended from cart operation. Tampering with, unauthorized driving, or damaging a golf cart can be cause for sanctions both by the managing office and Student Life. Failure to comply with these guidelines will result in cart operation suspension and/or disciplinary sanctions by the managing office and/or Student Life.

12. Mandatory Events

There are a few College events such as presidential addresses, convocations, etc., which are mandatory for all students. These events, though few, reflect the College's commitment to gathering everyone together for an event that is beneficial for the entire community. Failure to attend such events may result in sanctions. It is each student's responsibility to check in with his or her student ID to confirm attendance. RAs may hold mandatory meetings which, if not attended, will incur a fine.

13. Media

As with all aspects of culture, the technological ingenuity of man shines brightest when it magnifies the grandeur of God, is placed at the service of the common good, and is ordered toward the perfection of the person. To encourage a strong sense of community, the College seeks to instill a healthy balance toward contemporary media such as Internet content, social media, movies, and video games. Students who spend an inordinate amount of time and energy on such entertainment will be subject to correction.

Social Media & Internet Usage:

Students should exercise prudence, good judgment, and Christian charity when posting comments, photographs, videos, or personal information on social media platforms (such as TikTok, Snapchat, X, Instagram, Facebook, YouTube, etc.) or elsewhere on the Internet. Students are reminded that there is no such thing as complete privacy online.

Regardless of privacy settings, information shared electronically may become public, permanent, and widely distributed.

Students are responsible for their online communications and digital conduct, whether using personal devices, personal accounts, or Christendom College technology resources. Online conduct that violates the Student Handbook, College policies, or applicable law may be subject to disciplinary action when it materially affects the safety, well-being, rights, or operations of the Christendom College community.

The following guidelines apply to all Internet usage:

- Students accept full responsibility for all messages, images, videos, recordings, and other content they communicate or share online and/or through Christendom College's network or computers.
- Fraudulent, defamatory, harassing, intimidating, obscene, indecent, threatening, or illegal communications are prohibited.
- Cyberbullying, targeted harassment, stalking, or the unauthorized disclosure of another person's private or identifying information are prohibited.
- Students should respect the privacy and dignity of fellow students, faculty, staff, and guests. Images, recordings, or personal information should not be shared in a manner that invades privacy, misrepresents others, or violates College policies.
- Students may not knowingly create, alter, or distribute manipulated or AI-generated images, audio, or video that falsely depict members of the College community or that are intended to deceive, harass, intimidate, or defraud others.
- Unless specifically authorized by the College, students may not represent that they are speaking on behalf of Christendom College or imply that their personal opinions represent the official position of the College.
- Students who have access to confidential or non-public College information through employment, student leadership positions, internships, or other responsibilities must not disclose such information without proper authorization.
- The accessing, viewing, printing, possessing, or distributing of obscene, lewd, or pornographic materials is strictly prohibited.
- Students shall not attempt to access, read, edit, delete, or otherwise gain unauthorized access to another person's email, electronic files, accounts, or other digital communications.
- During emergencies or other significant incidents, students should prioritize personal safety and comply with directions from College officials and emergency responders. Students should not interfere with emergency operations by entering restricted areas or obstructing first responders for the purpose of capturing photographs or video.

Christendom College views the residence halls as places for rest, study, formation, and community life. For this reason, Internet access of any kind is not provided in the residence halls.

Movies, Television Shows, & Video Games:

The College encourages the watching of movies that are worthwhile and avoiding those that are offensive to Catholic morals and values. Movies, television shows, video games, and any other media with excessive violence, nudity, sexual content, or profanity are

not permitted. Students do not need advance approval for movies but will be asked to stop viewing any media that includes inappropriate content.

Students are directed to use reliable movie review guides such as www.osvnews.com/category/reviews or www.decentfilms.com to make informed decisions about the films they choose to watch.

14. Noise Disturbances

Students must refrain from disturbing the on-campus community and surrounding neighborhoods with unnecessarily loud noise, such as loud music (being played from cars, portable speakers, etc.), shouting or yelling, car horns etc. between the hours of 10:00 PM and 6:00 AM. Noise disturbances in parking lots, outdoor spaces, and other areas on or near campus, particularly those that disrupt the residence hall environment or our campus neighbors, may result in sanctions.

15. Untraditional Vehicles

All street-legal or electric vehicles (motorcycles, mopeds, motorbikes, and/or scooters) must be registered with Student Life and parked in a designated spot. They may only be driven on marked campus roads and are not permitted on sidewalks, pathways, or fields. All non-street-legal, gas-powered vehicles (motocross bikes, vehicles without proper lighting, signaling, or other necessary parts) are not allowed to be stored or used on campus. Due to safety concerns, students are not permitted to store gasoline in or around the residence halls or other campus buildings, including the maintenance sheds.

Students may only use a personal motorized golf cart or similar vehicle to aid in mobility due to a documented disability and recommended accommodation that is registered with the College.

16. Responsible Communication

Students should understand that consistent and responsible communication is an important part of adult life and life after college.

Christendom Email Account:

To promote and utilize consistent communication on campus and in preparation for responsible communication as adults, students should know that the Christendom email system is the official form of communication from the College to all students, faculty, and staff. Email will be sent to a student's Christendom email account (firstname.lastname@christendom.edu). Please reference the information provided by Technology Services on how to access and set up your official Christendom email and Microsoft 365 account.

Through the official email system, students will receive important information about safety and security, events, campus updates, personal emails from College offices, and other important information. Thus, students are responsible for maintaining this form of communication and all information sent to their christendom.edu address and received at their personal account. Students may contact support@christendom.edu via a personal email account or call Technology Services for further instructions on how to maintain and troubleshoot their christendom.edu email account. Failure to use this account or maintain it properly is not an acceptable reason for missing important information.

Guidelines for Communication:

Students should be mindful that in every form of communication he is “to put away all malice and guile and insincerity and envy and all slander” (Eph. 4:25; 1 Pet. 2:1). A student may freely disseminate one’s views in writing or in speech to other members of the Christendom College community subject to the following guidelines:

- Slander, detraction, badmouthing, false rumors, and dishonesty, or the like are to be avoided. Students are also culpable for perpetuating errors, particularly those that touch upon the reputations of others, if proper attention has not been given to the ascertaining of facts.
- Anonymous communication is not allowed. All materials disseminated on campus must be signed by the author’s/editor’s real name.
- Blasphemous, profane, lewd, or otherwise unacceptable language and images are prohibited.
- Dissemination must be limited to the Christendom College community.
- Official bulletin boards, electronic mailing lists, or mailboxes are not to be used without the authorization of Student Life.
- The copying of such communications is not to be done at the College’s expense.
- All publicly posted flyers/notices must be approved or authorized by Student Life. Failure to secure this permission will result in the removal of the flyers/notices and potential sanctions.
- Due to the College’s non-profit status, official endorsement of political parties or candidates is not permitted.
- Students should note that social media (e.g., Snapchat, Instagram, X, TikTok, etc.) are often shared and therefore are considered public communication and may be sanctioned for comments or activities shown or displayed on these sites. Students may be held responsible for these communications. Please exercise caution with your personal information and those with whom you share it.
- Harassment of any kind will not be tolerated.
- Bullying or any form of retribution, including threats, will not be tolerated. This applies but is not limited to speech, written messages, text messages, emails, or online postings.

Artificial Intelligence Use:

In the era of artificial intelligence, when human dignity is threatened by new forms of dehumanization, ours is the pressing duty to remain profoundly human. We must lovingly safeguard the grandeur of humanity bestowed upon us and revealed in its fullness in Christ, the splendor of which no machine can ever replace.

- Pope Leo XIV, *Magnifica Humanitas*, 15

Students are expected to present their own thoughts and voice in all communications, including social media posts, student publications, and content representing themselves or the College community. Appropriate disclosure is required when artificial intelligence tools are used to generate or shape content attributed to a student.

Students must respect the rights, privacy, and dignity of others when using AI tools. The unauthorized use of another person’s written work, images, likeness, voice, or private information in AI systems is prohibited. Students may not use AI tools to create, alter,

or distribute content that misrepresents another person's identity, fabricates their words or actions, or could cause harm to their reputation or well-being.

Students remain fully responsible for all content they produce or share, regardless of whether AI tools were involved in its creation.

N.B. Course-specific policies regarding AI supersede this general policy. Please refer to the Academic Bulletin regarding AI use in academic settings.

17. Romantic Displays of Affection

During college years many students are actively discerning marriage through romantic relationships. The College community joyfully recognizes the beauty of healthy relationships and the appropriateness of physical affection within the proper context respecting the dignity of each human person. The human person naturally loves through the dimensions of both body and soul, and therefore degrees of affection are expressed spiritually, emotionally, and physically. The College encourages students to have a proper understanding and appreciation for the holistic role affection plays within the context of a healthy relationship. Because the College intentionally exists as a community environment, during a student's time at Christendom the pursuit and appreciation of his or her role and responsibilities in that community is primary. In this regard, we recognize that on our small campus certain romantic physical expressions in the public sphere tend to disrupt community. The College allows for the holding of hands by couples of the opposite sex in a relationship, but for the sake of the broader community and the common good all other public romantic displays of affection are not permitted on campus. Holding hands is allowed except for in professional settings or the Chapel.

18. Rooftops & Ledges

Students are prohibited from being on rooftops and/or sitting on the outside ledge of a window of any building at any time.

19. Safety Equipment & Other Hazards

Students may not tamper with any safety equipment that contributes to providing a safe environment or engage in activities which may jeopardize the safety of themselves or other persons. This includes, but is not limited to, damage to or tampering with smoke detectors, fire extinguishers, locks or locking mechanisms, other equipment or pranks that may injure persons or damage equipment that contributes to a safe environment. Violations will usually result in sanctions up to and including suspension or expulsion.

20. Sexual Behavior

Students have a responsibility to conduct themselves in a manner consistent with Catholic moral teaching, in particular the Church's teaching on human sexuality and sexual identity. Non-consensual sexual behavior is addressed in Part II Subpart C of this Handbook under the Sexual Misconduct Policy. Consensual sexual activity outside of the sacrament of Matrimony is contrary to the dignity of the person and human sexuality (CCC § 2353) and is a violation of the Student Code of Conduct. The possession of pornography, contraceptives, or other sexually immoral or disordered materials are also a violation of the Code of Conduct. While typically addressed through pastoral correction, these behaviors may also be grounds for sanctioning, up to and including suspension or expulsion.

Intrinsically disordered sexual behavior or expression (CCC § 2331-2400) can be subject to intervention and further action by the College (disciplinary or otherwise, up to and including expulsion). The advocacy of such conduct or expression will also be subject to action by the College (disciplinary or otherwise, up to and including expulsion). This document from the USCCB provides context for the College's application of this policy: <https://www.usccb.org/resources/Gender-Ideology-Select-Teaching-Resources.pdf>.

21. Smoking Restrictions on Campus

Smoking, vaping, or the use of e-cigarettes is not allowed in any building on campus or in or immediately in front of the doorways of any building on campus. These restrictions are based on courtesy toward non-smokers and fire safety. Smoking is not permitted by the front entrances of the St. Lawrence Commons, all residence halls, the Library, the Student Center, the Gym, or Regina Coeli at any time out of respect for passers-by who cannot be around smoke. Students smoking must remain at least 25 feet away from all buildings out of respect for anyone entering and exiting the building. Those who are smoking must not litter the grounds with cigarette butts but use only proper containers for disposal. Smoking inside of any building will usually result in a minimum of a \$100 fine.

In the Commonwealth of Virginia, no one under the age of 21 may purchase, use, or possess any tobacco, nicotine vapor, or alternative tobacco product. Students are expected to comply with all laws of the Commonwealth.

22. Spectator, Audience, & Participant Conduct

Unacceptable behavior in or at College-sponsored events such as athletic contests, intramural sports, Student Activities Council events, etc., is not permitted. Unacceptable behavior includes taunting, intimidating, or harassing behavior directed toward participants, officials, or fans. Possession of alcohol or intoxicated behavior at sporting events is also unacceptable. Such behavior could result in ejection from the event as well as further restriction from attending similar or other College events for a specified period or for a specified number of events.

23. Stewardship

Christendom College students must be good stewards of College property, which includes buildings, furniture, landscape, porches, and trails. Litter diminishes the beauty of the campus and reflects poorly on our community; therefore, students are responsible for removing their own trash and are encouraged to clean up after one another.

Students must not damage property, harm others, or demonstrate disrespect toward College officials. Conduct that results in damage to property, harm to others, or disruption of the College community is prohibited, even if it is intended as a joke or "prank."

Vandalism and the damage, defacement, or destruction of College property or the property of others are prohibited in all forms.

24. Theft

As a Christian community, students should be able to live among each other with a sense of trust and security. Theft of personal property, money, or other goods damages the sense of community that is at the heart of Christendom College. Students found

responsible for theft, especially in the residence halls, may be given a sanction up to and including suspension or expulsion.

All students should take all reasonable precautions to secure their belongings. Money and valuables (such as laptops, tablets, etc.) should not be left unattended in public spaces on campus. The College does not provide personal property insurance, so students should consider purchasing personal property insurance coverage for valuable items they bring to campus.

25. Unlawful Entry & Unlawful Use

Students may not access any building without authorization from the College staff person supervising that space. Further, students may not enter a locked space without authorization, even if the student has access to keys. Students may not remove items from College buildings or permanent locations without the expressed permission of the College staff member who supervises that space. Breaking and entering school property, unapproved use of school property, misuse of any College keys, or removal of College property from any building(s) or permanent locations may result in severe disciplinary action including the possibility of suspension from the College. Entering College residence halls or other closed facilities during official breaks without the expressed permission of College staff is considered trespassing and may result in sanctioning by the College.

26. Violence, Intimidation, & Threats

As members of the Body of Christ, respect for the safety and well-being of others strengthens us as a Church and honors the God-given gift of our being. Acts of violence, intimidation, and/or threats against a student, faculty member, staff member, or other member of the College community are not tolerated at Christendom College and will be reason for serious sanctions. Acts of violence may include a physical altercation, as well as attacking or harming another with a weapon or an object used as a weapon. Threatening physical violence, either by making a verbal threat to physically harm another or by displaying a weapon or other means of harm, is also a violation of this policy. Intimidation refers to any action that attempts to exercise power or control over another or influence his or her actions by making that person feel unsafe or in danger of physical or emotional harm.

27. Weapons

Students may not keep any guns or weapons on campus at any time, including the storing of weapons in vehicles. This includes but is not limited to swords, knives (longer than 4”), guns, stun guns, Tasers, paintball guns or pellets, BB guns or pellets, nunchucks, airsoft guns, bow and arrows, brass knuckles, etc. Facsimiles, replicas, or look alike weapons can cause undue alarm on campus and incite a serious or forceful response from campus security or police, and therefore they are not permitted. Students are not allowed to possess or store ammunition on campus, including, but not limited to, arrows, bullets, shotgun shells, BB’s, and/or paintballs.

B. Residence Life Policies

Christendom College believes that the on-campus experience is an essential part of a liberal arts education and provides an environment where students can actively grow in virtue and service to the College community. For this reason, all full-time students

are required to live on campus during their enrollment at Christendom, except for students who live with their parents locally or are given an exemption from the Director of Residence Life. Residence Life is committed to providing a living environment and co-curricular events that aid in students' Christian formation.

Students living on campus agree to comply with all Residence Life policies, policies regarding care for College property, and policies governing housing selection, move in/out, and breaks. Residence Life reserves the right to change a student's housing or roommate assignment, or to enter, inspect, and/or search a room in the residence halls when there is reason to believe there is a health emergency, safety or security risk, or a violation of the Student Life or Residence Life policies. Residents may be held responsible for policy violations that occur in their assigned room. Residence Life reserves the right to reassign a student who is registered to live on campus but does not occupy his or her assigned room during the first two weeks of the semester.

1. Breaks

Residence halls are closed during holiday breaks, semester breaks, and during Fall and Spring Breaks. All students are therefore required to vacate campus during these times and do so by the set residence hall closing deadline. Students are responsible for adhering to all closing and break procedures. Curfew is in effect the night before a break and the night before the first day of classes following a break. The College does not permit late departures or early arrivals for any break.

If a student arrives before the scheduled beginning of the academic year or stays after the announced closing of school at semester's end, without permission from Student Life, a minimum fine of \$50 will be charged to the student for each day he stays on campus without permission. Further, if students stay late or arrive early before or after break periods (such as Fall break, Christmas break, etc.) the student is subject to a minimum fine of \$50 per day.

The College will allow students with a valid need to stay on-campus only for Thanksgiving and Easter break. If a student has a need to be on campus for Thanksgiving or Easter break, they must first register by the advertised deadline, pay a \$20 fee, and adhere to the special Thanksgiving and Easter break policies and requests before being granted approval to stay on campus. Approval is not guaranteed.

2. Candles & Incense

For fire safety reasons, students may not possess or burn candles, incense, wax, or any sort of burning device in the residence halls. Violations of the candle/burning policy will normally result in a significant fine. Residence Life will confiscate and dispose of all candles, incense, etc.

3. Check-in & Check-out

When students check into their rooms, they must complete and sign the Room Condition Report (RCR) that indicates the condition of the room and its furnishings. Students should see all postings and College emails regarding break closings for the most accurate information on hall closings.

Before vacating their rooms, all students must: (a) remove all personal belongings, (b) properly dispose of trash, (c) return the room/area to its original state of cleanliness and (d) return all College keys. Charges will be assessed for improper checkout, damage, missing or extra furniture, and any excessive cleaning needed after the room has been

vacated. Students are also responsible for the cleanliness and care of the common lounges, bathrooms, etc. Restitution charges may be assessed to a floor or wing where there is excessive damage or cleaning needed.

4. College Furniture

College-owned furniture may not be removed from its assigned lounge or residence room without permission from the Operations Department. Unauthorized dismantling or alteration is prohibited. Additionally, bunk beds must not exceed a two-tier configuration.

Students remain financially liable for any damage, loss, or theft involving college furniture under their care.

5. Common Areas

Everyone is responsible for removing personal items from common areas such as bathrooms, hallways, kitchens, and lounges. If items are left out, the housekeeping staff will not be able to thoroughly clean the area. Residence Life will remove items left out for an extended period. Please help to discourage damage to rooms or common areas and identify individuals responsible for your RA. Each resident is responsible for keeping the outside area immediately around the entrances and porches clean and free of cigarette butts and other debris. Students, guests, and visitors are not permitted to sleep in the Common Areas out of respect for other residents who may need to use or access that space. Fines for damage done to common areas or common furniture that is not claimed by an individual may be assessed to all residents of that floor. Students living in an East Campus house are responsible for cleaning their own kitchens and bathrooms.

6. Cooking in Residence Halls

Cooking is permitted only in the kitchen areas of the residence halls that have full-size kitchens (e.g., East Campus houses, St. Clare's Hall, and St. Catherine's Hall). Students who wish to utilize the kitchen in one of the East Campus houses must do so with advanced 24-hour notice and only with the expressed permission of the RA who supervises that house. Students are required to bring in all items and ingredients they need to use during cooking and must clean up immediately after completing their cooking. Students may only cook during hours set forth by the RA of each campus house.

Any student cooking in a residence hall kitchen is responsible for cleaning the cooking and dining area. Students' personal dishes, pots, pans, or cooking utensils may be stored in a residence hall kitchen if properly labeled. Students who repeatedly do not clean the cooking area, leave dirty dishes, or in any other way disrespect this communal cooking space will have the privilege of cooking in the communal kitchen revoked. Frequent violations of this policy may result in the closure of the kitchen by Residence Life.

7. Curfew

The curfew at Christendom is designed to aid students in the development of regular habits of living, to foster effective study patterns, encourage same-sex community and to give a balanced structure and rhythm to student life on campus. Students are subject to the following curfews: Sunday-Thursday: 12:00 AM; Friday, Saturday, and the eve of holidays: 1:00 AM. To be "in" for curfew means that a student is within his or her

residence hall at curfew time and makes himself or herself visible to the RA doing curfew checks. It is the student's responsibility to check in at curfew, be in their room, or if late, find the RA on duty. It is not the RA's responsibility to find missing students. After checking in for curfew, students must remain in the residence halls until 6:00 AM. Students found to have left the residence halls after checking in for curfew will be sanctioned by Residence Life.

Juniors (with a declared major), Seniors, and students aged 21 and over are not subject to curfew. Curfew is in effect over the entire academic year including the nights before all College breaks begin and during Commencement Weekend.

Off-campus students who would have curfew (who are not juniors by credit or under 21) are not allowed on campus beyond normal curfew hours but can obtain an extension from the RA on duty to stay on campus for a legitimate reason such as studying.

8. Campus Curfew Boundaries for All Students

Once curfew begins, all students (including those without curfew) must remain on their own side of campus and not loiter unnecessarily on the opposite side of campus or East campus, including Lot G. After curfew, male students (except for those who live in St. Columba's Hall) must not be anywhere on campus south of the Old Chapel Hall, including the Library, St. Catherine's Glade, or Gym. Similarly, female students must not be anywhere on campus north of the Old Chapel Hall, including Regina Coeli, the Student Center, or the Commons.

Male students under curfew must not go beyond the quad area between St. Joseph, St. Benedict, and St. Francis Residence Halls. Students are not to be in the faculty/staff parking lot or be near the buildings on the north side of campus.

Men who are housed in St. Columba's can only be in the immediate vicinity of their hall. They are not to be near the women's residence halls, Campion field, or the women's parking lots.

Female students under curfew must not go beyond the quad area between St. Catherine, St. Clare, and St. Campion Residence Halls or the grass areas surrounding the women's halls.

9. Curfew Extensions

At the discretion of the RA on duty, curfew extensions may be granted to freshmen and sophomores who request them. Such extensions are not automatic and are granted only for good reasons, and only to those students who have shown themselves to be responsible and mature. Students must ask for such extensions from the RA on duty before 10:00 PM.

10. Damages

Holes in walls and/or non-authorized writing or painting on the walls and ceilings will, in most cases, necessitate the repainting of the entire room. Occupants of the room will be charged accordingly, and additional sanctions may be levied. Failure to properly report damage and sign a Room Condition Report form will result in a \$50 fine per person in addition to the costs associated with the repairs. Damage that occurs in your room must be promptly reported to the RA. For a further explanation, please see the entry "Restitution" under disciplinary sanctions.

11. Dartboards

Dartboards are not allowed in residence halls, due to the frequency and severity of damage caused by darts sticking in doors and walls. Magnetic dartboards are allowed.

12. Electrical Appliances

The use of electrical appliances is extremely limited in the residence halls for fire and safety purposes. Students may have small refrigerators that do not exceed 4.4 cubic feet. Students may only have one compliant refrigerator per student in each room. All coffee pots and hair appliances such as straightening and curling irons must have automatic shut-off features. George Foreman grills, toasters, toaster ovens, deep fryers, hot plates or other open coil appliances, crock pots, instant pots, personal microwaves, and personal space heaters are not permitted in the residence halls. A microwave and iron are located on each residence floor/wing for community use. For fire safety reasons, no other appliances are allowed in the residence halls unless permission is given by Residence Life.

13. Flags, Draperies, & Wall Hangings

In compliance with the Warren County fire code, flags, draperies, or similar material may not be hung from the windows, ceiling, furniture, or walls or draped between beds or other pieces of furniture if not properly marked as being flame-retardant material. Applying flame-retardant spray to a flag, draperies, etc. does not meet Fire Code requirements. In addition, posters and other items may not take up more than one-third of any wall or door space in the room. Students are to adhere to additional information provided by the College regarding Fire Code compliance.

No thumbtacks, nails, or poster sticky tack are to be used to hang things on the walls. The student assumes any risk associated with adhesive use, is responsible for making sure adhesive is used properly and is responsible for proper removal and any damages caused by the adhesive. Some residence halls provide residents with wooden trim around the perimeter of the room called “poster strips” for the purpose of attaching wall hangings so that students do not need to adhere items directly to the wall. No holes should be made in the drywall for any reason in the residence halls.

Students are expected to exercise Christian discretion in their choice of music, posters, publications, and in all other forms of cultural expression. Any item judged to be offensive by a Student Life staff member or the RAs must be removed from campus.

14. Inter-visitation

Recognition of and respect for the differences between the sexes are vital to good order in our community and to the maintenance of Christian moral living. For this reason, men’s and women’s residence halls are separate, and men and women are required to respect the privacy and integrity of each other’s residence facility. Therefore, no members of the opposite sex (students, guests, etc.) are permitted in residence halls at any time; nor are they permitted to stand in or around the open windows or doorways of residence hall rooms. *As an exception to this rule, members of the opposite sex are allowed in the lower level of St. Clare’s Hall from 10:00 AM until 10:00 PM.* Both visitors and residents of the room are subject to serious disciplinary action in case of violation of this rule. “Dorm raids” on the residence halls of the opposite sex are no exception to this policy. Students may not be on the opposite sex’s side of campus after curfew; this is the policy even for those students not subject to curfew. Students may only enter the residence of the opposite sex with the expressed permission of Student Life. Parents

and siblings of the opposite sex are discouraged from entering the residence halls except during approved times. As noted in Part I Subpart B, violations of this policy will normally result in severe disciplinary action such as suspension.

15. Keys for Residence Hall Rooms

For security of personal belongings, all students will be given a key to their room upon moving into their residence hall. At the end of the year, the key should be returned to the Residence Director. Loss of a room key, duplicating a room key, or failure to return a room key at the end of the year will result in a \$100 fine.

16. Laundry

The laundry rooms in St. Clare, St. Campion, and St. Catherine Halls are for the exclusive use of the women residents. The laundry rooms in St. Columba's, St. Benedict, St. Joseph, St. Francis Halls, and campus houses are for the exclusive use of the men residents. Students should not leave clothes in the laundry rooms and must report promptly any malfunctions of the machines using the official work order system (see "Maintenance & Housekeeping"). Laundry policies and procedures for the laundry machines will be distributed to all students at the beginning of the year.

17. Maintenance & Housekeeping

All residence hall maintenance/housekeeping problems should be reported promptly using the College's official work order system, available on the "Student Life Resources" page on MyChristendom. Students are asked to be careful and considerate in their use of residence hall facilities and to be conservative in their use of energy. Heaters and air-conditioners are to be used only when the room is occupied, and when the windows are closed.

Students are required to be good stewards of College property. Regarding maintenance and housekeeping in residence halls, students are required to maintain a clean room. Residence Life conducts regular room checks, and residents may receive a fine for failing room checks. Residents with in-suite bathrooms and residents of the campus houses are responsible for cleaning their own bathrooms and kitchens.

18. Overnight Requests

A student subject to curfew and who wants to be off campus overnight must submit a Student Overnight Request form (<https://www.christendom.edu/campus-life/student-services/student-overnight-request-form/>) by 4:00 PM on the day they want to leave campus (or by 4:00 PM on Friday for weekend requests). The notification must include where the student intends to go and when the student will return. Student Life retains the right to deny permission. The College does not ensure the welfare of students who leave campus, even with Student Life's permission. When overnight permission is granted, it must be used unless notification is given to the RA on duty. An overnight extension may not be used to come back after curfew. Repeated curfew violations or abuses of this policy may result in overnight permission not being permitted.

19. Quiet & Courtesy Hours

Residence Halls are intended to support the academic and community life of the student in the residential setting.

Courtesy Hours exist to be considerate of others' desire to sleep, study, and pray. Courtesy Hours are always in effect and, therefore, excessive noise (e.g., loud music and

yelling) is never acceptable. Thus, reasonable quiet should be maintained in the residence halls at all hours of the day.

Quiet Hours are in effect at the following times:

Sunday-Thursday: 8:00 PM - 9:00 AM

Friday-Saturday: 10:00 PM - 9:00 AM

Music must not be played so loudly as to be heard outside residence hall rooms. No music may be played in the residence halls without the use of headphones, unless all members of the room wish to listen as a group. If even one student desires quiet, this desire must be respected. Public amplified or projected playing of music outside of campus buildings is not permitted without the permission of the Student Life Office.

20. Residence Halls Amenities

Residence Hall amenities are provided specifically for all on-campus students. These amenities include but are not limited to, residence hall kitchens, common areas, and movie rooms in the residence halls. Registered guests are welcome to use these spaces during their approved stay on campus. Off-campus students, non-registered guests, and all other members of the community must request permission from the Director of Residence Life each time they wish to use any of the residence hall amenities.

21. Room Changes

The Director of Residence Life or the Residence Director must approve all room changes in advance of a move occurring. Students wishing to change rooms should fill out a Room Change Request form (available from the Residence Directors). There is a housing freeze for the first two and last two weeks of each semester during which room change requests may not be submitted and room changes may not occur. Students may not change rooms without submitting a request in writing and receiving subsequent approval via the Director of Residence Life or the Residence Director. No room changes will be granted during the summer or between semesters.

22. Room Checks

Keeping in mind that our residence halls must serve students both now and in the future, as well as personal charity with regards to the needs of others, students are responsible for keeping their own living area neat and for cooperating with their roommates in the cleaning of the common areas of the room. Rooms will be inspected regularly but are subject to inspection at any time. Students should have regard for sanitation, basic cleanliness, and College property.

23. Smoking in Residence Halls

Smoking, vaping, and using e-cigarettes is not allowed at any time in residence halls or near the primary entrance to a hall. Cigarette receptacles are provided outside for those students who want to smoke. Students smoking must remain at least 25 feet away from all buildings out of respect for anyone entering and exiting the building. Violations of the smoking policy will normally result in a significant fine.

24. Special Housing Requests

A student who needs housing accommodations due to a disability should first contact the Director of Residence Life. The DRL will provide a student with the approved accommodations available in on-campus housing.

The College believes that community is a critical aspect of the College's mission, and therefore all students are expected to live on campus. Exceptions to this policy will be rare and will be granted under five main circumstances: (a) the student resides with parents in the Front Royal area; (b) the student is younger than 17 or older than 26 years of age; (c) the student has a documented medical disability that cannot be accommodated in the residence halls; (d) the student is married; or (e) the student has extenuating financial needs as determined by the College Financial Aid Office. Students who wish to be considered for this rare exception should complete the Housing Exemption Request form (provided by the Director of Residence Life) in advance of their desired move off-campus.

25. Storage

There is no storage on campus of any kind. Students may not keep personal belongings of any kind on campus during the summer. If students need storage for personal belongings outside of their room during the academic year or during the summer, they should rent and use local storage facilities. Students should expect that the unauthorized storage of any personal items may result in those items being removed without the student's prior notification. Removed items will not be replaced or returned and the student may be subject to additional fines.

26. Televisions & Monitors

The residence halls are intended to provide space for proper study, rest, and community building. Large televisions, gaming systems, or monitors can often create an environment that does not promote healthy personal and community habits. To encourage the deep bonds through interpersonal community building that are a hallmark of life in Christendom's residence halls, gaming systems are discouraged, and screens of any kind may not be larger than 24 inches.

C. Sexual Misconduct Policy

Christendom College, as a Catholic college, fully accepts the beliefs and teachings of the Catholic Church as set forth by the Magisterium of the Catholic Church pertaining to all areas of life. All members of the College Community are expected to behave in a manner consistent with this aspect of our mission. Included in this expectation is that members of the community will promote respect for persons and the virtues of chastity and self-control in expression, speech, and conduct.

Consensual sexual activity outside of marriage is contrary to the teaching of the Catholic Church. Unwanted sexual contact is completely contrary to our obligation to respect the dignity of the human person. Non-consensual sexual contact is a compounded affront to this dignity. Such behavior, as well as other violations of this policy, are contrary to the teachings of the Catholic Church and may also carry criminal penalties.

The expression of the beliefs and teachings of the Catholic Church, as set forth by the Magisterium, do not violate this policy and shall not be regarded as doing so. Further, nothing in this policy should be understood to undermine the integrity of Christendom as a Catholic college. Nothing in this policy shall require the College to act in a manner contrary to the beliefs and teachings of the Catholic Church.

Scope

This policy defines the expected standard of behavior that applies to administrators, faculty, and other College employees, students, and to all other persons who participate in the College's educational programs and activities, including third-party visitors on campus during their time here (the "College Community"). A violation of the terms of this policy may be the ground for denying an application for employment and may be applied by the College to third-party contractors, as appropriate. The College's prohibition on sexual misconduct extends to all aspects of its educational programs and activities. In the manner described below, this policy applies to on- or off-campus sexual misconduct that negatively impacts any member of the College Community or the community. "Sexual misconduct" includes sexual harassment, sexual assault, stalking, domestic violence, and dating violence. The specific definitions are set forth below.

Sexual Harassment

Definition of Sexual Harassment:

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature have no place in an academic community founded for the pursuit of Truth. These behaviors are contrary to the teachings of the Catholic Church and are unacceptable among and between members of the College community. Such activity may constitute sexual harassment when:

- Submission to such conduct is, either explicitly or implicitly, made or threatened to be made a term or condition of an individual's employment or education, or the basis for academic or employment decisions affecting that individual; or
- Because of its severe, persistent, or pervasive nature, the conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

A person's subjective belief alone that the behavior is offensive does not necessarily mean the conduct rises to the level of a policy violation. The behavior must also objectively meet the definition of prohibited sexual harassment.

Examples of Sexual Harassment When the Above Conditions Are Met:

- Disordered pressure for sexual activity or a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Sexual innuendos or sexual humor
- Sexually explicit gestures or profanity
- Displaying or forcing another to view sexually explicit images of any kind
- Social media, email, or Internet use that constitutes sexual harassment as defined above

Sexual Assault

Definition of Sexual Assault:

Sexual assault is an affront to human dignity, a violation of the teachings of the Church and the moral standards of this Community, and an especially egregious form of

prohibited sexual misconduct. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, or because of his or her age.

Examples of Sexual Assault:

Sexual intercourse or forced sexual activity of any kind by a man or woman upon another person with any object or body part that is committed without consent or by force, threat, or intimidation.

Sexual touching with an object or body part by a man or woman upon another person, committed without consent or by force, threat, or intimidation.

Other Sexual Offenses

Acts of sexual degradation, exploitation, or objectification committed by a man or woman against another person always violate the teachings of the Catholic Church. When these acts are committed by force, threat, or intimidation they are also a violation of the sexual misconduct policy.

Examples of Other Sexual Offenses:

- Physically abusing another person during sexual activity
- Photography, video, or audio taping of sexual activity, regardless of whether it is shared with a third party
- Sharing or displaying sexually explicit photographs, videos, etc., of another person
- Knowingly and willfully aiding another person in committing sexual misconduct

Stalking

Stalking is behavior that often targets a specific person with the intention of causing serious emotional harm or making the person fear for his or her safety. Stalking includes repeatedly contacting (or attempting to contact) someone in person, via the phone, Internet, or social media, or through a third party making the person fear injury, sexual assault, or death. Stalking is a violation of this policy, a violation of the teachings of the Church, and a Class 1 misdemeanor according to the Virginia Code §18.2-60.3.

Domestic Abuse & Dating Violence

Domestic abuse is defined as any act of assault or battery against a family or household member. Dating violence is physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Domestic abuse/dating violence is a violation of this policy and a violation of the teachings of the Church. Domestic abuse is a Class 1 misdemeanor according to Virginia Code §18.2-57.2.

Consent

It is our responsibility as Catholics to treat each person we encounter with charity—to will his or her good. This is the standard of behavior the College expects of all members of its community. Consensual sexual activity outside of marriage is contrary to the teachings of the Church and harmful to those involved, and so it does not meet the standard of respect and dignity each person owes to another.

While sexual activity outside of marriage is contrary to the Catholic faith, it becomes a compounded affront to human dignity and a particularly egregious violation of the teachings of the Church when such activity is non-consensual. Moreover, such activity is likely criminal, and is certainly wholly unacceptable in a Catholic community. The non-consensual nature of certain behaviors is a critical factor in determining whether the sexual misconduct policy has been violated.

Consent is informed, freely given, and mutually understood. Consent can be withdrawn. Consent is **not** present if:

- Coercion, intimidation, threats, and/or physical force are used; in these circumstances passivity should not be taken as implicit consent.
- A person is mentally or physically incapacitated or impaired by alcohol, drugs, or other substances such that the person cannot understand the fact, nature, or extent of the sexual situation.
- A person is asleep or unconscious.
- A person consents to one form of activity, but not another.
- A person is under the age of 18. In the Commonwealth of Virginia, any person under the age of 18 is not able to consent to sexual intercourse. Sexual intercourse of any kind with a person under the age of 18 is considered sexual misconduct as defined by this policy and can be prosecuted as a misdemeanor or felony under Virginia Code §18.2-371.

Special Guidance to Victims of Sexual Assault

If you believe you have been the victim of sexual assault, do not blame yourself. It is critical to seek assistance and appropriate medical attention as soon as possible. The College is committed to providing physical, psychological, and spiritual resources and assistance to any victim of sexual assault in the current College community. If physical violence of a sexual nature has been perpetrated against you, the College recommends that you immediately go to the emergency room and contact local law enforcement, in addition to making a prompt complaint to the designated Sexual Misconduct Response Coordinator under this policy (see below). The closest hospital to campus that can perform a forensic exam is Winchester Medical Center, 1840 Amherst Street, Winchester, VA.

If you are the victim of sexual assault, do everything possible to preserve evidence by making certain that the evidence is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual assault should not bathe, urinate, brush teeth, or drink liquids until after they are examined and, if necessary, a forensic examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after the forensic examination.

There is not one correct way for a victim to react to an instance of sexual assault. The College respects the rights of adult students, faculty, and staff members to choose how to proceed following such an incident. A person can choose to access recovery resources though he or she chooses not to initiate the complaint resolution procedure or contact law enforcement.

Conduct That Constitutes a Crime:

Any person who makes a complaint of sexual misconduct is strongly encouraged to also make a complaint to local law enforcement if the misconduct constitutes a crime. If

requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. An individual may decline to notify such authorities.

Pursuant to the Virginia Code, sexual offenses include rape (§18.2-61), forcible sodomy (§18.2-67.1), object sexual penetration (§18.2-67.2), aggravated sexual battery (§18.2-67.3), sexual battery (§18.2-67.4), and attempted sexual offenses (§18.2-67.5). Stalking (§18.2-60.3) and Domestic Violence (§18.2-57.2) are Class 1 misdemeanors in the Commonwealth of Virginia.

Sexual Misconduct Complaint Resolution Procedures

The complaint resolution procedures exist solely to determine whether there is sufficient evidence that this policy has been violated. This procedure cannot and will not determine if a crime has been committed. Furthermore, the absence of clear evidence or significant lack of clarity may render the College unable to justly find that the policy has been violated. It is also possible that, while there is insufficient evidence to determine that this policy has been violated, a complainant may still desire counseling, spiritual resources, or other forms of assistance. The College makes these resources available, regardless of the outcome of the complaint resolution procedures.

Roles and Responsibilities

Sexual Misconduct Response Coordinator

It is the responsibility of the designated Sexual Misconduct Response Coordinator to:

- Coordinate dissemination of information, education, and training programs intended to educate the College Community about sexual misconduct and the College's processes and procedures for addressing it.
- Ensure that investigators are trained to respond to and investigate complaints of sexual misconduct.
- Ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct.
- Implement the complaint resolution procedures or designate appropriate persons for implementing the complaint resolution procedures.

Sexual Misconduct Response Coordinator

Dr. Amanda Graf

Regina Coeli, Office 200

agraf@christendom.edu

Phone: (540) 551-9206

The College is committed to ensuring that every report of sexual misconduct is received with empathy and professionalism, and that the investigation process is always implemented with the highest respect for confidentiality, impartiality, and Christian charity. At the same time, the College understands that in instances of sexual assault, members of the Community may wish to engage the complaint resolution procedures but may not be comfortable making the initial report to the Sexual Misconduct Response Coordinator. Students and employees are welcome to make an initial report to a trusted faculty or staff member who can then assist them with knowing about available resources, including how to initiate the complaint resolution procedures by making a report to the Sexual Misconduct Response Coordinator.

Investigating Officer

The Investigating Officer is a College employee or qualified contracted professional who is trained in administering the complaint resolution procedures. The Investigating Officer is assigned by the designated Sexual Misconduct Response Coordinator to investigate whether this policy has been violated.

Student Life Staff and Administrators

It is the responsibility of Student Life staff and administrators of the College to work with the designated Sexual Misconduct Response Coordinator to implement education and training programs for students, as well as implement any corrective actions that are imposed because of the determination of a violation of this policy.

Students

It is the responsibility of all students to review the Sexual Misconduct Policy as found in the Student Handbook and comply with it.

Faculty & Staff

It is the responsibility of all faculty and staff to review this policy and comply with it.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, investigate and take appropriate steps to prevent and remedy the sexual misconduct. The College will act in accordance with its complaint resolution procedure (detailed below). No complaint can be initiated under this procedure after 5 years have elapsed from the date of an alleged incident of sexual misconduct, or the last instance of misconduct in the case of repeated or multiple activities that fit within the scope of this policy. Other processes and procedures in place in existing College Handbooks may still be applicable to any claim of inappropriate activity or criminal conduct.

Informal Resolution

Informal means of resolution may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the designated Sexual Misconduct Response Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, are insufficient and will not be used to resolve complaints alleging any form of sexual assault.

Formal Investigation and Resolution of the Complaint

Any member of the College Community who wishes to report sexual misconduct should file a complaint with the designated Sexual Misconduct Response Coordinator.

Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include:

- The date(s) and time(s) of the alleged conduct.
- The location(s) of the alleged conduct.

- The names of the person(s) involved in the alleged conduct, including possible witnesses.
- All details outlining what happened.
- Contact information for the complainant so that the College can follow up appropriately.

A complainant will be given a copy of the document titled “Explanation of Options After Filing a Report of Sexual Misconduct.”

Timing of Complaints

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College’s ability to investigate and respond to the complaint.

Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation as soon as practicable, but generally not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether there is sufficient evidence that the alleged behavior occurred and, if so, whether it constitutes a violation of the Sexual Misconduct Policy. During the investigation, the Investigating Officer may receive counsel from College administrators, the College’s attorneys, or other parties as needed. In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Support Person

During the investigation process, the complainant and the respondent may each ask one support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person who acts inconsistently with his or her role, or who otherwise disrupts the process, may be prohibited from further participation.

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate.

These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or assisting or allowing either party alternative class placement, housing assignments, or workplace arrangements if options to do so are reasonably available. Failure to comply with the terms of these interim remedies or protections may constitute grounds for further corrective action, up to and including suspension, expulsion (student) termination (faculty or staff member) and/or pursuit of criminal or legal sanctions. If a complainant has obtained a temporary restraining order or another no-contact order against the alleged perpetrator from a criminal or civil court, the complainant should provide such information to the designated Sexual Misconduct Response Coordinator. The College will take all reasonable and legal action to implement the order.

Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities, and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation will not necessarily delay the College's investigation. To the extent that doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

Determination of Responsibility

If there is substantial clarity and convincing evidence that the reported behavior(s) occurred – that they were substantially more likely to have occurred than not (rather than simply more likely than not) --the Investigating Officer will determine that this policy has been violated. If there is a lack of convincing evidence or clarity as to what occurred, the Investigating Officer will determine that this policy has not been violated.

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint have been found to be substantiated.

If the written report determines that sexual misconduct has occurred, the Investigating Officer shall, after consulting with other College administrators with jurisdiction over the respondent, set forth in the written report those steps necessary to maintain an environment free from misconduct and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of misconduct and retaliation. Examples of such action include no-contact orders, the provision of counseling or other support services, corrective education, and a recommendation for discipline for the perpetrator, including up to termination, expulsion, initiation of other disciplinary procedures to which a respondent is entitled under relevant policies or handbooks, or other appropriate institutional sanctions.

If the written report determines that sexual misconduct has not occurred, no further action shall be taken under this procedure. If any rights of the respondent have been suspended as an interim measure during the investigation, they will be restored to the

respondent. The complainant and the respondent will receive a copy of the written report, typically within three (3) days of its completion.

Appeal

An appeal of any decision must be made to the Chief of Staff within five (5) days of the decision and can only be made on the grounds that: a) the Complaint Resolution Procedure was not correctly applied; or b) new information concerning the violation is brought to light that could change the outcome and was not considered during the process. If the Chief of Staff was the Investigating Officer, an appeal may be made to the President on the same basis.

Rights of Both Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights, including:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently discovered by the Investigating Officer

Investigation Timeline

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it, although some investigations may take longer depending on the complexity of the investigation, the availability of witnesses, and intervening holidays and breaks. Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but generally not later than seven (7) days after the complaint is made. At the conclusion of the investigation, the Investigating Officer will write a report detailing the findings and outcome of the investigation. The complainant and the respondent will receive a copy of the written report, typically within three (3) days of its completion.

Further Things to Know About Making a Complaint

Confidentiality & Mandatory Reporting

Faculty and staff are not mandated to inform the designated Sexual Misconduct Response Coordinator if a student discloses an incident of sexual misconduct. They are encouraged to receive this information empathetically and assist the student in knowing his or her options for reporting or accessing resources. Students should be aware that, while faculty and staff are not mandated to report information about sexual misconduct (except in the limited cases in which they are mandated reporters as described below) they may still independently choose to do so.

Whenever possible, the College supports the decision of an adult student or employee of the College to determine how he or she responds to an incident of sexual misconduct, including if he or she chooses to engage in the complaint resolution procedures. The College does reserve the right to initiate an investigation despite a complainant's request not to file a report in circumstances involving serious or repeated conduct,

when the alleged perpetrator is a College employee, or when the alleged perpetrator may pose a continuing threat to the campus community.

Furthermore, when the incident involves abuse or sexual abuse of a minor who is part of the College community, faculty and staff are mandated to report the incident to Child Protective Services. In most cases, a member of the faculty or staff will choose to notify the Sexual Misconduct Response Coordinator who will then make the necessary report.

If the alleged perpetrator of misconduct within the scope of this policy is a College employee or member of the clergy associated with the College community in any way, and the misconduct alleged is against a student, faculty member, staff member, or visitor, faculty and staff are mandated to report the incident to the Sexual Misconduct Response Coordinator. This provision is not intended to trigger mandatory reporting for domestic strife between spouses who both happen to be students, faculty, or staff members. Such activity may still constitute a violation of this policy, other provisions of relevant handbooks, and/or the law. Use of this complaint procedure or other processes that cover the conduct may still be appropriate. In such cases, however, the individual alleging misconduct still has the right to determine a course of action to address his or her situation as outlined above, including whether to report the misconduct at all. Faculty and staff should endeavor to advise the individual alleging misconduct about possible courses of action, and faculty and staff still retain discretion to report an allegation of misconduct as outlined above if the situation warrants it.

Counselors and chaplains are always considered confidential resources, except when information shared concerns the abuse or sexual abuse of a minor. However, any information revealed to a chaplain under the Seal of Confession can never be shared or reported, in accordance with Canon Law (Can. 983).

Investigation & Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. However, the College cannot guarantee confidentiality to those who make complaints. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited; the College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

Intentional Bad Faith Complaints

While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint is deliberately false, the complaint will be dismissed and the person who filed the knowingly false complaint will be subject to disciplinary action, up to termination/expulsion. If a student or employee is unsure whether to file a report, he or she can seek guidance from the designated Sexual

Misconduct Response Coordinator without initiating the formal reporting process. If a complainant chooses to withdraw a complaint for whatever reason, the complainant will not be viewed as having made an intentional bad faith complaint.

Pursuant to the Virginia Criminal Code, it is a Class 1 misdemeanor to knowingly give a false report about the commission of any crime to any law-enforcement official with intent to mislead, or without just cause and with intent to interfere with the operations of any law-enforcement official (§18.2-461).

Retaliation

Integrity and honesty are essential components of Christian character. Christendom prohibits an employee from retaliating against anyone who has made a good-faith complaint or a report of a concern against that employee. Retaliation can include, but is not limited to, intimidation, threats, or acts of physical or emotional harm. If an employee is found to have retaliated against a student, faculty member, staff member, or other member of the College community whom he or she believes to have made a complaint, serious disciplinary action will be taken, including termination, if appropriate. Persons who believe they have received retaliation in violation of this policy should make a complaint to the designated Sexual Misconduct Response Coordinator.

D. Guest & Visitor Policies

Purpose

Christendom College strives to help its members embrace the life of the College community and engage in this vibrant life. As stated in the Vision Statement of the College, “The ‘Catholic Thing,’ the Res Catholica that the College strives to make real for its students, implies an organically Catholic way of life that needs to be nurtured and protected by the community in which Catholic culture thrives and grows.”

To embrace faculty, staff, and students as family, it is therefore important that the College help cultivate a safe and secure environment for all members, but especially its students. Consequently, the Guest Policy is intended to help promote a safe and secure environment, while at the same time providing an enjoyable and nurturing atmosphere through its events and activities. The Guest Policy helps balance the need for intentional nurturing with the need for protecting the community from interference or undue distraction from its efforts to fulfill its mission.

Definitions

Who is considered a “guest?” Guests are individuals who are invited by a current faculty member, staff member, or student, and are officially recognized by an administrative office of the College (e.g., Admissions, President’s Office, Development, Student Life, Athletic department, etc.). Official recognition is granted by the office that runs or oversees a specific event, area of College life, or specific facilities. A guest is any individual who is not one of the following:

- Current student
- Current faculty or staff
- Spouse or family members of current faculty or staff*
- Official Admissions visitor

*Family members of faculty or staff under the age of 18 must be accompanied by a parent at all times.

What is an “open event?” An “open” event is an event sponsored by the College which is open to the external community and friends of the College. No registration is required for open events. A visitor coming to these events need not be an official guest of the College to attend the specific event. The annual open events of the College are: Homecoming Dance, St. Patrick’s Day Festivities, Graduation Dance, Upper/Under Football Game, East vs. West Football Game, Powderpuff Football Game, and Varsity Sports Games.

What is a “closed event?” Activities or events classified as “closed” are those which are reserved for the *immediate* Christendom community (listed above). Closed events are all College events not listed as “open.” Any guests who are hosted by a current faculty, staff, or student and would like to attend a closed Christendom event must register with the appropriate College official as an official guest two days prior to the event. Any current faculty, staff, or student who wishes to host a guest must request registration for the guest with the office or department responsible for the event. These requests will be honored whenever possible, although the office or department with responsibility for organizing the event may deny the request according to the dictates of prudential oversight for the whole event (e.g., more guests than organizers can accommodate, frequency of a guest’s visits, etc.).

Requirements of Students Hosting Guests

The following are requirements for any student hosting guests:

- The student host must be physically present with their guest throughout their visit on campus.
- Any guest wishing to stay overnight must be registered by their student host via the Overnight Guest Request (<https://www.christendom.edu/campus-life/student-services/visitor-overnight-request-form/>) form prior to their arrival.
- The student host must seek permission from the responsible office, staff member, or professor hosting any event which the guest might attend during their registered stay. This permission must be secured at least two (2) days before the event. As a rule, students should seek prior approval before extending any invitations to College events to persons outside of the immediate College Community.
- A student may host up to two registered guests at one time.
- Guests must follow all campus policies (this includes appropriate dress, curfew, and conduct at events). The student host is responsible for ensuring his or her guest follows all campus policies.

Policy for Visiting Alumni

Christendom seeks to maintain a close relationship with its alumni, so the College encourages alumni to visit the campus, particularly when the College is hosting an open event. Christendom warmly welcomes its alumni to all “open” events. During “closed” events, however, visiting alumni must be invited by a current student, faculty, or staff member and be officially recognized by the appropriate College office.

Facilities Policy

Christendom College facilities exist primarily for use by its current faculty, staff, students, and officially registered guests. Thus, below are guest and visitor regulations regarding facility usage.

Facility Usage for Guests:

All official guests of the College are welcome to use the facilities on campus during normal operating hours for the duration of their registered visit. Specific rules or guidelines regulating facility usage are promulgated by the offices with proper oversight.

All campus guests (except for official Admissions visitors) must pay for all meals taken in College dining facilities at the time of the meal. Whenever possible, a student host should notify the kitchen in advance if they are expecting guests who will take meals. Students should expect to be charged for their guests who do not pay for meals.

Facility Usage for Nonofficial Visitors:

Since the College facilities are primarily for the use of the current faculty, staff, and students, nonofficial visitors are not permitted to use the Christendom College facilities.

Guests or visitors who violate any of the College's policies and demonstrate negative behavior may be banned from campus or designated Persona Non Grata. This means that such persons are not permitted to visit campus or attend any Christendom hosted activities until further notice. Since this is a significant policy, only the Vice President for Student Life & Dean of Students or Associate Dean of Students may enact and remove such a sanction.

Expectations for Student Hosts

Student hosts are responsible for the behavior of their guests (who are not official Admissions visitors) on campus. All campus guests and visitors must:

- Pay for all meals taken in College dining facilities.
- Be registered by their host as a guest before attending any closed College event.
- Be registered by their host as an overnight guest before they can stay in the residence halls.

Overnight Guests

All students are required to register any overnight guests with Student Life (*this does not apply to official Admissions visitors*). Overnight guest requests are made via the Overnight Guest Request form (<https://www.christendom.edu/campus-life/student-services/visitor-overnight-request-form/>) and should be submitted to Student Life at least 24 hours in advance. Hosts will be charged \$50 per day for unregistered guests.

- All guests must be hosted by a resident student who will function as their host.
- Guests must pay for any meals taken in St. Lawrence Commons.
- Guests must be between the ages of 16 and 30 to stay in the Residence Halls.
- Guests are not permitted to stay in any residence hall for more than 4 days and 3 nights at a time.
- Guests may stay for a maximum of 7 days and 6 nights a semester.

- There is a maximum of two guests permitted per residence room.
- Guests are not permitted to stay overnight in common areas.

If a female student has a male visitor who plans to stay on campus overnight, the male visitor must be registered with a current male student to stay in the men's residence halls. The same policy applies for male students with female visitors.

Student hosts are responsible for their guests' actions while on College property or at College-sponsored events. Guests must stay in the room of their host and are not permitted to sleep in common rooms or common spaces. Parents are not allowed to stay in the residence halls. Infants and children under 16 are never allowed to stay overnight or for extended lengths of time in the residence halls. Admission guests need to stay with their assigned hosts. Any student who has a guest beyond the approved period, as well as the guest, may be subject to disciplinary action.

Rome Students – Overnight and Meal Policy:

Prior to or following the Rome semester, Rome students may not stay in the residence halls more than 3 days and 2 nights total. Requests to stay additional days and nights must be approved by Student Life. Rome students must be hosted by an on-campus student who must register the Rome student to stay overnight using the Overnight Guest Request form (<https://www.christendom.edu/campus-life/student-services/visitor-overnight-request-form/>). Rome students may not stay in common areas. Rome students are not permitted to use College dining facilities prior to or after their return from Rome if they do not pay for each individual meal. Rome students found in violation of this policy are subject to disciplinary action.

Off-Campus Students:

Off-campus Students may not stay in the residence halls without advanced notification (prior to 4:00 PM) to Student Life via the Overnight Guest Request form (<https://www.christendom.edu/campus-life/student-services/visitor-overnight-request-form/>). Off-campus students must be hosted by an on-campus student and may not stay in common areas. Off-campus students may stay a maximum of 8 nights on campus per semester. Off-campus students are not permitted to use the residence halls for extended periods of time and are not permitted to use the hall kitchens. Off-campus students are not permitted on campus beyond normal curfew hours but can obtain an extension from the RA on duty to stay on campus for a legitimate reason such as studying.

E. Vehicle & Parking Policies

1. Use of College Vehicles

Students are not permitted to use College vehicles, machinery, tools, hoses, etc., without the express permission of the Director of Operations or his representatives. Students not listed on the College's insurance will not be permitted to operate a College vehicle. All students requesting to be added to the College insurance to operate College vehicles must attend the training course provided at the beginning of each semester. Drivers and passengers of College vehicles are required, in accordance with the laws of the Commonwealth of Virginia, to always fasten their seat belts, for their own safety. Smoking is not allowed in any of the College vehicles.

2. Parking Policies

Christendom College is a walking campus, and vehicles are not allowed to be used for regular transportation around campus. The privilege of having a vehicle and parking on campus should be viewed primarily as a place to keep your vehicle until you need it for personal, off-campus use.

All operators of motors vehicles, whether they are residential or non-residential students, or students driving their own vehicle or that of a friend, must adhere to the following policies:

- All vehicles must be registered with Student Life within the first week of the school year and pay a registration fee of \$40 per semester. The student will receive a parking decal which must be placed on the front corner of the windshield on the passenger side.
- Registered student vehicles may be parked only in their assigned lots.
- Unregistered vehicles will be issued a tow warning and may be towed and impounded at the owner's expense.
- Drivers and owners of a vehicle must adhere to all posted signs and written policies regarding parking, including no parking areas, reserved spaces, limited time parking, handicapped spaces, etc. Parking will be strictly enforced by the Campus Security Officer in all areas to ensure safe and easy access for emergency and delivery vehicles.
- Vehicles may not park in any undesignated parking area for any reason; parking in undesignated and/or specially assigned spaces will result in a ticket with a minimum fine of \$25. The fine may be increased or further action taken at the discretion of Student Life.
- If a vehicle has more than three unresolved tickets in a semester, a tow warning will be issued. Subsequently, a car may be towed and impounded at the owner's expense unless all tickets are resolved.
- Major or excessive violation of parking policies and/or reckless driving on campus will result in the loss of on-campus parking privileges and/or the vehicle's being towed and impounded at the owner's expense.
- Parking policies are in effect at all times.
- The College is not responsible for damage, theft, or vandalism to vehicles while parked on College grounds.
- Vehicles are not permitted to drive on the maintenance/emergency road around the St. John the Evangelist library.
- Vehicles may not be left on campus for summer break.
- The vehicle owner is responsible for paying all fines levied on his or her vehicle. The College reserves the right to make amendments to parking policies, which includes requiring that vehicles be moved for College functions, at any time. Students will be notified of such an event. Transcripts and/or final grades will not be released, and class schedules will not be given out to those students with unpaid fines.

3. Lot Specifications

Lot A—Student Center Lot

This lot is reserved for permitted student and staff vehicles assigned to this lot. No student parking is allowed in the spaces marked as reserved for staff or visitors.

Lot B—Regina Coeli Lot (NO STUDENT PARKING)

The lot immediately in front of Regina Coeli is reserved for permitted faculty and staff vehicles only. **Students may not park in this lot at any time, including overnight, weekends, and breaks.**

Lot C—St. Lawrence Commons Lot (NO STUDENT PARKING)

The circle lot in front of St. Lawrence Commons and the lower lot on the side of the building are reserved for permitted faculty and staff vehicles only. **Parking along the side of the road leading up to the Commons is prohibited at all times, as this area is a designated fire lane.**

Lot D—Christ the King Chapel Lot

The lot on the south side of the Christ the King chapel is reserved for visitors and guests.

Lot E—Women's Halls & St. Columba's Hall Lot (includes Lots E1, E2, and E3)

The spaces surrounding the women's resident halls are a part of Lot E and are reserved for permitted student vehicles assigned to this lot.

Lot F—Crusader Gymnasium & Library Lot (NO OVERNIGHT PARKING)

This lot is reserved for permitted non-residential student vehicles assigned to this lot. The spaces specifically noted to be reserved for faculty, staff, or visitors are always reserved. Overnight parking is not allowed in this lot.

Lot G—Crusader Fields Lot

The gravel lot north of the Crusader Fields is reserved for permitted student vehicles assigned to this lot. This lot also serves as an overflow lot when other lots are full.

Lot H—House Driveways

The driveways of the House Residence Halls are reserved for the vehicles of the residents of each house. House residents' vehicles assigned to house driveways are only to be parked in the driveway. Overflow parking for house residents is available in Lot G. Parking on Berbusse Ln or in front of the music room in St. Augustine Hall is prohibited.

All Other Campus Roads & Drives

Restricted parking areas include the Christ the King Chapel lot (reserved for visitors), the road to and parking areas around St. Lawrence Commons (reserved for part-time faculty and staff), the circle in front of St. Louis the Crusader Gymnasium (reserved for athletic staff), along St. John's Way toward Old Chapel Hall and Campion Field, the roads around the St. John the Evangelist Library, the road along St. Francis Hall, and any areas marked as "No Parking" or "Reserved."

PART III

STUDENT GRIEVANCE POLICY

Christendom College seeks to maintain effective and supportive relationships between students and faculty/staff members within the College. However, when a student believes he or she has been treated unjustly, in a way that violates his personal rights or is in opposition to College policies, the student may file a grievance with the College and expect appropriate resolution.

Students are encouraged to make efforts to resolve misunderstandings and conflicts with College staff or faculty members before serious problems develop. Students are encouraged where possible to seek resolution through informal means as a first approach to resolving the issue at hand. If normal channels of communication break down and/or a situation does not permit or lend itself to informal resolution or does not seem to be resolving itself, students may seek recourse through the formal grievance process. For situations involving sexual harassment/assault, students should use the complaint resolution procedures found in the Sexual Misconduct Policy in Part II Subpart C.

If a student is unsure as to whether he or she should file a formal grievance, he or she is encouraged to meet with the Vice President for Student Life & Dean of Students, the Chief of Staff, or the Vice President of Academic Affairs to consult, ask questions, and seek advice. Meetings of this nature do not initiate the formal grievance process.

Students who wish to file a grievance must begin by submitting a “Student Grievance Form” with their grievance letter attached. These forms are available at each of the following College officials’ offices: Vice President for Student Life & Dean of Students, Chief of Staff, and Vice President of Academic Affairs. Completed grievances should be returned to the appropriate office related to the specific nature of the individual grievance. These officials will serve as clearinghouses for any submitted grievances. Therefore, they will either respond to the grievance themselves, or designate a more suitable administrator to respond.

- All complaints that are academic in nature should be directed to the office of the **Vice President of Academic Affairs**.
- All grievances regarding financial matters and policies or student employment should be directed to the office of the **Chief of Staff**.
- All complaints not of an academic, financial, student employment, or College administrative policy nature should be directed to the office of the **Vice President for Student Life & Dean of Students**.

If a student wishes to file a grievance against any of the three College officials that serve as clearinghouses for the submitted grievances, the student should submit the grievance to the office of the President who will appoint appropriate College officials as a committee to investigate and resolve the grievance. Any appeals of this committee’s action may be appealed to the President.

Completed grievances should include the “Student Grievance Form” and a separate typed grievance. All grievances should be written as a personal letter to the appropriate

College official and signed by the grieving student. The letter should include the following:

- Description of situation and any facts crucial to fully understanding the issue
- Explanation of previous steps already taken to resolve the problem
- Names of individuals believed to be responsible and why
- Date situation occurred
- Any individuals who witnessed or have knowledge of the incident/event/issue

All grievances must be filed within ninety calendar days after the incident/event/issue causing the grievance occurred. After filing a grievance, the student will be contacted within ten business days with an initial response, although progress will often be made sooner than the ten-day time limit. During the entire grievance process every effort will be made to respect confidentiality.

The Vice President of Academic Affairs, Chief of Staff, Vice President for Student Life & Dean of Students, or their designee will investigate the grievance, and communicate with the appropriate student(s), staff, or faculty to address the problem, as is warranted. Resolution of the grievance will occur once the final response or outcome is determined. The student filing the grievance will be notified of the action or non-action that will be taken in response to the grievance.

If the determined resolution is not perceived to be sufficient by the student, the student may appeal to the Grievance Appeal Committee, by submitting a letter of appeal to the committee to the office of the President. This committee is made up of members chosen by but not including the President of the College. The committee will decide to hear or decline the letter of appeal. In the event that the appeal committee declines the letter of appeal, the previous resolution decision remains in effect. If the Appeal Committee accepts the letter of appeal, the student will have his or her case heard and subsequently the committee will determine whether a new resolution will take place or that the resolution will remain as decided by the prior College official. The decision of the Appeal Committee is final.

Please note that the above-mentioned procedures are for the allowance of student grievances when a student feels he or she is personally afflicted by significant and/or pervasive negative treatment and seeks fair resolution. Complaints about College policies, simply in their nature, definition, or enforcement, are not to be addressed through this process. Rather, students should initiate contact with the Department of Student Life. Likewise, student conduct issues should be brought to Student Life's attention by submitting an "Incident Report," available at the Student Life Office. An "Incident Report" can initiate the "Student Conduct Process," a process which is separate from that of formal grievances. Students should refer to the Student Handbook for the description of this process. Lastly, a student's appeal of a course grade is handled according to a distinct policy described in the Undergraduate Academic Bulletin.

PART IV

STUDENT LIFE STAFF & RESOURCES

A. Student Life Mission Statement

The Department of Student Life exists to give students the experience of living in a fully integrated Catholic community that is centered around the faith and a commitment to growing in the habits of Christian living, much like the communities found in the historical Christendom. Student Life provides students with the services, activities, resources, formation, and accountability necessary to pursue a truly Catholic liberal arts education in a residential environment. These opportunities give students an experience and taste for the fine arts, provide occasions to serve through local and international outreach programs, and encourage students to work diligently to cultivate leadership skills through serving on the Student Activities Council or in the Resident Assistant program.

B. Student Life Staff

Vice President for Student Life & Dean of Students

Mr. Tim Cook

St. John Paul the Great Student Center

timothy.cook@christendom.edu

Phone: (540) 551-9218

The Vice President of Student Life & Dean of Students oversees all the departments within the Department of Student Life and is responsible for providing students with opportunities for personal formation and accountability during their time at Christendom.

Associate Dean of Students

Mr. Brian Hicks

St. John Paul the Great Student Center

brian.hicks@christendom.edu

Phone: (540) 551-9107

The Associate Dean of Students oversees students' human formation, student accommodations, the campus nurse clinic, and student counseling services. The Associate Dean of Students also implements the Code of Conduct as found in the Student Handbook.

Director of Student Activities

Miss Marilyn Charba

St. John Paul the Great Student Center

marilyn.charba@christendom.edu

Phone: (540) 551-9186

Associate Director of Student Activities

Miss Cecilia Delaney

St. John Paul the Great Student Center

cecilia.delaney@christendom.edu

The Student Activities Director and Associate Director oversee the Student Activities Council and all other student clubs and organizations.

Director of Residence Life

Mrs. Pam Plasberg

St. John Paul the Great Student Center

pam.plasberg@christendom.edu

Phone: (540) 551-9245

The Director of Residence Life is responsible for developing and leading programs designed to serve the student body, assisting with conducting disciplinary policy, and managing the residential communities and the Resident Assistants.

Women's Residence Director

Miss Maria Simon

St. John Paul the Great Student Center

maria.simon@christendom.edu

Phone: (540) 551-9243

Men's Residence Director

Mr. Brendan Summers

St. John Paul the Great Student Center

brendan.summers@christendom.edu

Phone: (540) 551-9244

The Residence Directors (RD) assist the Director of Residence Life with managing the residential communities and providing formational opportunities for all students. The RDs live on campus and work directly with the Resident Assistants to serve students.

Resident Assistants

Resident Assistants (RAs) are an integral part of Residence Life. RAs are assigned to a specific residence hall, floor, or house. Their primary responsibility is to function as facilitators for this community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. RAs articulate for students the philosophy and policies of Residence Life and the College. RAs represent Residence Life and function as role models for students.

Athletic Director

Mr. Patrick Quest

St. Louis the Crusader Gymnasium

patrick.quest@christendom.edu

Phone: (540) 551-9212

Assistant Athletic Director

Mr. Joseph Dotson

St. Louis the Crusader Gymnasium

joe.dotson@christendom.edu

Phone: (540) 551-9212

The Athletic Department provides for the physical education of the students through organized athletic programs and recreational facilities. The department schedules athletic events and coordinates with coaches, officials, and support personnel. Furthermore, the athletic program assists students in the formation of their moral character by emphasizing the value of sportsmanship, high ethical values, competitive spirit, self-discipline, and self-esteem.

C. Medical Staff & Resources

Campus Nurse

Mrs. Kelly Smith, R.N., F.N.P.

Ms. Bridget Hickson, R.N., F.N.P

St. Lawrence Commons #9 (Lower Level)

nurse@christendom.edu

Office Phone: (540) 551-9156

Cell Phone (540) 336-9702

See Crusader Resource Card provided to all students for clinic hours.

Students must contact the nurse via phone or email within 48 hours of missing a class due to illness to receive a note excusing their absence. No note will be written if the nurse is contacted more than 48 hours after a student's absence. Email nurse@christendom.edu or call (540) 336-9702 to reach the nurse outside office hours. When calling, leave a voicemail with your name and state that you are a Christendom student.

The Registered Nurse is available to assist all students in maintaining good health. Services include assessment of illness/ injury, recommendations for treatment, basic first aid, dispensing of generic over-the-counter medications, education, and, when necessary, referral to local medical services.

When a student becomes ill, he should seek the support of his resident assistant as soon as possible, even if the illness does not appear serious. Students should make their own arrangements for transportation to medical appointments or urgent care. If a student cannot arrange transportation, contact one of the Residence Directors. In the event of hospitalization, the Vice President for Student Life & Dean of Students should be notified immediately. Health Providers for students to receive medical care in Front Royal can be found in the Appendix of this Handbook.

Counseling Services

See Crusader Resource Card provided to all students for counseling dates and hours.

Counseling services provided by a licensed counselor are available regularly on campus. Students are encouraged to use their insurance to cover the cost of counseling,

but the College will cover the cost for those unable to pay. Students can make a “walk-in” appointment or schedule an appointment ahead of time. Dates, times, and contact information for the counseling service will be given out via email and printed on your Crusader Resources card at the beginning of each semester.

Athletic Trainer

Limited physical therapy is provided by licensed athletic trainers on campus for athletes or any student recovering from an injury. Students should go to the Crusader Gymnasium to make an appointment or see a trainer during walk-in hours. Walk-in times will be posted in the Gym at the beginning of each semester. Students in need of serious or ongoing physical therapy or rehabilitation may be referred to a local clinic, at which time the student will be responsible for the cost associated with the appointments and medical care.

Concussions

The Athletic Department of Christendom College has a thorough protocol for assessing possible concussions that students may sustain during physical activity or athletic involvement. A concussion is a serious event that can have a dramatic impact on a student’s personal and academic well-being if not treated quickly and properly. Students who believe they have a concussion are strongly encouraged to seek out an assessment from a doctor and to comply with all instructions given at the time of diagnosis. Without a documented medical assessment from a licensed doctor, the College will be unable to provide any accommodation that may be necessary in the event a student has sustained a concussion. Christendom is not responsible for any injuries a student may sustain when on campus or participating in Christendom athletics. Students are responsible for all costs associated with medical diagnostics or treatment and any related expenses.

D. Spiritual Life

Pastoral ministry is that activity of the University which offers the members of the university community an opportunity to integrate religious and moral principles with their academic study and non-academic activities, thus integrating faith with life. It is part of the mission of the Church within the University and is also a constitutive element of a Catholic University itself, both in its structure and in its life. All members of the university community are to be invited to assist the work of pastoral ministry, and to collaborate in its activities.

- Pope John Paul II, Apostolic Constitution *Ex Corde Ecclesiae* on Catholic Universities, 38; General Norms 6§2

Liturgical Schedules

Christ the King Chapel is open 24 hours a day for students, faculty, and staff.

The Holy Sacrifice of the Mass:

Sunday 8:30 AM 10:00 AM

Monday-Saturday 7:30 AM 11:30 AM

The Sacrament of Penance and Reconciliation:

Sunday 9:15 AM

Monday-Thursday 8:00 AM 11:00 AM 6:00 PM

Friday & Saturday 8:00 AM 11:00 AM

Exposition of the Most Blessed Sacrament:

Monday-Thursday 6:00 PM

First Fridays 8:00 PM (followed by all-night Adoration)

Head Chaplain

Rev. Joseph Rampino

Padre Pio Hall

fr.rampino@christendom.edu

Phone: (540) 551-9104

Assistant Chaplain

Rev. Joseph DeCaria

Padre Pio Hall

fr.decaria@christendom.edu

Phone: (540) 551-9105

Chaplaincy Administrative Assistant

Mrs. Cindy Martin

Padre Pio Hall

cindy.martin@christendom.edu

chaplaincy@christendom.edu

Phone: (540) 622-6128

For sacramental emergencies, please contact a priest using (540) 692-0107.

Life in Christ: Charity and Vocation

Formed by the truth and nourished by the celebration of the sacred mysteries, the Christendom College community lives the faith in charity. The Chaplaincy offers numerous opportunities to reach out to our brothers and sisters with Christian love through the corporal and spiritual works of mercy.

Spiritual Works of Mercy

Students have opportunities throughout the year to share the Gospel both locally and abroad. The Legion of Mary, an international lay apostolate, meets once a week to participate in a routine of prayer and apostolic work. Students in the Legion, under the guidance of the chaplains, take the light of faith they receive at Christendom to the world.

Pro-Life Activities

Shield of Roses, Front Royal Pregnancy Center, March for Life

Corporal Works of Mercy

Catholic Charities Loaves & Fishes Food Pantry, Red Cross Blood Drives, etc. The College and student-led clubs also organize activities to serve and minister to the poor.

Domestic & Foreign Mission Trips

Spring Break foreign and domestic missions to serve the needy spiritually and corporally.

Charitable Giving

Through the collections at Sunday Masses and through the Chapel Poor Box.

Vocational Discernment

The Chaplaincy assists the men and women of Christendom College in discerning the Lord's will for their lives, whether it be answering the call to the priesthood or to religious life or embracing marriage and family.

Spiritual Direction & Spiritual Counseling

The chaplains offer spiritual direction and spiritual counseling to the members of the College community. Please contact one of the chaplains to discuss spiritual direction.

Marriage Preparation

The chaplains offer preparation for couples who desire to receive the Sacrament of Marriage. At least six months of preparation are required. Please contact one of the chaplains to discuss marriage preparation.

E. Extracurricular Activities

Student involvement in the life of the College is encouraged since students are the largest component of the Christendom community. At the same time, students' primary vocation at the College is to engage in academic work. As adults, students are responsible for managing their time and commitments in an ordered fashion that enhances, rather than detracts from, their academics. Students wishing to participate in extracurriculars can do so through the following opportunities:

Athletics

As a member of the United States Collegiate Athletic Association (USCAA), Christendom fields intercollegiate teams in both men's and women's cross country, soccer, and basketball as well as women's volleyball and softball and men's rugby and baseball. As a member of the National Small College Rugby Organization (NSCRO), Christendom participates in both 7s and 15s rugby. Intramural sports include dodgeball, basketball, volleyball, racquetball, wiffleball, indoor soccer, ultimate Frisbee, ping pong, and spikeball.

Student Activities Council

The Christendom College Student Activities Council encourages student growth through leadership development, service, and the formation of the whole individual. Toward this end, the Student Activities Council coordinates and executes quality social, recreational, cultural, intellectual, and religious activities for the benefit of the Christendom College Student Body in strict adherence to Christendom College's mission of "restoring all things in Christ."

SAC is not an organization to represent the students to College administrators, nor is it a forum to redress student grievances; this should be done directly through appropriate channels (see "Grievances").

SAC operates under a set of by-laws. Changes in by-laws are subject to the approval of the Student Activities Director and the Vice President for Student Life & Dean of Students, who retain final approval authority over Student Council decisions. The Department of Student Life reserves the right to set the music policy for all SAC-sponsored activities. Final authority rests with the Vice President for Student Life & Dean of Students in consultation with the Student Activities Director; however, student input is warmly encouraged.

There are forty members of the SAC. Presidents of each class (except for the freshmen class) are elected at the end of the previous spring semester. The freshmen class president is elected at the beginning of the new academic year. The Director of Student Activities, the Associate Director of Student Activities, and the Student Body President and Vice President appoint the remaining positions. No student may serve as a member of SAC if they are on academic probation. At the discretion of the Vice President for Student Life & Dean of Students a student may be disqualified for running for SAC if there is a history of disciplinary problems.

At the discretion of the Student Body President, heads of student organizations as well as individual students may attend student council meetings. The Student Body President, in consultation with the Director of Student Activities, has the prerogative to dismiss any person other than a member of the council, if he judges this individual's presence or conduct to impede the proceedings of the Student Activities Council.

At the beginning of each semester, a budget committee composed of the Student Body President, Student Body Vice President, the Treasurer, and the class presidents meet with the Director of Student Activities to draft a proposed budget to be voted on by the entire council. A majority from the budget committee must approve any substantial non-budgeted expenditure request, usually after at least one week's advanced notice. Only in rare and urgent cases may the Student Body President (in consultation with the Director) approve an unbudgeted expenditure.

Class officers are expected to represent their class and provide leadership, organization, and opportunities for their class to grow as a community during their service on the Student Activities Council.

Though the Class Officers are members of SAC, they are not assigned to run SAC events outside of the cultural events that are assigned to each class officers. Class Officers have an obligation to attend weekly SAC meetings and will be expected to exercise their voting power as members of the council.

In addition to Class Officer duties listed above, each class officer will begin fundraising for their class gift from the time of their freshmen year.

Student Food Service Committee

The Student Food Service Committee, consisting of the Student Body President, Student Body Vice President, and the class presidents, meets with the Director of Operations each semester to enhance communication between the student body and the food services provided to the College community. Students with comments or suggestions regarding food service are encouraged to communicate them to their class presidents at any time.

Student Clubs & Organizations

Other structures exist for Students to get involved in campus life, including Clubs, Student Organizations and Student Initiatives. A registered Student Club is defined as a mission-oriented group of Christendom students joined together in the pursuit of a common purpose, to build community through a specific interest. Student Clubs are open to all students. Students seeking to begin a new club should contact the Associate Director of Student Activities. A list of all active clubs can be found in the Student Activities Office and will be made available to students during the club fair at the beginning of the Fall semester.

Student Organizations, much like clubs, are run by students but serve a different purpose, with more structure and catering to the wider community. If you would like to start a Student Organization, Contact the Associate Director of Student Activities.

Another way to get involved on campus and build community is through Student Initiatives. Student Initiatives are one-time events run by students for the whole community, with resources provided by the Student Activities Council. If you want to run a Student Initiative contact the Associate Director of Student Activities.

There are numerous co-curricular student activities on campus, in the forms of clubs and organizations. Students seeking to begin a new club should contact the Associate Director of Student Activities. A list of all active clubs can be found in the Student Activities Office and will be made available to students during the club fair at the beginning of the Fall semester.

PART V

ACADEMIC POLICIES

A. General Academic Policies

1. Academic Bulletin

Academic Policies which include a description of students' academic responsibilities and rights are included in the Undergraduate Academic Bulletin. Students are encouraged to read the relevant sections of the Academic Bulletin carefully and to seek clarification from the Academic Dean or Vice President for Academic Affairs when they have questions about academic policies. The Undergraduate Academic Bulletin can be found online at www.christendom.edu/academics/bulletin/.

2. Academic Warning & Probation

A student with a semester grade point average between 1.700-1.999 is on Academic Warning for the following semester, while a student with a semester grade point average below 1.700 is on Academic Probation. To help him work at a satisfactory academic level, a student on Warning/Probation may be placed in a special program under the supervision of the Academic Dean, involving certain restrictions, enforced study times, and academic counseling. Being on Academic Warning/Probation could also limit participation in athletics, activities, clubs, or leadership roles. For a more detailed explanation of Academic Warning and Probation, consult the Academic Bulletin.

3. Class Attendance

Since the interaction of students and the professor in the classroom is an essential feature of the educational program at Christendom College, all students are expected to attend all classes. If a student must miss a class, he or she must contact the professor in advance or explain the absence before the next class meeting. Under no circumstances may a student miss a test without a grave reason, and professors are under no obligation to make up tests for students who have missed classes. Specific requirements appear in course syllabi; minimally: ***A student who misses a total of four (4) weeks of classes (12 MWF classes, 8 TTh classes, or 4 weekly classes) will receive an F for the course, unless an Incomplete is granted under the usual conditions, or the student withdraws from the College.***

Students must clearly understand the nature of this minimal attendance requirement: it covers voluntary absences but also cases of forced extended absences, primarily due to illness, and states that a student simply cannot be passed in a course in which he or she has missed a total of four weeks of class meetings, regardless of the fact that the absences were not the student's fault. In addition, students must understand that this is a minimal College requirement: each professor will have a specific course attendance requirement with penalties for unexcused absences that normally will result in a failing grade in the course for students with far fewer than four weeks of unexcused absences.

4. Student Intellectual Property Rights

Any intellectual property produced by a student at Christendom College, excluding tests, exams, and quizzes, to fulfill in whole or part the requirements of a course in which the student is registered will be owned by the student. The College does not claim ownership of such intellectual property. However, the College may enter into a written contract with a student for the creation of a work using College or external resources in which the College or the external source retains ownership of the copyright of the work. In all cases, copyright ownership shall be specified in the written contract. For more information on Intellectual Property and Students' Intellectual Property Rights, contact the Vice President for Academic Affairs.

5. Cheating

Cheating is defined as the use of books, notes, electronic resources, generative AI (for any part of the brainstorming, research, or paper-writing process), or assistance from other students, or the giving of such assistance, to fulfill requirements—during tests, quizzes, or exams, or by collaboration in the writing of papers or other course-related work—unless specifically authorized by the professor. Any student discovered cheating will receive an automatic zero for the test or assignment on which he has cheated and will be reported to the Academic Dean. Serious cheating or plagiarism will result in a grade of F in the course and may result in dismissal from the College. A student who knowingly aids or cooperates with a student in cheating may be subject to similar punishment. Consult the Academic Bulletin for further explanations.

6. Plagiarism

Plagiarism is defined as copying verbatim from another person's writing and inserting it into a paper without quotation marks and a bibliographic citation; or paraphrasing information or presenting ideas or a line of argumentation without indicating one's indebtedness in the text and without documentation by a note and bibliographic citation, thus dishonestly presenting another's work, words, organizational structures, or ideas as the student's own. Use of a paper written for one course to fulfill a similar assignment in another course is "self-plagiarism" and likewise unacceptable. Any student discovered plagiarizing will receive an automatic zero for the assignment on which he has plagiarized and will be reported to the Academic Dean. Serious plagiarism will result in a grade of F in the course and may result in dismissal from the College. A student who knowingly aids or cooperates with a student in plagiarizing may be subject to similar punishment. If the final draft of a senior thesis is discovered to contain plagiarized material, the offending student will receive an F for the senior thesis course and will be unable to graduate from Christendom with a B.A. degree. Consult the Academic Bulletin for further explanations.

7. First-Semester Academic Dismissal

As it states in the Academic Bulletin, "a student who in his first semester at Christendom College fails to achieve a minimum 1.000 GPA will be dismissed from the College without probation." If at any point during the semester it becomes mathematically impossible for a first-semester student to attain the required 1.000 GPA, and therefore he or she will be academically dismissed for the following semester, the College reserves the right to ask the student to leave campus before the current semester officially ends.

B. Academic Resources

Academic Advising

Each student has a faculty advisor to assist in scheduling his or her courses each semester and to provide the student with academic mentoring. For upper-division students who have selected a major, the advisor is the major department chair or his or her delegate, while the Registrar assigns lower-division students an advisor for the period until their selection of a major. See “Academic Policies” in the Academic Bulletin.

Faculty Accessibility

The faculty of Christendom College welcomes personal friendships with students. All faculty members should be readily available to their students for consultation on academic matters. All full-time faculty keep at least five hours per week of scheduled office hours, and part-time faculty keep at least two hours per week of office hours. The Registrar posts scheduled faculty office hours each semester, and office hours are announced on the professors’ syllabi. Outside of office hours, Christendom faculty members are also generally available during the weekday lunch hour or by appointment.

Academic Dean

Dr. Andrew Whitmore

Madonna Hall

andrew.whitmore@christendom.edu

Phone: (540) 551-9222

The Academic Dean oversees the academic policies, curriculum, and student academic performance. The Academic Dean assists students with their academic goals and can direct them to academic resources available on campus.

Director of Academic Success

Mrs. Kaelan Hsu

St. Lawrence Commons, Room 1

kaelan.hsu@christendom.edu

Phone: (540) 551-9177

The Director of Academic Success is responsible for ensuring the quality and integrity of academic support services on campus, overseeing academic support resources, and working with students who are facing academic challenges. The Director meets individually with students to develop personalized academic success plans and provides ongoing guidance and support to help them reach their academic goals.

Academic Success Coach

Mrs. Mary Healey

St. John the Evangelist Library

mary.healey@christendom.edu

Phone: (540) 551-9106

The Academic Success Coach works with students who are struggling academically and encourages them to take advantage of the many academic resources available on

campus. She meets individually with students for academic coaching on a weekly basis, and she inspires, motivates, and challenges them to achieve their academic goals.

Academic Accommodations Specialist

Mrs. Katie Summers

St. Lawrence Commons, Room 1

katie.summers@christendom.edu

Phone: (540) 551-9172

The Academic Accommodations Specialist works with students in need of academic accommodation. This role manages exam proctoring services, organizes the peer note-taking program, and provides assistance for students who have academic accommodations, consistently following up with students who have personalized academic accommodation plans to assess their needs and how they can best be met with our Services.

Writing Center Director

Dr. Lisa Marciano

Madonna Hall

lisa.marciano@christendom.edu

Phone: (540) 551-9181

Under the guidance of the Writing Center Director, peer tutors coach students on ways to improve the content, structure, style, and documentation of papers, as well as planning, outlining, and editing essays. Students can access these free coaching sessions by making 30-minute appointments through the Writing Center tab of the library website. Meetings with tutors take place in the center's office, located near the circulation desk of the library.

Online Bookstore

<https://portal.christendom.edu/booklist.a5w>

The online bookstore is our system for ordering all required and recommended books. On the bookstore website, there is a menu-bar with a list of subjects: Greek, Latin, History, etc. Click on a subject to open a page listing the courses in that subject and both the required and recommended books for each course. A link next to each listed book will direct you to a site where you can purchase the book.

Please note that there is no longer any place on campus to purchase textbooks. Textbooks may be purchased through the online bookstore or from any other seller. When buying from other sellers, students should search for books using the ISBN indicated on the Christendom booklist page. Students are responsible for obtaining all required books by the first day of class, and they are strongly encouraged to have the books delivered to their homes before coming to campus in the fall.

Please send questions and comments to bookstore@christendom.edu.

PART VI

CAMPUS SAFETY & SECURITY

A. Emergencies

In case of an emergency, students should first contact emergency services by calling 911. After contacting 911, students should call the campus security number at (540) 551-9111 which will reach the Campus Security Officer at any time of the day or night.

Campus Security

St. Lawrence Commons

security@christendom.edu

Phone: (540) 551-9111

Additionally, all faculty, staff, and students are automatically enrolled in the College's campus alert system using their official College email address and the cell phone listed in their student profile. Students should promptly report any changes to personal information using their MyChristendom profile and alert Technology Services at tech.support@christendom.edu.

B. Fire Safety Equipment

Students are to notify the Operations Department immediately of any problems with the fire safety equipment (annunciator panels, smoke detectors, fire extinguishers, etc.) in the residence halls. Under no circumstances should students tamper with or disconnect fire safety equipment, intentionally activate such equipment unnecessarily, or intentionally light any fires in the residence halls. Such an action shall be deemed a serious disciplinary offense. Additionally, according to the Virginia fire code, "tampering with any of the fire alarm and/or fire suppression systems will result in a criminal charge punishable up to: for Class 1 misdemeanors, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both." All reasonable efforts must be made to minimize false alarms in the residence halls.

Residents are cautioned that the State Fire Code requires that fire doors leading to the stairways must always be kept closed. Flags, draperies, or similar material may not be hung from the ceiling, walls, or between beds/furniture if not properly marked as being flame retardant material. Applying flame-retardant spray does not qualify a flag, drapery, etc. as being flame retardant. In addition, posters and other items may not take up more than one-third of any wall space in the room.

C. Fire Safety Procedures

- Under the fire code regulations, the Fire Department will be dispatched immediately once an alarm is activated. Typically, there is no opportunity to contact the security company to inform them of a false alarm.
- When the alarm sounds or if there is evidence of a fire, evacuate the building immediately.
- As you evacuate, check doors for heat before you open them. If a door is warm or hot, do not open it.
- Below are the evacuation locations:
 - North Campus Halls—the lawn immediately south of the main College entrance sign
 - South Campus Halls—the field near the south entrance of the College (aka “Campion field”)
 - East Campus Houses—the large lawn between Padre Pio Hall and St. Augustine Hall
 - In case of severe weather, all evacuated persons should assemble in the Chapel Crypt.
- All residents must check in with the RA from his or her floor after evacuating. Do not re-enter a building until given permission by a staff member or official from the Fire Department.
- We ask that the RDs or RAs be the point-of-contact for those responding from the Fire Department. The RD, Head RA, or designated person should remain available to the firefighters.
- The firefighters will notify residents when it is safe to return to the building. If the building is not safe to return to, the College will arrange alternate housing.
- Students are required to evacuate a building, including a residence hall, when the fire alarm in that building is activated. This applies to mandatory fire drills. Failure to evacuate a building or to comply with directions during a fire drill will result in a serious sanction, as this could threaten the safety of a student, staff, or a member of the Fire Department.

D. Fire Code

The following are basic guidelines for maintaining the fire code standards set forth by the Warren County Fire Marshal.

Decorations & Wall Coverings

- No more than 1/3 of any wall may be covered with paper, pictures, etc.
- The bottom half of all residence hall doors must be free of paper and decorations.
- Any flags that are not clearly marked as fire-retardant by the manufacturer's tag are prohibited due to flammability.
- Curtains are not allowed unless flame-retardant with a manufacturer's tag stating so. Flame-retardant spray does not qualify.
- Nothing may be hung over smoke detectors, lamps, or permanently installed lighting.

Doors & Egress

- Residence hall doors must not be left propped open.
- Stairwell doors must not be propped at any time.
- Hallways, stairwells, laundry rooms, and other public spaces must remain clear of items that could impede evacuation.

Room Condition

- Rooms must not be excessively cluttered or have large amounts of personal items on the floor. Cluttered rooms pose a greater fire threat and hinder evacuation.

Electrical

- Only UL-listed (USFC-approved) extension cords and power bars are permitted. Look for the rating on the product tag.
- Electronic devices must plug directly into the wall or an approved power bar. Non-approved outlet extenders are prohibited.
- Devices with open-coil heating elements are not permitted (most appliances, heating blankets, space heaters, etc.).
- No more than two strands of indoor "low heat" Christmas lights may be linked. Nothing may be plugged into the outlet at the end of a light strand, and lights must connect directly to a wall outlet or approved extension cord.

This list may not be exhaustive and may have additions as directed by the Fire Marshal.

E. Inclement Weather

Each resident of Christendom College, as an adult, is responsible for his or her own safety and well-being in the event of severe weather.

Students are advised to take caution in the event there is severe weather and use discretion in their decisions regarding their safety. Students should adhere to all directions sent through the emergency alert system via text, desktop notification, and/or emergency beacons.

Tornado

In the event of tornados, students should stay calm and seek shelter immediately.

- Avoid rooms with windows or patios, as high winds can easily shatter glass and create dangerous flying debris. Seek shelter in the basement of your residence hall or house.
- If you do not have a basement, take shelter in a bathroom, closet, or stairwell without windows near the center of the hall or house.
- In any situation, you can use a blanket as a protective cover.
- If you are outside, find the lowest point possible. Lie face down in a ditch, ravine, or low area and cover your head to protect yourself from flying objects.

Winter Weather

In situations of inclement weather, students are encouraged to take extra safety precautions and remain indoors when prudent (i.e., refraining from taking unclear paths, paths covered with ice, etc.) Students will be contacted about class cancellations or other pertinent information via text message in the event of severe winter weather.

F. Active Threat

While no one ever wants to think about a violent incident occurring on campus, being prepared to respond to an active threat is the best way to ensure a positive outcome for our entire community, should one occur. If you are made aware of an active threat on campus, remember to:

- **RUN**—your first reaction should be to RUN as far from the confrontation as possible. If possible, immediately remove yourself from the scene and get as far away as possible. Alert others to the threat as you are running. Do not remain near an active shooter or violent threat if you can safely evacuate. Call 911 when you are safe.
- **HIDE**—if you are unable to safely RUN, your next decision should be to HIDE. Lock or barricade yourself in the nearest room, keeping away from doors and windows, and be as silent as possible. Silence your phone's ringer and vibration. Do your best to make the room you are in look uninhabited. Wait for an all-clear from law enforcement or the emergency alert system before you evacuate.
- **FIGHT**—as a last resort, if you are directly confronted by a shooter or a violent person, and are unable to RUN or HIDE, fight back using whatever means are available. Improvise weapons from heavy, blunt objects and act aggressively.

RUN, HIDE, FIGHT is the national standard for responding to a violent incident. If such an incident occurs, each community member is responsible for using his or her best judgment to ensure personal safety. Following the RUN, HIDE, FIGHT protocol is the best way to make sure you and other community members stay as safe as possible. When it is safe to do so, you should always call 911.

G. Campus Security Officer

Christendom College has a Campus Security Officer (CSO) present on campus 24/7 for the safety of the College community. The CSO can and will issue tickets for parking violations, for reckless driving on campus, for blocking emergency entrances or dumpsters, or for endangering school or other people's personal property. The CSO makes security check rounds of all buildings during the night and should be contacted in case of emergency. The telephone number to reach the officer is (540) 551-9111.

As an agent of the College, students are to respect the Campus Security Officer position. Any actions toward the CSO that are deemed dishonest or against the College's code of conduct (e.g., lying or evasiveness, disrespectful language, uncooperative behavior, etc.) are seen as a conduct violation and will be handled as if the same actions had been taken against any other College official.

Questions about the Campus Security Officer can be directed to the Vice President for Student Life & Dean of Students.

PART VII

COLLEGE SERVICES

A. Technology Services

Chief Technology Officer

Mr. Douglas Briggs

Regina Coeli, Second Floor

doug@christendom.edu

Phone: (540) 551-9158

Technology Services Assistant Director

Mr. Craig Spiering

St. John the Evangelist Library, Lower Level

cspiering@christendom.edu

Phone: (540) 551-9205

Audio-Visual Tech Manager

Mr. John Belton

St. Lawrence Commons, Lower Level

john.belton@christendom.edu

Phone: (540) 551-9275

The Audio-Visual Department coordinates and manages the setting up of audio and video equipment for all major events and instructional settings. Requests should be made via email/phone or in person. The A/V Department is available to assist the Student Activities Council when needed. ***Audio-Visual requests must be made one week prior to an event.***

Wireless network access is available in the following public locations:

- St. John the Evangelist Library
- John Paul the Great Student Center
- Crusader Gymnasium
- St. Lawrence Commons
- Chester Belloc Room in Regina Coeli Hall
- Old Chapel Hall

In addition, wired network connections are located throughout the St. John the Evangelist Library.

The College has several personal computers available for general student use in the Info Commons on the main level of the St. John the Evangelist Library, all of which may be used for writing papers, research, and general Internet use.

Printers in the Info Commons are available for printing from personal devices (laptops, tablets, etc.) on the wireless network and from the public access computers in the Info Commons.

The Senior Study Room on the upper level of the Library is equipped with PCs and a printer, for paper writing and research.

Computer support and assistance is available during weekday business hours (9:00 AM - 5:00 PM) with Mr. Craig Spiering, the Technology Services Assistant Director.

Kindly observe the following guidelines regarding student use of campus computer equipment:

- Please do not ask to use any computers in faculty and staff offices. Additional computers for access to Library resources are available throughout the St. John the Evangelist Library and are governed by policies enunciated by the Library staff.
- No computers connected to the College network may be used as servers for illegally sharing materials protected by copyright law.
- Any tampering with College computer hardware, software, and network resources (including, but not limited to, the surreptitious addition of wired or wireless network hardware onto the College network) will incur disciplinary and/or legal action.

B. Library Services

Director of the Library

Mr. Andrew Armstrong

St. John the Evangelist Library

andrew.armstrong@christendom.edu

Phone: (540) 551-9157

The St. John the Evangelist Library of Christendom College provides students, faculty, and other members of the College community with the resources needed for academic and personal research and reading. Reference assistance is available at the Reference Desk and the Circulation Desk, as well as at the Reference Librarian's office (SJEL 206) and the Director's Office (SJEL 306).

Opened in October 2004, the Library building is a multipurpose facility with three levels. The Lower Level provides classrooms, a tutoring office, phone and technology charge counters, study space in a large multi-purpose room, and the Sacred Grounds Coffee Shop. The Main Level is accessed through the library's Rotunda and houses the reference and periodical collections and the start of the general circulating collection. The collection continues on the third floor Gallery Level, which is also home to the College's Special Collections, Senior Study Room, Faculty Study, and Board Room. Access to the Board Room, library offices and other marked locations is restricted to authorized personnel only.

The Christendom ID Card serves as the library card. The card must be presented for all library transactions and must be left at the desk when using permanent and semester reserve materials. Semester reserve materials may not be taken out of the library unless designated for "Overnight" use.

Electronic resources are available at the computers in the Library's Information Commons on the Main Level and from any wireless network points on campus. Searching and retrieval of information from these sources is available to all library

patrons. These resources are also available remotely when logged into our proxy server. Scheduled orientations, research instruction sessions, and other specialized workshops will be held each semester to train patrons to use the resources of the library, including all print and electronic resources.

Students may check out library books for two weeks and renew them for additional two-week periods if no one else has placed a hold for that book. The fine for books returned late is \$.10 per book per day, with a three-day grace period. The fine for abandoning a book on campus is \$5. All library materials must be checked out at the Circulation Desk on the Main Level.

Christendom students have access to the specialized theological and philosophical resources of the St. Paul Library of the Notre Dame Graduate School of Christendom College (Alexandria, Virginia, campus), subject to the rules and regulations of said library. The computer catalog of St. Paul Library is integrated with the catalog of the St. John the Evangelist Library, and items may be requested by placing a hold on them within WorldCat, our library catalog.

Materials may be renewed once in person, online (from the library catalog, click My Library Info and log in), via phone (540-551-9100) or by email (circdesk@christendom.edu, "Subject: Renewal"), without the materials being present at the time of renewal; for phone or email renewals please tell the assistant clearly your name and the title and author, or the barcode number for each of the items being renewed. No materials may be checked out or renewed if the patron has overdue materials. If a student requires a book that is checked out to someone else, he or she may place the book on hold at the Circulation Desk, or within WorldCat, our library catalog. When the book is returned to the library, he or she will be notified, and the book will be held for him in the library for three days.

All library property, including books, should be treated with care and respect. Students should be considerate of the needs of others by returning all library materials promptly. No library materials may be removed from the library without being checked out.

To remove library materials without checking them out is tantamount to theft. The theft of library materials removes valuable resources from the collection, thereby denying access to others—both now and in the future. Many valuable books in the College collection can never be replaced should they be damaged, lost or stolen.

Books on Permanent or Semester Reserve, reference works, bound or unbound periodicals, maps and Special Collection items may not be checked out at any time, but are for in-library use only.

The loan period for Semester Reserve materials is set by the instructor of each class. Materials on overnight reserve are due at 10:00 AM the following day. The student will yield his College ID to the desk attendant while the item is in use, and the ID will be returned upon return of the item. The fine for overdue semester reserve books is \$0.25 per hour with a maximum of \$2.50 for each book. The same rules apply for Internet cables, headphones, and other items held on reserve at the Circulation Desk.

The student who checks out an item is responsible if it is lost or damaged. Lost materials incur a minimum charge of \$50 per item to cover replacement and processing fees. If the cost of an item exceeds \$50, the actual cost of the item plus a \$10 fee will be charged. In-kind replacements are not accepted.

No smoking or vaping is permitted in the library, including in the restrooms, classrooms, or the Sacred Ground Café on the lower level of the library. Those wishing to smoke or vape must go outside and use designated smoker stations to dispense refuse. Beverages are allowed in the library ONLY in spill-proof sports bottles. Certain snacks are allowed on the upper two levels of the library and the classroom level. Please see the library's Rules & Regulations for complete details.

Everyone is to enter/exit only from the main entrance on the Main Level and the East entrance of the Lower level, except in emergencies.

No personal belongings are to be left in the library overnight. Study carrels and tables will be cleared periodically throughout the day to provide adequate study space for all. Unattended library materials will be checked in and re-shelved, and personal items will be placed in the Lost & Found at the Circulation Desk and kept there no longer than two (2) weeks. (Thereafter, the items will be disposed of at the discretion of the Library staff.).

All areas of the Main and Gallery Levels are for serious, quiet study. Students wanting to work in small groups may use the small study rooms on these levels. Classrooms on the Lower Level may be used for larger study groups when not being used for classes or reserved for other purposes. Students should always be quiet and obey the instructions of the library and information technology staff.

Library Hours

Academic Semester:

Monday-Thursday 8:00 AM - 12:00 AM

Friday 8:00 AM - 10:00 PM

Saturday 10:00 AM - 8:00 PM

Sunday 12:00 PM - 12:00 AM

Summer and Semester Breaks:

Monday-Friday 9:00 AM - 5:00 PM

Saturday-Sunday Closed

The library can borrow books from other libraries via Interlibrary Loan (ILL). Requests for materials via ILL must be made using the WorldCat Interlibrary Loan (ILL) system, available from the Library Web Page on the Internet (via user ID and password log on). See the library staff or the circulation desk attendant for information.

Students enrolled at Christendom College can borrow books from Samuels Public Library (Front Royal, Virginia) and many libraries across the Commonwealth of Virginia. Such borrowing is governed by the rules and penalties of each institution. Christendom students will be expected to observe all the rules of the libraries with which Christendom College has a cooperative agreement; proof of enrollment at the College must be provided.

The Library maintains a collection of feature films in the library for use by students in their leisure time. These films are subject to Library's movie policies. In addition, the check-out procedure for the films will be consistent with the rules for checking out other library material. The library houses other types of media of more instructional value on a separate set of shelves next to the feature film collection.

The use of the small study areas in the Main and Gallery levels is primarily “first come, first serve” (see the Library’s Room Use Policy for further details) – unless otherwise posted. Study Room 1 (Room 208) is permanently reserved as the office of the Academic Success Coach and used by the Writing Center during their posted hours. The Faculty Study is permanently reserved for faculty use, and the Senior Study is permanently reserved for members of the senior class. The Tutoring Room (Room 104) in the Lower Level of the Library is reserved for that purpose all evenings (as posted) but may be available as a small study area during daytime hours (unless otherwise posted).

An elevator is available primarily to assist those with disabilities. All others are encouraged to use the stairways, since elevators are high maintenance. The Main (East) stairway connects all levels, while the West stairway connects the Main and Gallery Levels only, and its use below the Main Level is for emergency purposes only.

C. Registrar

Registrar

Mr. Walter Janaro

Regina Coeli Hall, Room 101

walter@christendom.edu

Phone: (540) 551-9175

The Registrar manages the academic records and registration process for the College.

Adding & Dropping Courses

Once registration is complete, students may add courses for sound academic reasons with the permission of the faculty advisor until the end of the “add period” as posted by the Registrar (usually Friday of the second week of classes). A course may be dropped during the “drop period” as posted by the Registrar (usually until Friday of the fourth week of classes). Any courses dropped during this period will not appear on the student’s transcript. A student must obtain permission from the Academic Dean to add or drop courses that result in a deviation from the standard full-time course load or the required curriculum. The Registrar will provide instructions during the academic year about how to add or drop a class during the appropriate period.

D. Facilities & Operations

Classrooms

Classrooms are available for student study when they are not being used for classes. No food or drink is permitted (except for bottled water) in classrooms. Also, furniture in the classrooms and lounge areas is not to be removed or rearranged for any reason. Excessive rearranging or removal of furniture that inhibits morning classes beginning promptly may result in limiting student access to classrooms after normal class hours.

Lost & Found

There are lost and found boxes located in the Student Center, Gym, and the Library to assist students with misplaced items. However, the College is not liable for students’

personal property. Each student is responsible for keeping track of his or her own personal possessions.

Mail

All students receive their mail at the College address: ***Christendom College, 92 Christendom Drive, Front Royal, Virginia 22630***. Mail and packages are distributed in the students' mailboxes, which are in the John Paul the Great Student Center, Monday-Friday. All faculty and staff mailboxes are in the Regina Coeli mailroom. Students may mail letters by placing them in the U. S. Postal Service box outside the Student Center.

Maintenance Shop & Water Waste Treatment Plant

No one is allowed in these areas without the express permission of the Maintenance and Grounds staff or the VP for Operations.

Music Room

In the converted garage of St. Augustine Hall there is a music room specially equipped for the practice of music. The room is reserved for student musicians only. Students wishing to use the music room must reserve a time with Dr. Kurt Poterack whose (Office: Madonna 9; Email: kurt.poterack@christendom.edu). In the interest of promoting an ordered use of the St. Augustine Piano Room, which is the main music facility on campus, the following rules have been established:

- Students who do not also live in St. Augustine may not park in the parking spaces or in front of the glass doors, except in cases of temporary or permanent physical accommodation or disability.
- Every instrument, amplifier, piece of music, and music-related piece of equipment must be marked clearly with the owner's name.
- The Music Program reserves the right to remove anything not conforming to the above specifications. Be aware that return cannot be guaranteed.
- If a student has signed up for a time and finds that he is not using the time, he or she must inform Dr. Poterack so that the schedule can be updated.
- The music room is available from 8:00 AM to 11:00 PM. However, loud instruments, such as electric guitars and drums, are not permitted after 8:00 PM.
- The christendom.edu email system will be the primary means of notification for any business relating to the St. Augustine Piano Room. Students are required to take care of any necessary email maintenance so that they can be contacted via this means of communication.
- No food or drink is allowed in the room with the exception of water in securely covered containers.
- Since the St. Augustine Piano Room is used as a classroom, all desks and furniture that are moved must be put back in place.
- The code to the room is not to be given out to anyone except by Dr. Poterack and Dr. Pecknold. Authorized students will be held accountable for any guests that they allow in the room.
- Every single person who uses the room must sign a form indicating that they accept and understand the above rules. One person may not sign on behalf of a group of musicians.

- The violation of any of the above rules could result in suspension from the use of the room at Dr. Poterack's discretion, and he reserves the right to amend this document and redistribute it via email without an additional signature.
- Things which may and may not be stored in the room:
 - No instruments are to be left in the room except one drum set, one guitar amp, and one bass amp. Drum set drums must be stored in (at least soft) cases in the corner of the room behind the piano.
 - Guitars or electric basses may not be stored in the room. They must be transported to and from like any other small-to-medium sized instrument.
 - Cables or other accessories must be stored in a box in the room (e.g., a crate) but are not to be left strewn about the floor.
 - No vocal mics or mic stands are to be stored in the room.
 - No extra keyboards are to be stored in the room.
 - A handful of other large instruments (cello, string bass, tuba, etc.) may be left in the room with pre-approval from Dr. Poterack.
- Students may not store sheet music in the St. Augustine music room. If sheet music is left in the room by students, it will be removed and turned into the lost and found in St. John the Evangelist Library.

Woods & Trails

Wildlife on Campus

Christendom College is in the Shenandoah Valley, outside of the town of Front Royal, VA along the Shenandoah River. This location, while beautiful and enjoyable for the College community, is rural. Students should understand and be aware of the wildlife that lives in the woods of the Shenandoah Valley. Students may occasionally encounter wildlife such as deer, groundhogs, skunks, bears, and snakes. This likelihood is increased when enjoying the wooded trails. Students should utilize common sense if they encounter wildlife and should notify Student Life or Operations immediately if they feel a need to report animal behavior. Further, as is the case with any emergency, should an injury occur, the student should immediately seek medical assistance (by getting a ride to a doctor or by contacting local EMS via 911) and only then notify a College staff member.

Christendom Trails

A system of walking, hiking, and jogging paths through the more than two hundred acres of woodland on campus, lead to picnic areas, a Grotto of Our Lady, river overlooks, and to the banks of the Shenandoah River. The trails and woods provide opportunities for the quiet enjoyment of nature, outdoor exercise, prayer, study, and meditation. So that generations of Christendom students to come may enjoy the natural beauty of the Christendom Trails and woods unspoiled, certain simple rules of behavior are to be observed:

- Motor vehicles are not to be taken on the trails, unless specifically authorized by the VP for Operations for maintenance purposes.
- Students are not to litter the trail or woods by leaving behind cans, bottles, papers, or other refuse.
- Trees are not to be cut by students without specific authorization by the VP for Operations.

- Bonfires must be approved in advance each time by the Campus Security Officer. Bonfires may only be lit in the fire pits provided by the College in designated areas. These areas include St. Catherine's Glade, Student Center patio, behind the men's residence halls, and at St. Brendan's landing. Fallen dead wood may be gathered for firewood, but standing trees, whether dead or alive, are not to be cut without authorization.
- Picnic tables or benches provided by the College are not to be moved from their locations without authorization from the VP for Operations.
- Swimming in the Shenandoah River is discouraged. Swimmers do so at their own risk.
- Hunting or target practice is forbidden everywhere on campus.

E. Financial Services

Banking

The College does not offer any kind of checking account services to students. There are several banks in the town of Front Royal (e.g., Truist, Wells Fargo, etc.) and students are encouraged to consider whether opening an account at a local bank is best for their financial needs.

Financial Aid Officer

Ms. Sarah Scarchilli

St. Kevin Hall

sarah.scarchilli@christendom.edu

Phone: (540) 551-9126

Student Billing Officer

Ms. Claire Finlay

St. Kevin Hall

claire.finlay@christendom.edu

Phone: (540) 551-9230

Report cards are not issued, nor transcripts sent for students who are not in good standing with the Student Billing Office; similarly, students are not permitted to register unless they are in good standing with the Student Billing Office from previous semesters. This means that all money owed to the College or any of its subdivisions, however small the amount, must have been paid. It is the responsibility of withdrawing and graduating students to clear themselves with the Student Billing Office before they leave so that they are in good standing to receive grades and/or degrees, and to have transcripts and other records sent wherever they desire. See current Christendom Academic Bulletin for additional information.

Insurance

Although the College does have general liability insurance coverage, for obvious financial reasons the College does not provide medical insurance to any students, their families, or their friends, for injury that occurs at the College or off campus at a College-related event. Students who participate in athletic events at the College, whether intramural or intercollegiate, do so entirely at their own risk.

The College does not provide medical insurance to students for illness during periods of enrollment at the College. While having an insurance plan is not required, the College strongly encourages students to be on a medical insurance plan while they are enrolled at the College. All students are still required to provide proof of a physical health evaluation before they come to campus as a freshman and before they study abroad. A student who is not enrolled in a health insurance plan may be asked to obtain a physical evaluation periodically during his or her enrollment.

F. Dining Services

Executive Chef

Mr. Stephen Bieker

St. Lawrence Commons

stephen.bieker@christendom.edu

Phone: (540) 551-9208

Director of Operations

Mr. Tom Heim

St. Frassati Hall

tom.heim@christendom.edu

Phone: (540) 551-9155

All resident students on a meal plan take their meals in the College dining room or the seating provided around St. Lawrence Commons. Any student who has a visitor who eats in the College dining hall is responsible for paying for his or her guest's meals. Similarly, students who are enrolled in the Rome semester and are visiting the Front Royal campus either before or after their Rome stay must also pay for their meals.

Off-campus students are welcome to take their meals in the College dining room, but they must pay for any meals, food or drinks they take that are provided by the College, as they are not on the residential meal plan. The cost to obtain a meal is itemized below. This policy does not apply to mandatory College events that involve a meal. Students are not allowed to give food from the dining room to individuals who are not on the meal plan or have not paid to dine in the Commons.

Polite, mannerly behavior is expected of all students in the dining room. Rowdiness, wasting of food, and discourteous or rude behavior, such as food fights, will not be tolerated. Students who have on-campus jobs during normal dining hours can request a to-go box. If a student is sick or unable to make a meal, a sick bag (which includes soup, crackers, fruit, and water) will be provided.

Students are not allowed in the kitchen or food preparation areas unless they have been assigned to work there. Food-related equipment is not to be removed from the kitchen or dining room; this includes all dishes, silverware, glasses, or coffee cups. Students picnicking in the seating around St. Lawrence Commons must return their dishes to the dish washing room like normal. Nothing may be taken back to the residence halls.

All meals eaten inside St. Lawrence Commons will be eaten off the dishware, glassware and flatware provided. Please try to limit the use of Styrofoam products to help with the environment, and students are not permitted to bring in outside containers for food or

drinks. Any dishware, glassware, or flatware found in the residence halls will incur a fine. All students are responsible for bringing their trays to the dish room window and for clearing their table in a timely manner. Students will be held responsible for cleaning any spills or messes they make in the dining room.

Resident students who are unable to make a specific mealtime due to on-campus work commitments, should inform the Executive Chef at the beginning of each semester as to their regular work schedule and work out a convenient time to pick up their meals from the Commons. If a student is sick and needs another student to pick up a meal on their behalf, please contact the Executive Chef in advance, providing your student ID, and the name of the student designated to retrieve your meal.

All tables and chairs are to remain set up in the location they were originally intended. If for some reason they need to be moved to accommodate a function or for any other reason, it is the sole responsibility of the students in charge to reset the dining room to its original layout. Any removal of furniture from the dining hall without prior approval will constitute a fine to those responsible.

Each student on the meal plan must bring their student ID to every meal. This ID is the same as the one used in the Library, to access residence halls, and for general identification. If you do not have your ID with you when entering the dining hall, you may be asked to go back to your room and get it. You may not use another student's ID card to eat. If you lose your ID card, you must go to the Library and get another one before you can enter. There is a small fee to replace your card. Please be responsible and bring your cards with you to the dining hall.

Meals for Guests & Students Not on the Meal Plan

Meals for guests are \$11 per meal (breakfast, brunch, lunch, or dinner). If you wish to purchase only a drink during a scheduled mealtime, the cost is \$2.

Students who are not on a meal plan may not take meals, food, or drinks in the dining facilities. Non-residential students may request a partial meal plan by contacting the Director of Operations, Mr. Heim.

Hours of Operation

Class Days:

Breakfast 7:30 AM - 10:00 AM

Lunch 11:15 AM - 1:30 PM

Dinner 5:00 PM - 7:30 PM

Weekends & No-Class Days:

Brunch 10:00 AM - 12:30 PM

Dinner 5:00 PM - 7:00 PM

Students must appear promptly for all meals. They are not guaranteed any food if they come late, nor will they be fed at odd hours if they miss a meal. Occasional changes in this schedule will be announced in advance. The campus food service is officially closed during major College vacations, e.g., Fall Break, Thanksgiving, Christmas, Easter, and Spring breaks.

Special Dietary Needs

If you have special dietary needs, please contact the Director of Operations with your request.

G. Payroll & Benefits

Payroll & Benefits Manager

Mrs. Kathleen Callegari

St. Kevin Hall

kathleen.callegari@christendom.edu

Phone: (540) 551-9224

The Payroll and Benefits manager is responsible for processing and maintaining the payroll and hiring records of all faculty, staff, and student employees. The manager also administers the Paycom Human Resources Capital Management system (i.e., Paycom for short), through which she manages the online posting of jobs, hiring, onboarding, and timekeeping aspects of student employment.

H. Career & Professional Development

Director of Career & Professional Development

Mrs. Kristin Stephens

Regina Coeli Hall, Room 102

kristin.stephens@christendom.edu

Phone: (540) 551-9233

Career & Professional Development offers students individualized guidance, support, and education for their post-graduation pursuits. Mrs. Stephens meets with students one-on-one to help them discover career fields that fit their talents and interests, search for internships, edit their cover letters and resumes, prepare for interviews, and much more.

I. Transportation Services

Local Transportation

As adults, students are expected to consider public forms of transportation for errands and appointments if they do not have their own form of transportation and cannot arrange transportation through a friend. The town of Front Royal has local cab companies which can be contacted by the student if they need transportation to/from a doctor's appointment or other personal errand.

Airport & Metro Shuttle Service

Transportation arrangements must be made in accordance with all closing and opening dates listed in the academic calendar and with the policies listed below. The College provides scheduled shuttles to and from Dulles International Airport and the Vienna Metro Station to assist students with arriving to and leaving campus for the beginning of each academic semester and published breaks. The dates and times of shuttles to and from the College for breaks can be found online at www.christendom.edu/transportation.

For return flights to the College after the summer, students may arrive the Saturday before registration. For Fall, Thanksgiving, Spring, and Easter Breaks, students may schedule departures that leave no later than 24 hours after the last class before the

break. Students will schedule return flights for these breaks that arrive no earlier than 24 hours before the first class begins after the break. For the winter break, students may schedule departure flights no later than 24 hours after the last final of the fall semester. Students will return no earlier than 24 hours before registration for the spring semester. For end-of-the-year departures in May, students may begin scheduling departures the Wednesday of Commencement Week. Students who are not graduating nor are the siblings of a graduate should schedule flights no later than 7:00 PM on the Friday of Commencement Weekend. Graduating seniors and their siblings must leave no later than 5:00 PM the Sunday after Commencement.

Shuttle Service for Local Errands

The College provides students with transportation to and from specified shopping centers in Front Royal. All shuttles depart campus at 4:00 PM Monday through Friday and return by 6:00 PM. The pick-up location is the parking lot in front of the St. Lawrence Commons. This service is provided at no cost.

PART VIII

STUDENT PRIVACY POLICY

A. Overview

Christendom College is an educational institution which provides students with an assurance that the integrity and privacy of their educational records will always be protected. Christendom College is a private, federally independent school, and therefore, it is not legally bound by the Family Educational Rights and Privacy Act (FERPA) for educational institution practices. However, the College is committed to respecting the confidentiality of all students and their educational records. The standards of the College were established with similar ideals as those written in FERPA; most importantly, the College takes responsibility for maintaining the confidentiality of all personal, financial, and educational student documents. Christendom College takes care in ensuring the security of such records and information.

Christendom College respects the maturity and independence of all students enrolled in the College, and therefore the administration and faculty support a student-first mentality. Students are the primary correspondents with the College for all financial, Student Life, and academic communication and may attain full access to their educational records. However, Christendom College also believes the years of study in an undergraduate institution are a transitional period from youth to mature adulthood and admits access of records to parents or legal guardians who claim a student as their dependent. This is done to cultivate a three-fold relationship among the College administration, the student, and the student's parents in order that students may better develop themselves while attending Christendom College.

B. Educational Records

Creation, Disposal, and Permanence of Educational Records

Christendom College adheres to the following policies concerning all student records:

- Only such records as are demonstrably and substantially relevant to the educational purposes of the College shall be generated or maintained.
- Permanent retention of student records is limited to those records which are of long-range value to the individual or the College. All non-permanent student records shall be maintained for the minimum period required to serve the basic official function of the individual or department generating or maintaining them. Such records, other than transcripts, will be maintained by the College for five years following graduation or last date of attendance.
- If students would like to amend or raise concerns regarding their educational records, they should contact the office which maintains or generates the files they are seeking to redress for information on the proper procedures to follow.

Student Access to Educational Records

Students have supervised access to records in their Academic and Student Life files. Academic files are kept by the Registrar and will routinely contain the student's course and grade transcript, copies of report cards, curriculum and transfer worksheets, transfer transcripts, and copies of correspondence pertaining to academic actions. Student Life files are kept by Student Life and will routinely contain housing information, medical questionnaires, and correspondence pertaining to disciplinary actions. All student financial records are kept and maintained by the Student Billing Office. Some of this information is also available to students via their MyChristendom account.

In the case of dependents, as defined by the Internal Revenue Service, parents and legal guardians have similar access to student educational records. Proof that the student is claimed as a dependent is necessary to disclose a student's educational records to these parties.

Access to the student academic files is permitted to the President of the College, Chief of Staff, Vice President for Academic Affairs, Academic Dean, and any other administrative officials whom the Registrar determines to have a legitimate educational interest. Access to the Student Life files is permitted to the President, Chief of Staff, Vice President for Student Life & Dean of Students, Associate Dean of Students, and any other administrative officials whom the Vice President for Student Life & Dean of Students determines to have a legitimate educational interest.

Transcripts of courses and grades, academic dismissals, and disciplinary expulsions are matters of permanent record. Academic transcripts contain semesters of attendance, records of course credit and grades, grade point averages, and notices of academic honors or academic warnings or dismissals. Notices of disciplinary expulsion are not contained on the academic transcript. Academic, Financial and Student Life files are released to external constituencies other than the parent or guardian who claim the student as a dependent only with the written permission of the student.

Academic, Student Life, and financial documents may be shared among faculty and staff of separate departments when there is a legitimate educational or service need to know and when done while maintaining the confidentiality of the student. This policy is not meant to supersede other departmental or College policies that limit the sharing the student information within even tighter parameters.

Transcripts

An official transcript is one that has been received directly from the sending institution. It should bear the College seal, date, and appropriate signature. Transcripts presented that do not meet these requirements will routinely be rejected for any official use.

Academic transcripts will be released only with the written permission of the student.

The normal processing time for a transcript request is within 7 days of receiving permission in writing and any required service charge. A processing time greater than 7 days is possible during peak times for the registrar (August registration and May graduation). All transcripts are sent by first-class mail. Only unofficial transcripts will be released directly to the student. No student's transcript will be released if the student is not in good financial standing with the College.

Disciplinary Records

Records of disciplinary actions and decisions are kept on file by the Department of Student Life. These records are expurgated five years after the student's graduation from the College except for expulsion, which remains on a student's permanent record. However, disciplinary sanctions, including expulsion, will not be noted on the student's academic record. A student is allowed to review his or her disciplinary file, with advance permission (a minimum of three business days) from the Vice President for Student Life & Dean of Students. If a student requests to review his or her disciplinary file, the Vice President will review the file and redact all references to the names of other students, so that their privacy will be protected.

Financial Records

The student, as well as those persons who will assist the student in paying tuition, have access to the student's financial records. The student and the parents or legal guardians who claim the student as a dependent are admitted full access to all financial records. Dependency is proven either through the submission of the appropriate tax forms or the submission of those financial aid forms required to receive financial aid from the College. Students are considered dependent unless they seek and attain independent status from the College.

C. Directory Information

The items listed below are designated as public or "Directory Information" and may be released for any purpose at the discretion of the College without notifying the student. Students are to be assured that this information is not frequently given out, and it is never disclosed for commercial purposes. Normally this information is disclosed for internal purposes for those with a legitimate educational interest; however, for rare and valid reasons it can be disclosed externally.

- Name
- Campus Address
- Dates of Attendance
- Class
- Previous Institutions Attended
- Major Field of Study
- Awards, Honors, and Degrees Conferred (Including Dates)
- Pictures of the Individual

Any students wishing their directory information not to be disclosed to external sources must submit a request through the Registrar's Office. All requests must be submitted within the first week of classes. Students who do not submit a request for non-disclosure give their implied consent that the College may release any of their directory information without seeking prior permission. The College cannot take responsibility for any unwanted consequences incurred through a student's denial of disclosure. It is in the student's best interest to carefully weigh the advantages and the disadvantages of the decision before denying disclosure of their directory information.

No part of this process is meant to inhibit students from disclosing information to parties to whom they wish to permit full or partial disclosure. The procedures detailed in this policy are meant to support each student in doing so while maintaining full

confidentiality of all educational records. The College acknowledges that it is the student's right and responsibility to make such decisions and to communicate his decision properly through the defined procedures of the College.

D. Official Photography & Videography Policy

The Office of Communications and Marketing may take photographs and/or videos of students, faculty, and staff on campus or participating in College-related activities. These photographs and/or videos may appear in various Christendom College publications, including, but not limited to, the Christendom College website, newsletters, programs, brochures, institutional calendar, social media, or mass media outlets. As a nonprofit institution of higher education, Christendom College reserves the right to take and use official photographs, video, and/or electronic images of students and visitors on College property and/or at College-sponsored events for marketing and promotional purposes.

PART IX

APPENDICES

A. 2026-2027 Academic Calendar

Fall Semester 2026

August 21	Campus Opens for New Students at 10:00 AM (Fri.) First meal for new students will be dinner, Friday, Aug. 21st.
August 22	Campus Opens for Returning Students (Sat.) Returning students may not arrive before Saturday, Aug. 22nd.
August 23	Holy Mass with Bishop Burbidge and Opening Convocation (Sun.) First meal for returning students will be brunch, Sunday, Aug 23rd.
August 24	Orientation for new and returning students (Mon.)
August 25	Classes begin (Tue.)
September 4	Last day to add classes (Fri.)
September 7	Labor Day (Mon): Classes in session/College admin. offices closed
September 18	Last day to drop classes (Fri.)
October 17-25	Fall Break: <i>Campus is closed to all students.</i> - Students must be off campus by noon on Saturday, October 17th. - The last meal before break is dinner on Friday, October 16th. - Students may begin returning no earlier than 9:00 AM on Sunday, October 25th. - The first meal after the break is dinner on Sunday, October 25th.
November 1	All Saints Day (Sun.)
November 4	Senior thesis drafts due (Wed.)
November 10-13	Spring Semester Pre-Registration (Tue.-Fri.)
Nov. 25-29	Thanksgiving Break: <i>Campus is only open during break for residents who register with Student Life.</i> - No meals are provided during the break. - Break begins after night classes on Tuesday, November 24th. - The last meal before the break is dinner on Tuesday, November 24th. - The first meal after the break is dinner on Sunday, November 29th. - Classes resume Monday, November 30th.

December 2	Senior theses due (Wed.)
December 8	Feast of the Immaculate Conception; No classes (Tue.)
December 9	Last day of classes (Wed.)
December 10	Study day (Thur.)
December 11-17	Final examinations (Fri.-Thur.)
December 18	Christmas Break: <i>Campus is closed to all students.</i> - Students must be off campus by noon on Friday, December 18th. - The last meal is dinner, Thursday, December 17th.

Spring Semester 2027

January 17	Students return to campus (Sun.) - Students may begin returning no earlier than 9:00 AM, Sunday, January 17th. - The first meal of the semester is dinner, Sunday, January 17th.
January 18	Enrollment (Mon.) Orientation for new students
January 19	Classes Begin (Tue.)
January 22	March for Life, Washington D.C.; No classes (Fri.)
January 29	Last day to add classes (Fri.)
February 12	Last day to drop classes (Fri.)
March 6-14	Spring Break: <i>Campus is closed to all students.</i> - Students must be off campus by noon on Saturday, March 6th. - The last meal before break is dinner on Friday, March 5th. - Students may begin returning no earlier than 9:00 AM, Sunday, March 14th. - The first meal after the break is dinner on Sunday, March 14th.
March 25-29	Easter Break: <i>Campus is only open during break for residents who register with Student Life.</i> - No meals are provided during the break. - Break begins after night classes on Wednesday, March 25th. - The last meal before break is dinner on Wednesday, March 25th. - The first meal after the break is dinner on Monday, March 29th. - Classes resume Tuesday, March 30th.
March 31	Senior thesis drafts due (Wed.)
April 6-9	Fall Semester Pre-Registration (Tue.-Fri.)

April 10-14	Fall Registration (Sat.-Wed.)
April 28	Senior theses due (Wed.)
May 5	Last day of classes (Wed.)
May 6	Study day (Thurs.)
May 7-13	Final examinations (Fri.-Thurs.)
May 14	Move-Out • All non-graduates must depart campus by 7:00 PM Friday, May 14th. • The last meal is dinner on the last exam day, Thursday, May 13th.
May 14-16	Commencement exercises (Fri.-Sun.)
May 16	Summer Break: <i>Campus is closed to all students.</i>

B. Directory of Key College Officials

Executive Office

Dr. George Harne	President	president@christendom.edu	(540) 551-9189
Dr. Amanda Graf	Chief of Staff; Sexual Misconduct Response Coordinator	amanda.graf@christendom.edu	(540) 551-9206
Miss Jess McClelland	Exec. Assistant to the President & Chief of Staff	jessica.mcclelland@christendom.edu	(540) 551-9237

Academic Affairs

Dr. Kevin Tracy	Vice President of Academic Affairs	kevin.tracy@christendom.edu	(540) 551-9229
Dr. Andrew Whitmore	Academic Dean	andrew.whitmore@christendom.edu	(540) 551-9222
Mr. Walter Janaro	Registrar	walter@christendom.edu	(540) 551-9175
Dr. Jakub Voboril	Honors Program Director	jakub.voboril@christendom.edu	(540) 551-9226

Academic Support

Mrs. Kaelan Hsu	Director of Academic Success	kaelan.hsu@christendom.edu	(540) 551-9177
Mrs. Mary Healey	Academic Success Coach	mary.healey@christendom.edu	(540) 551-9106
Mrs. Katie Summers	Academic Accommodations Specialist	katie.summers@christendom.edu	(540) 551-9172
Dr. Lisa Marciano	Writing Center Director	lisa.marciano@christendom.edu	(540) 551-9181

Student Life

Mr. Tim Cook	Vice President for Student Life & Dean of Students	timothy.cook@christendom.edu	(540) 551-9218
Mr. Brian Hicks	Associate Dean of Students	brian.hicks@christendom.edu	(540) 551-9107
Mrs. Pam Plasberg	Director of Residence Life	pam.plasberg@christendom.edu	(540) 551-9245
Mr. Brendan Summers	Men's Residence Director	brendan.summers@christendom.edu	(540) 551-9244
Miss Maria Simon	Women's Residence Director	maria.simon@christendom.edu	(540) 551-9243
Miss Marilyn Charba	Director of Student Activities	marilyn.charba@christendom.edu	(540) 551-9186
Miss Cecilia Delaney	Associate Director of Student Activities	cecilia.delaney@christendom.edu	(540) 551-9186

Chaplaincy

Rev. Joseph Rampino	Head Chaplain	fr.rampino@christendom.edu	(540) 551-9104
Rev. Joseph DeCaria	Assistant Chaplain	fr.decaria@christendom.edu	(540) 551-9105
Mrs. Cindy Martin	Chaplaincy Admin. Assistant	cindy.martin@christendom.edu	(540) 622-6128

Health Services

Mrs. Kelly Smith, R.N., F.N.P.	Campus Nurse	nurse@christendom.edu	(540) 551-9156 / cell (540) 336-9702
Ms. Bridget Hickson, R.N., F.N.P.	Campus Nurse	nurse@christendom.edu	(540) 551-9156 / cell (540) 336-9702
Two Hearts Catholic Counseling	Counseling Services	twohearts@wcmhc.com	(540) 546-4967

Athletics

Mr. Patrick Quest	Athletic Director	patrick.quest@christendom.edu	(540) 551-9212
Mr. Joseph Dotson	Assistant Athletic Director	joe.dotson@christendom.edu	(540) 551-9212

Rome

Mrs. Katherine Ott	Rome Site Director	katy.ott@christendom.edu	(540) 551-9244
--------------------	--------------------	--	----------------

Enrollment & Career Development

Mr. Tom McFadden	Vice President for Undergraduate Enrollment	tmcfadden@christendom.edu	(540) 551-9220
Mr. Sam Phillips	Director of Admissions	sam.phillips@christendom.edu	(540) 551-9185
Mrs. Kristin Stephens	Director of Career & Professional Development	kristin.stephens@christendom.edu	(540) 551-9233
Mrs. Anne Nodar	Employer Relations Coordinator	anne.nodar@christendom.edu	(540) 551-9236

Library Services

Mr. Andrew Armstrong	Director of the Library	andrew.armstrong@christendom.edu	(540) 551-9157
Mr. Stephen Pilon	Associate Librarian	stephen.pilon@christendom.edu	(540) 551-9194

Technology Services

Mr. Douglas Briggs	Chief Technology Officer	doug@christendom.edu	(540) 551-9158
Mr. Craig Spiering	Technology Services Assistant Director	cspiering@christendom.edu	(540) 551-9205
Mr. John Belton	A/V Tech Manager	john.belton@christendom.edu	(540) 551-9275
Tech Support		tech.support@christendom.edu	

Operations & Facilities

Mr. Michael Foeckler	Vice President for Operations & Facility Planning	mfoeckler@christendom.edu	(540) 551-9169
Mr. Tom Heim	Director of Operations	tom.heim@christendom.edu	(540) 551-9155
Miss Kateri Criste	Special Operations Supervisor	kateri.criste@christendom.edu	(540) 551-9152
Miss Clare Witter	Special Events Manager	clare.witter@christendom.edu	(540) 551-9285
Work Orders & Maintenance Requests		operations@christendom.edu	
Chef Stephen Bieker	Executive Chef	stephen.bieker@christendom.edu	(540) 551-9208

Financial Services

Mr. Philip Ashton	Chief Financial Officer	philip.ashton@christendom.edu	(540) 551-9163
Ms. Sarah Scarchilli	Financial Aid Officer	sarah.scarchilli@christendom.edu	(540) 551-9126
Ms. Claire Finlay	Student Billing Officer	claire.finlay@christendom.edu	(540) 551-9230
Mrs. Kathleen Callegari	Payroll & Benefits Manager	kathleen.callegari@christendom.edu	(540) 551-9224

Safety & Security

Campus Security Officer		security@christendom.edu	(540) 551-9111 (24/7)
Chaplain On-Call (for Sacramental Emergencies)			(540) 692-0107 (24/7)

C. Medical & Mental Health Resources

Valley Health Urgent Care

65 Riverton Commons Plaza, Front Royal, VA 22630

(540) 635-0700; no appointment necessary.

Monday-Friday 8:00 AM - 8:00 PM

Saturday-Sunday 9:00 AM - 6:00 PM

Warren Memorial Hospital Emergency Dept.

351 Valley Health Way, Front Royal, VA 22630

(540) 636-0314

Fiat Medical

315 West 10th Street, Suite C, Front Royal, VA 22630

(540) 210-6492

Monday-Friday 8:30 AM - 4:30 PM

Saturday-Sunday Closed

Winchester Community Mental Health Center

36 Ricketts Drive, Winchester, VA 22601

Phone: (540) 535-1112

It is advisable to check with your own insurance company as to which of the above options is best for you. As students are responsible for payment of any bills charged for visits to the MD or the hospital, they should bring health insurance information with them.

D. Self-Care Assessment Worksheet

This short self-assessment is meant to help you see if you are practicing some of the essential behaviors necessary for a healthy life. Use this survey to see where you're succeeding, where you might be struggling, and what parts of your life can be fine-tuned to better conquer the hurdles and challenges we all face.

SLEEP

I average at least six hours of sleep per night.

- A. Yep, always true (6-7 days a week)
- B. Hmm, mostly true (4-5 days a week)
- C. Oops, rarely true (3 or fewer days a week)
- D. Nah, almost never

Consequences of Chronic Sleep Deprivation: decreased performance and alertness, memory and cognitive impairment, stress in relationships, poor quality of life, susceptibility to temptation, decrease in emotional resilience

STUDY

I average at least two hours of out-of-class studying every day.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

Lack of Discipline in Study: Leads to periods of desperation, cramming, inability to learn, and making each semester something to survive rather than a chance to grow intellectually.

SELF-CARE

I bathe at least four times a week.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

I do laundry at least twice a month.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

Without being vain, I care about how I present myself to the world.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

I have a generally healthy diet and eat three meals a day.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

I get 30 mins of moderate exercise three times a week.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

Lack of Self-Care: How we care for our bodies relates to how we view ourselves and often to how well we can engage others socially. Taking care of yourself physically is essential for your academic success.

LIVING SPACE

I make my bed every day.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

The trash in my room is all in the wastebasket.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

My clean clothes are in drawers or hung in my closet, and my dirty clothes are in a laundry basket.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

I change my bed sheets at least once a month.

- A-B. True
- C-D. False

Lack of a Clean Living Space: As creatures of body and spirit, our environment directly affects our ability to live and socialize well.

SOCIALIZATION

I contact a family member at least twice a month.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

My social behavior is polite and courteous, with only a slip up about once a month.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

I enjoy at least one hour of downtime (not studying or working) alone or with friends weekly.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

Poor Socialization: People need people. Loneliness and isolation make every other problem or challenge in life worse. Knowing we are not alone makes every load more bearable. Everyone needs some leisure time to rest and renew their energy.

DISPOSITION

I am generally sad, fearful, angry, or hopeless.

- A. Never
- B. Infrequently
- C. Often
- D. Almost always

I feel like no one on campus knows I exist.

- A. Never
- B. Infrequently
- C. Often
- D. Almost always

I feel like no one in my life cares how I am doing.

- A. Never
- B. Infrequently
- C. Often
- D. Almost always

If you answered C or D to these questions, take this to prayer and talk to a staff member, chaplain, or counselor. To see an on-campus counselor, email [**twohearts@wcmhc.com**](mailto:twohearts@wcmhc.com).

HABITUAL SIN

If I have gotten drunk accidentally at least three times, I am still surprised that I am getting drunk.

- A. No, not a problem
- B. This might apply to me
- C-D. This definitely applies to me

If I've been impure with someone and I keep interacting with them in the same way, I'm surprised that we've been impure again.

- A. No, not a problem
- B. This might apply to me
- C-D. This definitely applies to me

If I have lied to escape the consequences of my actions, I continue to lead my life without real changes, and I am surprised when I lie again.

- A. No, not a problem
- B. This might apply to me
- C-D. This definitely applies to me

Habitual Sin: God gives us the grace to learn from and rise above our mistakes. Unfortunately, the passing of time does not automatically make us better. Virtue comes from reflecting on and praying about our experiences, and then cooperating with God's grace so we can apply what we learn to our daily decisions.

PRAYER

I pray for at least 15 minutes every day.

- A. Yep, always true
- B. Hmm, mostly true
- C. Oops, rarely true
- D. Nah, almost never

Importance of Prayer: When we stay close to the Lord, He promises us: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control." When we stay apart, we are subject to: "fornication, impurity, licentiousness, idolatry, sorcery, enmity, strife, jealousy, anger, selfishness, dissension, party spirit, envy, drunkenness, carousing, and the like." (Gal. 5)

SO, HOW'S IT GOING?

If most of your answers were:

- A. You are in good shape! You are at least doing the bare necessities of life, which will enable you to dare to be great!
- B. You have a few things to work on, but you are not falling apart. Use the "Plan of Life" section below to decide how you will make necessary changes in your life.
- C. You definitely have some serious wrinkles to iron out, so it would be smart for you to seek advice on how to improve your day-to-day living. Some people you might talk to are professors, your RA, the Academic Success Coach, Student Life staff, the nurse, the counselor, or the chaplains.
- D. Without performing the bare minimums, you will not be able to function properly as a human being, much less perform well as a college student. Look for help to build up these necessary habits in life, especially by visiting the counselor or a chaplain.

PLAN OF LIFE:

I will make these changes in my daily life:

<i>Sleep:</i>	<i>Study:</i>
<i>Self-Care:</i>	<i>Living Space:</i>
<i>Socialization:</i>	<i>Disposition:</i>
<i>Habitual Sin:</i>	<i>Prayer:</i>