

# Christendom College

## 2017-2018

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# I. WELCOME

Dear Student,

Welcome! It is our purpose in Student Life to help you thrive as a part of the Christendom College Community.

In the pages of this handbook you will find information to help you enter into life here at Christendom. In it you will also find the regulations that we believe foster a healthy and strong community. These regulations are meant to help you, the members of the community, to live the Christian life described by St. Paul in the third chapter of his Epistle 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 to you: immorality, impurity, passion, evil desire, and covetousness, which is idolatry...Now put them all away: anger, wrath, malice, slander, and foul talk from your mouth. Do not lie to one another...*

*“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.”*

Welcome to the Christendom College 2017-2018 academic year. The doors of Student Life are always open to help you in your journey toward wisdom and holiness.

Miss Amanda E. Graf  
Director of Student Affairs

## II. CHRISTENDOM COLLEGE 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 particular 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.

## III. NOTICE TO STUDENTS AND PARENTS

### A. HEALTH 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 student medical insurance 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. All students are still required to provide proof of a physical health evaluation before they come to campus as a freshmen 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.

### B. SUSPENSION OR EXPULSION

A student who is expelled or suspended may have to leave campus immediately. Where the circumstances permit enough time, the Director of Student Affairs or Dean of Students may contact the parent(s) or guardian(s) of a student under 21 years of age.

## **C. POSSIBLE MEDICAL WITHDRAWALS**

Upon rare occasions, students may experience mental health situations that require professional attention. The College does not offer counseling; instead, it maintains a list of qualified mental health professionals to which referrals are made in cases of need. Please be aware that the laws of Virginia consider all counseling conversations to be protected under confidentiality, thus prohibiting counselors, whether pastoral or professional, from divulging information to third parties.

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) to continue as a student at the College 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 student may be required by the College 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 capability of the student 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.

## **D. ARRIVAL & DEPARTURE DATES & 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/guardian should be certain to make travel arrangements that coincide with the student's finals as announced in the Academic Calendar. Examinations will not be rescheduled for those who schedule early departures during finals week.

## **E. CURFEW EXCEPTION REQUESTS**

A student with curfew who wishes to be off campus overnight (for instance, to attend a seminar or special event out of town; to visit a friend's house over a weekend) must fill out an Overnight Request form in the Student Life Office. Permission may be denied. The College cannot ensure the welfare of students who leave the campus, even with Student Life's permission.

# **IV. SAFETY AND SECURITY**

## **A. EMERGENCIES**

In case of an emergency, students should first contact emergency services by calling 911.

In authentic emergency situations, after calling emergency services and as the situation permits, the student should contact the RA on duty, another RA, or the Security Guard.

From 8pm-7am the Security Guard can be reached by calling (540) 660-5823.

## **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 shall students tamper with or disconnect fire safety equipment. Such 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.

### **Residence Halls:**

Residents are cautioned that the State Fire Code requires that fire doors leading to the stairways must be kept closed at all times. Flags, draperies, or similar material may not be hung from the ceiling or walls if not properly marked as being flame retardant material. In addition, posters and other items may not take up more than 1/3 of any wall space in the room. Students are to adhere to additional information provided by the College regarding Fire Code compliance.

## C. FIRE SAFETY PROCEDURES

1. Under the fire code regulations, the fire department will be dispatched immediately once an alarm is activated. Typically, we do not have the opportunity to contact our security company to inform them of a false alarm.
2. When the alarm sounds or if there is evidence of a fire, evacuate the building immediately.
3. As you evacuate, check doors for heat before you open them. If a door is warm or hot, do not open it.
4. 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 bad weather, all evacuated persons should assemble in the **Chapel Crypt**.
  - **All residents must check in with the RA from his or her floor. Do not re-enter a burning building.**
5. We ask that the RAs be the contact for the Rescue Squad. The Head RA or designated person should remain available to the Rescue Squad.
6. The rescue squad will notify you when it is safe to return to the building. If the building is not safe to return to, alternate housing will be arranged by the College.

## D. INCLEMENT WEATHER

Each resident of Christendom College, as an adult, is responsible for his/her own safety and well-being in the event of severe weather. Students are advised to take caution in the event there is bad weather and use discretion in their decisions regarding their safety.

### 1. Tornado

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

- Avoid rooms with windows or patio sections 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 located nearest to 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.

### 2. 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 cancelations or other pertinent information via email in the event of severe winter weather.

## E. SECURITY OFFICER

Christendom College has a Security Officer who is present on campus at night for the safety of the College community. The Security Officer has the authority and direct support of the College to protect students and enforce rules during the nighttime hours. The Security Officer can and will issue tickets for driving on campus in such a manner as to endanger any student or other person, blocking emergency entrances or dumpsters, or endangering school or other people's personal property. The Officer makes security check rounds to all buildings during the night and should be contacted in case of emergency. The telephone number to reach him/her is (540) 660-5823.

As an agent of the College, students are to respect the position of the Security Officer. Any actions toward the Security Officer 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 Security Officer can be directed to the Office of Student Life.

## V. COLLEGE SERVICES

### A. ACADEMIC SUPPORT SERVICES

#### 1. Advising

Each student has a faculty advisor to assist in scheduling his or her courses each semester and to advise the student in academic matters. For upper division students who have selected a major, the advisor is the major department chairman or his delegate; the Registrar assigns lower-division students an advisor for the period until their selection of a major. See "Academic Policies" in the College Bulletin.

#### 2. Academic Success Coach

**Miss Maribeth Kelly**

St. John the Evangelist Library Room 208

[maribeth.kelly@christendom.edu](mailto:maribeth.kelly@christendom.edu)

Phone: (540) 636-2900 ext. 1316

The Academic Success Coach works with students who are struggling in one or more of their classes, and encourages them to take advantage of the many academic resources on campus. The Academic Success Coach meets individually with students on a weekly basis, forms a personalized academic plan for success with them, and assists them in achieving their academic goals.

#### 3. Audio-Visual Services

**Audio-Visual Coordinator:**

**Mr. Niall O'Donnell**

Regina Coeli (ground floor)

[nodonnell@christendom.edu](mailto:nodonnell@christendom.edu)

Phone: (540) 636-2900 ext.1217

Cell: 540-692-0186

The Audio Visual Department coordinates and manages the setting up of sound 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.**

#### 4. Online Bookstore

**Manager:**

**Dr. Ben Reinhard**

Website:

[www.christendom.edu/booklist](http://www.christendom.edu/booklist)

Email:

[bookstore@christendom.edu](mailto:bookstore@christendom.edu)

Phone:

540.636.2900 ext. 1368

The on-line bookstore is our system for ordering all required and recommended books. It has replaced our campus bookstore, Crusader 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 on-line 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](mailto:bookstore@christendom.edu).

## 5. Computer Services

### Director

#### Mr. Douglas Briggs

Regina Coeli, Second Floor

[doug@christendom.edu](mailto:doug@christendom.edu)

Phone: (540) 636-2900 ext. 1301

### Assistant Director

#### Mr. Craig Spiering

St. John the Evangelist Library, Classroom Level

[cspiering@christendom.edu](mailto:cspiering@christendom.edu)

Phone: (540) 636-2900 ext. 1302

Wireless network access is available in the St. John the Evangelist Library, as well as in the John Paul the Great Student Center, the Crusader Gymnasium and the Chester Belloc Room in Regina Coeli 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 Information 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 located in the Information Commons are available for printing from personal devices (laptops, tablets, etc.) on the wireless network, as well as from the public access computers in the Information Commons.

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

Computer support and assistance is available during weekday business hours (9am – 5pm) with Mr. Craig Spiering, the Computer Services Assistant Manager.

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.

## 6. 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. Scheduled faculty office hours are posted by the Registrar each semester and 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.

## 7. Library

### Director of the Library:

#### Mr. Andrew Armstrong

St. John the Evangelist Library

[andrew.armstrong@christendom.edu](mailto:andrew.armstrong@christendom.edu)

Phone: (540) 636-2900 ext. 1231

The St. John the Evangelist Library of Christendom College exists to provide 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 during posted hours. At other times help is available at the Circulation Desk, as well as at the Reference Librarian's office (SJEL 206) and the Director's Office—located on the third floor of the library (SJEL 306).



Completed in October 2004, the Library building is a multipurpose facility with three levels. The Lower Level provides classrooms, a media/language lab, 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 as well as 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 \$5.00. 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 (x1233 or 540-551-9100) or by e-mail (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 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 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 25 cents 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. The cost for lost or damaged items is the cost of replacement or repair, plus a \$10 processing fee.

No smoking is permitted in the library, including in the restrooms, classrooms or the Sacred Ground Café in the lower level of the library. Those wishing to smoke must go outside and use designated smoker stations to dispense of refuse. Beverages are allowed in the library ONLY in spill-proof sports bottles. ***Certain*** snacks are allowed in the upper two levels of the library and the classroom level. Please see library 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 in order 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 be quiet at all times and obey the instructions of the library and information technology staff.

The hours for the library are:

**Academic Semester:**

Mon-Thu: 8:00 am – 12:00 Midnight

Fri: 8:00 am – 8:00 pm

Sat: 10:00 am – 8:00 pm

Sun: 1:00 pm – 12:00 Midnight

**Summer and Semester Breaks:**

Mon-Fri: 9:00 am – 5:00 pm

Sat-Sun: Closed

The library is able to borrow books from other libraries via Interlibrary Loan (ILL). Requests for materials via ILL must be made using the ILLiad 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 are permitted to borrow books from the libraries of Samuels Public Library (Front Royal, Virginia), and numerous 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 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 in the Media Language Lab on the Lower Level. This room may be reserved for individual or group use as well.

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 regularly posted hours. The Faculty Study is permanently reserved for the use of the faculty, and the Senior Study is permanently reserved for members of the senior class.

An elevator is available primarily to assist those with disabilities. All others are encouraged to use the stairways, since elevators are very 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.

**8. Registrar:**

**Mr. Walter Janaro**

Regina Coeli, Room 107

[walter@christendom.edu](mailto:walter@christendom.edu)

Phone: (540) 636-2900 ext. 1201

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

**Adding and Dropping of 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 the permission of the Academic Dean in order to add or drop courses that result in a deviation from the standard full-time course load or the required curriculum. The Add/Drop procedure is as follows:

- a) Obtain an Add/Drop form from the Registrar’s Office.
- b) Fill out the form properly and secure your advisor’s signature (and Academic Dean’s signature if necessary).
- c) Deposit the form in the box outside the Registrar’s office.
- d) At the end of both the “add” and the “drop” periods, individual class schedules will be printed, reflective of each student’s computer registration file. Any courses not officially dropped by the end of the “drop” period must be taken for credit.

## 9. Writing Center Director:

**Dr. Lisa Marciano**

Madonna Hall #1

Phone: (540) 636-2900 ext. 1306

Under the guidance of the Writing Center Director, peer tutors advise students on research techniques, outlining, documentation principles and syntactical questions. The Writing Center tutors will also critique student papers free of charge. The Writing Center, located in the library, is open Sunday through Thursday, 6 p.m. to midnight.

## B. FACILITIES AND OPERATIONS

### 1. Classrooms

Classrooms are available for student study when they are not being used for classes. No food or drink is permitted (with the exception of bottled water) in classrooms. Also, furniture in the classrooms and lounge areas is not to be removed for any reason.

### 2. Maintenance Shop and 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.

### 3. 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 is located in the Chapel Crypt. 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:

1. 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. 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.
  - Sheet music may be stored in the bookshelves in the room.

2. Every instrument, amplifier, piece of music, and music-related piece of equipment must be marked clearly with the owner's name.
3. The Music Program reserves the right to remove anything not conforming to the above specifications (points #1 and #2). The student should 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 is to inform Dr. Poterack so that the schedule can be updated.
4. Open hours of the St. Augustine Piano room are: 8 AM - 11 PM. However, loud instruments, such as electric guitars and drums, are not permitted after 8 PM.
5. The christendom.edu email system will be the primary means of notification for any business relating to the St. Augustine Piano Room. You are required to take care of any necessary email maintenance so that you can be contacted via this means of communication.
6. No food or drink is allowed in the room.
7. Since the St. Augustine Piano Room is used as a classroom, all desks and furniture that are moved must be put back in place.
8. The code to the room is not to be given out to anyone except by Dr. Poterack. Authorized students will be held accountable for any guests that they allow in the room.
9. 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.
10. 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.

#### **4. The Christendom Woods and Trails**

##### Wildlife on Campus

Christendom College is located 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 situation, 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.

##### The 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.
- Campfires, or any other fires, must be approved in advance each time by the Dean of Students or the VP for Operations. 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.

## C. FINANCIAL SERVICES

### 1. Banking

Wells Fargo Bank of Front Royal offers free checking accounts to college students. Students, especially work-study students, are encouraged to open checking and/or savings accounts with the Wells Fargo Bank of Front Royal and to handle their financial affairs independently there.

### 2. Bursar

Students who do not set up local accounts may have their personal checks cashed by the Student Bursar. However, these services are limited to the availability of funds on hand with the Bursar located in the Student Activities Office in the Student Center.

### 3. Financial Aid/Student Billing

**Financial Aid Officer:**

**Ms. Alisa Polk**

St. Kevin's

[apolk@christendom.edu](mailto:apolk@christendom.edu)

Toll Free: 800 877-5456

Office: (540) 636-2900 ext. 1214

Direct: (540) 305-5097

**Student Billing Officer:**

**Ms. Bonnie Williams**

St. Kevin's

[bwilliams@christendom.edu](mailto:bwilliams@christendom.edu)

Toll Free: 800 877-5456

Office: (540) 636-2900 ext. 1303

Direct: (540) 305-5535

See current Christendom College Bulletin for additional information.

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.

### 4. 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 student medical insurance 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 freshmen 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.

## D. FOOD SERVICE

**Chef:**

**Mr. Donald Higby**

St. Lawrence Commons

[donald.higby@christendom.edu](mailto:donald.higby@christendom.edu)

Phone: (540) 551-9208

**VP for Operations:**

**Mr. Mike Foeckler**

Regina Coeli, First Floor

[mfoeckler@christendom.edu](mailto:mfoeckler@christendom.edu)

All resident students take their meals in the College dining room. Non-resident students who wish to take certain meals at the College may pay for a block of meals by contacting the VP for Operations. Any student who has a visitor who eats in the College dining hall is responsible for paying for the 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. Unlimited drinks cost 50 cents. Other food prices can be found in the cost list 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 jobs on or off campus and cannot make the meal times may request a bag lunch. If a student is sick or unable to make a meal, a sick bag (which includes, soup, crackers, fruit, juice 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. Nothing is allowed to be taken back to the residence halls.

All meals eaten inside St. Lawrence Commons will be eaten off of the china, glassware and silver provided. If you are going to eat outside or go to your room, you must ask for a "take-out" tray, disposable cups and eating utensils. Please try to limit the use of Styrofoam products in order to help with the environment. Any silverware, china, glasses or coffee cups found in dorm rooms will incur a fine. All students are responsible for bringing their trays to the dish room window and clearing their table in a timely manner. Students will be held responsible for cleaning any spills or messes they make in the dining room.

All tables and chairs are to remain set up in the location they are 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 re-set the dining room in the original lay-out. 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, and for general identification. If you don't 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.

## 1. Cost List

The cost for individual meals is as follows:

### **Students Not on the Meal Plan:**

Breakfast .....\$5.00  
Lunch.....\$6.00  
Brunch.....\$6.00  
Dinner.....\$6.00

### **Guests:**

Breakfast..... \$6.00  
Lunch ..... \$7.00  
Brunch..... \$8.00  
Dinner ..... \$8.00

## 2. Hours of Operation

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. The hours for meals are as follows:

### Class Days

Breakfast—8:00 - 9:00 a.m.

Continental Breakfast—9:00 - 10:00 a.m.

Lunch—11:45 a.m. - 1:30 p.m.

Dinner—5:15 - 6:30 p.m.

### Saturdays & Sundays

Brunch—11:30 a.m. - 1:00 p.m. **Saturday Only**

Brunch—11:15 a.m. - 1:00 p.m. **Sunday Only**

Dinner—5:15 - 6:30 p.m.

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.

## 3. Special Dietary Needs

The College retains a professional dietician registered with the American Dietetic Association to work with students who may have medical dietary needs. A student who believes that he/she has a medical dietary need and thus seeks to be excused from the College's meal plan must obtain from the VP for Operations a *Student Medical Dietary Requirement Form*. This form, which details the student's medical condition and the necessary dietary requirements of that condition, must be signed by a parent (or guardian) and a medical doctor. The completed form must then be returned to the VP for Operations.

At no cost to the student, the dietician will evaluate the student's dietary needs and determine whether that student's needs can or cannot be met by the College's menu, or a variation thereof. If, in the dietician's judgment, the College can accommodate the needs of the student, then that student will not be excused from the meal plan. Any student exempted from the meal plan is required to live in one of the College houses, each of which has a kitchen. In order to qualify for this service, students must notify the VP for Operations prior to the beginning of the semester in which the service is needed.

## E. ALUMNI SERVICES

### Assistant Director of Alumni & Donor Relations:

**Mr. Vincent T. Criste ('98)**

Regina Coeli Building #102

540-636-2900 x 1652

[vince.criste@christendom.edu](mailto:vince.criste@christendom.edu)

The Office of Alumni and Donor Relations is responsible for all aspects of alumni relations, specifically reaching out to all alumni, organizing events (such as Homecoming), and providing alumni networking opportunities. More information can be found at [christendom.edu/alumni/home/](http://christendom.edu/alumni/home/).



## VI. STUDENT LIFE

### Student Life Mission Statement

The Student Life Office assists students in fostering their relationship with Christ and developing the habits of Christian living best learned through life in a community. The department promotes these habits by establishing and implementing certain guiding principles of Christian behavior by providing wholesome communal activities. These activities give students an experience and taste for the fine arts, provide opportunities to serve through local and international outreach programs, and encourage students to work diligently to cultivate leadership skills through the residence assistant program.

The Student Life Office is dedicated to Christ-centered student formation for the pursuit of holiness through high quality: Catholic Experience, Service Centered Leadership and Personal Formation.

Student Life does this specifically by focusing on the development of four specific characteristics:

***Integrity, Service, Gratitude, and Commitment***

### A. PERSONNEL

#### Director of Student Affairs

**Miss Amanda E. Graf**

John Paul the Great Student Center

[agraf@christendom.edu](mailto:agraf@christendom.edu)

(540) 636-2900 ext. 1600

The Director of Student Affairs oversees all the departments within the Office of Student Life and is ultimately responsible for all student formation opportunities and the implementation of the Code of Conduct.

#### Dean of Students

**TBD**

John Paul the Great Student Center

Phone: (540) 636-2900 ext. 1600

The Dean of Students is responsible for providing students with opportunities for personal and spiritual formation during their time at Christendom. The Dean of Students also implements the Code of Conduct as found in the Student Handbook.

#### Director of Residence Life

**TBD**

John Paul the Great Student Center

Phone: (540) 636-2900 ext. 1600

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

#### Women's Residence Director

**TBD**

John Paul the Great Student Center, Lower Level

Phone: (540) 636-2900 ext. 1341

#### Men's Residence Director

**Mr. Timothy J. Cook**

John Paul the Great Student Center, Lower Level

[timothy.cook@christendom.edu](mailto:timothy.cook@christendom.edu)

Phone: (540) 636-2900 ext. 1341

The Residence Directors 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.



**Director of Athletics****Mr. Patrick Quest**

Crusader Gymnasium

[patrick.quest@christendom.edu](mailto:patrick.quest@christendom.edu)

Phone: (540) 636-2900 ext. 1270

The Athletic Department's task is to provide for the physical education of the students through organized athletic programs and recreational facilities. The department schedules athletic events as well as 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.

**Director of Missions and Outreach:****Mr. J. Michael Brown**

Madonna Hall # 15

[mbrown@christendom.edu](mailto:mbrown@christendom.edu)

Phone: (540) 636-2900 ext. 1322

The Director of Missions and Outreach is responsible for planning the Mission trips, student retreats, and other community outreach programs. Mission trip destinations have included Peru, Dominican Republic, Tijuana, Mexico, Honduras, Guatemala, and various places in the U.S.

**Director of Student Activities:****Miss Marilyn Charba**

John Paul the Great Student Center #106

[mcharba@christenodm.edu](mailto:mcharba@christenodm.edu)

Phone: (540) 636-2900 ext. 1363

The Student Activities Director oversees the Student Activities Council and all other student organizations as outlined in the Student Handbook.

**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 act as facilitators for this community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. The RA articulates for students the philosophy and policies of Residence Life and the College. RAs represent Residence Life and act as role models for students.

**Health Services:****FOR AN EMERGENCY SITUATION ALWAYS CALL 911****Registered Nurse:****Mrs. Kelly Smith, R.N., F.N.P.**

St. Lawrence Commons # 9 (Lower level)

[nurse@christendom.edu](mailto:nurse@christendom.edu)

Phone: (716) 984-0597

Campus Phone: (540) 636-2900 ext. 1275

Cell Phone (540) 268-0699

**Office Hours:****Monday 3:00-7:00pm****Tuesday 8:00-11:00am****Wednesday by Appointment****Thursday 8:00-11:00am**

**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](mailto:nurse@christendom.edu) or call (540) 268-0699 to reach the nurse outside of office hours.**

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. This is to ensure that the student is properly helped. For assistance with transportation, students should follow these guidelines:

1. Ill student should ask fellow students for a ride.
2. Ill student should notify RA of situation.
3. Drivers should not be expected to leave Front Royal.
4. Ill student should be prepared to reimburse driver.
5. Ill student should bring a friend so driver can leave and come back if needed.

There are First Aid Kits in the residence halls. In the event of hospitalization the Director of Student Affairs and 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**

Counseling services provided by a licensed counselor are available on campus every Wednesday from 8:00 a.m.—5:00 p.m. in St. Martha's House on the east side of campus. Students are responsible for the cost of counseling services, though financial aid is available by contacting the Director of Student Affairs. Students can make a "walk-in" appointment or schedule an appointment ahead of time by calling (540) 535-1112 ext. 123.

## **B. SPIRITUAL LIFE**

**Email:** [Chaplaincy@christendom.edu](mailto:Chaplaincy@christendom.edu) (For General Matters)

<b>Chaplains:</b>	<b>Rev. Marcus A. Pollard</b> Head Chaplain Padre Pio Hall Phone: 540.622.6128 Email: <a href="mailto:father.pollard@christendom.edu">father.pollard@christendom.edu</a>	<b>Rev. Mark Wenzinger, OSB</b> Assistant Chaplain Padre Pio Hall Phone: 540.622.6128 Email: <a href="mailto:fr.wenzinger@christendom.edu">fr.wenzinger@christendom.edu</a>
	<b>Rev. James (Seamus) O'Kielty</b> Associate Chaplain Email: <a href="mailto:fr.okielty@christendom.edu">fr.okielty@christendom.edu</a>	<b>Rev. Mark Pilon</b> Associate Chaplain Email: <a href="mailto:mapilon@christendom.edu">mapilon@christendom.edu</a>

**Staff:** **Mrs. Cindy Martin**  
Pastoral Assistant  
Padre Pio Hall  
Phone: 540.622.6128  
Email: [cindy.martin@christendom.edu](mailto:cindy.martin@christendom.edu)

**Chaplain's Assistant**  
Email: [chaplainassistant@christendom.edu](mailto:chaplainassistant@christendom.edu) (for general matters)

**Head Sacristan**  
Email: [sacristan@christendom.edu](mailto:sacristan@christendom.edu) (for liturgical matters)

"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

Please refer to the College website and the Chaplaincy Facebook page for the latest event information.

## THE HOLY SACRIFICE OF THE MASS

<b>Sunday</b>	<b>10:00 AM</b> (Latin–Ordinary Form)	
<b>Monday</b>	<b>7:30 AM</b> (English ad orientem)	<b>11:30 AM</b> (English) <b>4:45 PM</b> (English)
<b>Tuesday</b>	<b>7:30 AM</b> (English ad orientem)	<b>11:30 AM</b> (English) <b>4:45 PM</b> (Extraordinary Form)
<b>Wednesday</b>	<b>7:30 AM</b> (English ad orientem)	<b>11:30 AM</b> (English) <b>4:45 PM</b> (Extraordinary Form)
<b>Thursday</b>	<b>7:30 AM</b> (Extraordinary Form)	<b>11:30 AM</b> (English) <b>4:45 PM</b> (English)
<b>Friday</b>	<b>7:30 AM</b> (English ad orientem)	<b>11:30 AM</b> (Latin–Ordinary Form) <b>4:45 PM</b> (Extraordinary Form)
<b>Saturday</b>	<b>7:30 AM</b> (English ad orientem) <b>8:30 AM</b> First Saturday, Missa Cantata	<b>11:30 AM</b> (Latin—Ordinary Form)

### 1. THE CELEBRATION OF THE LITURGY OF THE HOURS

**Lauds: Monday-Saturday, 7:00 AM**

**Vespers: Monday-Saturday, 4:15 PM**

**Readings/Matins: (anticipated for the following day)**

**Matins and Compline: Monday-Saturday, 9:00 PM @ Padre Pio Hall for men**

**Compline: Monday-Saturday, 10 PM**

**Sunday Solemn Vespers with Exposition/Benediction, 4:00 PM**

#### THE SACRAMENT OF PENANCE & RECONCILIATION

Monday-Saturday 11:00-11:30 A.M., 6:00-6:30 P.M. ...*or by appointment with a chaplain*

Sunday 9:15-10:00 A.M.

#### EXPOSITION AND BENEDICTION OF THE MOST BLESSED SACRAMENT

Monday-Friday: 12:30 PM-4:30 PM

Sunday: 4:00-5:00 PM (in conjunction with Solemn Vespers)

#### ROSARY

Monday-Saturday: 12:05 P.M.

Sunday: Recited before Solemn Vespers in the presence of the Exposed Blessed Sacrament

#### CHRIST THE KING CHAPEL IS OPEN FROM 6:30 A.M.–1:00 A.M. DAILY.

THE LITURGICAL SCHEDULE DURING COLLEGE BREAKS VARIES AND WILL BE POSTED SEPARATELY IN THE CHAPEL, ON THE COLLEGE WEBSITE, AND THE CHAPLAINCY FACEBOOK PAGE.

Students are encouraged to serve the celebrations of the sacred liturgy as lectors, choir members, sacristans, altar servers and Holy Rood Guild members. Annual retreats, special devotions, and other opportunities for prayer are offered regularly. Please see the College website and the Chaplaincy Facebook page for the latest events.

### 2. LIFE IN CHRIST: CHARITY & 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**.

#### EVANGELIZATION: 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. Two hours a week are spent in works that include door-to-door evangelization, Catholic campus ministry at Shenandoah University, Pilgrim Virgin visitations, and visits to the sick in nursing homes.

### **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, Soup Kitchen, Mother Theresa's Children

### **DOMESTIC AND 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

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 the religious life, or embracing marriage and family.

### **SPIRITUAL DIRECTION:**

The chaplains offer spiritual direction to the members of the college community. Please contact one of the chaplains to discuss spiritual direction.

### **MENS' AND WOMENS' RETREATS:**

Offered bi-annually over break.

### **DISCERNMENT WEEKEND:**

The Chaplaincy and Student Life Office offer a Discernment Weekend each Spring Semester, hosting diocesan and religious vocations directors, and providing talks on discerning the Lord's will and call to priesthood, religious life, married life, or consecrated single life.

### **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.

**PLEASE NOTE: STUDENTS WHO WISH TO ADVERTISE ON CAMPUS FOR ANY RELIGIOUS ACTIVITY OR ORGANIZATION MUST HAVE PRIOR APPROVAL FROM THE CHAPLAIN.**

## **C. EXTRACURRICULAR ACTIVITIES**

Student involvement in the life of the College is encouraged, indeed, highly desired, since students are the largest component of the Christendom community. Several channels exist to encourage and direct student participation in campus life. These are:

### **1. Athletics**

As a member of the United States Collegiate Athletic Association (USCAA), Christendom fields intercollegiate teams in both men's and women's soccer and basketball as well as women's volleyball and softball and men's rugby and baseball. Intramural sports include dodgeball, basketball, volleyball, racquetball, wiffleball, handball, indoor soccer, ultimate Frisbee, and tennis.

### **2. 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 Director of Student Affairs, who retain final approval authority over Student Council decisions. The Office of Student Life reserves the right to set the music policy for all SAC-sponsored activities. Final authority rests with the Director of Student Affairs in consultation with the Student Activities Director; however, student input is warmly encouraged.

There are thirty-four members of the SAC. Membership includes the Student Body President and Vice President, Secretary, Treasurer, Spiritual Life Director, Athletic Affairs Director, Advertising Director, Volunteer Coordinator, Club Manager, Supply Manager, Media Coordinator, and one president for each of the four classes. 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 Office of Student Life, in conjunction with the Director of Student Activities and the Student Body President, appoints the remaining positions. No student may serve as a member of SAC if they are on academic probation. At the discretion of the Director of Student Affairs a student may be disqualified for running for SAC if there is a history of disciplinary problems.

At the discretion of the SAC President, heads of student organizations as well as individual students may attend student council meetings. The President of the Student Council, in consultation with the Student Activities Director, 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 comprised of the SAC President, Treasurer, and the four class presidents meets with the Student Activities Director to draft a proposed budget to be voted on by the entire council. A council majority must approve any substantial non-budgeted expenditure request, usually after at least a one week advanced notice. Only in rare and urgent cases may the Student Council President (in consultation with the Director) approve an unbudgeted expenditure.

Other student activities are encouraged. However, proposed student activities that require the use of SAC monies or equipment must be approved and scheduled by the SAC in conjunction with the Director of Student Activities and the Director of Student Affairs.

#### Class Officers

Class officers (with the exception of the class president and the senior class vice president) are not members of the Student Activities Council. They are, however, elected to assist the Class President in carrying out the duties assigned to the class by the SAC. Class officers include: President, Vice President, and Secretary and/or Treasurer. The *Class President* attends all SAC meetings and presides over regularly scheduled class meetings. They also appoint committees to plan and organize class activities. After every SAC-assigned event, the President is responsible for submitting a written report of the event to SAC. In addition, the President sets up elections for class officers in conjunction with the SAC President. Class presidents are expected to meet regularly with the members of their classes for the purpose of eliciting ideas and encouraging general class-wide support for their activities and fund-raisers.

### **3. Student Presidential Advisory Council**

The Student Presidential Advisory Council (SPAC) exists to serve as an open channel of communication between members of the student body and the President of the College. SPAC usually meets with the President at least once each semester for the purpose of discussing, in an informal setting, matters touching upon college life. SPAC may be convened at any time, independent of the President of the College, for the purpose of discussing matters and issues among themselves prior to meeting with the President.

Membership of SPAC consists of the Student Body President, each of the four class presidents, the male Head Resident Assistant, the female Head Resident Assistant, two other SAC members, and two other students to be appointed by the Director of Student Affairs. The Student Activities Director, although not a member of the advisory council, will assist the Council in its formation and performance. The Chairman of SPAC shall be elected from among the membership of the Advisory Council by its members, and will be responsible for convening meetings of the Council as well as serving as the contact person to the President. Both the President of the College and the SPAC Chairman have the authority to request a meeting between the President and the Council.

#### **4. Student Food Service Committee**

The Student Food Service Committee, consisting of the Student Body President and the four class presidents, meet with the Food Service Manager three times each semester to enhance communication between the student body and the food services provided to the College community. The Student Activities Director is responsible for calling the meetings. Students with comments or suggestions regarding food service are encouraged to communicate them to their class presidents at any time.

#### **5. Student Clubs & Organizations**

Certain structures also exist to organize student activity and involvement at Christendom College. Additionally, there are numerous co-curricular student activities on campus, each of which plans and funds its own activities with the help of a faculty or staff advisor. **This is not an exhaustive list of clubs on campus:**

##### **The Christendom Players**

Under the direction of Christendom College English Professor Dr. Patrick Keats, the Players put on a variety of plays and musicals – one in the fall and one in the spring. All students are invited to audition for the plays and others are encouraged to use their talents in helping with set design, make-up, costumes, and music.

##### **Shield of Roses**

Following 7:30am Mass on Saturday, students travel to Washington, DC, to pray in front of a Planned Parenthood abortion clinic. Once a semester, the Shield of Roses leaders organize a “Mega Shield” event where they try and encourage the entire student body to take part in the prayerful protest.

##### **Chester-Belloc Debate Society**

The Debate Society exists to provide students with the opportunity to sharpen their intellectual wit and provide practice in extemporaneous speaking. The Debate Society meets numerous times throughout each semester and all members of the student body are invited to participate.

##### **Schola Gregoriana**

The Schola Gregoriana assists in the College community’s worship in the Holy Sacrifice of the Mass by chanting the traditional propers. This all-male group thus beautifies the weekly Sunday Mass, helping to elevate the hearts of the Faithful to interior participation in the Holy Sacrifice. The group also chants the propers for the high feasts celebrated during the school year as well as at the graduation Mass.

##### **Choir**

Men’s and women’s choir which sings for Sunday and feast day Masses on campus. The choir sings sacred polyphony by such noted masters as Palestrina, Victoria, and Josquin des Prez. Occasionally the group gives performances off campus.

##### **The Rambler**

The student journal dedicated to training the next generation of Catholic journalists and intellectuals to engage the world through the media. “Rambler” journalists gain invaluable experience reporting and writing about the news, arts and culture, and faith and reason from the perspective of their liberal arts education. As a member of the Collegiate Network (CN), “The Rambler” offers a unique chance to make contacts and pursue journalistic excellence through CN conferences, news internships, and other valuable opportunities such as the CN’s Geo-Strategic Journalism Course held in Prague.

##### **Holy Rood Guild**

This group of women students cleans the Chapel of Christ the King on the Christendom campus six days a week with a deep clean every Saturday morning. Holy Rood also cares for the vestments and altar linens used in the Chapel, and coordinates displays and decorations for religious celebrations.

##### **Works of Mercy**

Works of Mercy is a club for those interested in performing some of the corporal works of mercy. Students volunteer at the local crisis pregnancy center and Habitat for Humanity. They also participate in the local Meals on Wheels program and help out at the local parish’s soup kitchen. On Sundays, students go to an area nursing home to visit with the elderly and sometimes put on small concerts for their enjoyment.

## **Students for Life**

Students for Life is different from the Shield of Roses pro-life group in that it focuses on more activism, particularly political activism with regards to the sanctity of human life issues. They meet twice a month throughout the school year and normally focus on one big project a semester, for example, a literature drop prior to an election.

## **Contra-Dance Club**

Students meet on Thursday evenings to enjoy each other's company contra-dancing. Contra-dance is a type of English country dance, where someone "calls" out the various dances.

## **Swing 'n Sundaes Dance Club**

Swing 'n Sundaes is an opportunity to learn swing dance lessons from upper classmen and many other experienced dancers on campus. Several times each semester, Swing 'n Sundaes hosts the dance lessons and offers free ice cream sundaes for all those who participate.

## **Christendom Political Action League**

Christendom Political Action League (CPAL) is designed for students interested in entering the world of politics and involving themselves in the Republican Party. CPAL holds monthly meetings and regularly host and attend events concerning the Republican Party and conservative politicians as well as assisting candidates in their campaigns.

## **Sacred Grounds**

Thanks to student initiative, the campus cafe functions purely by the dedication of student volunteers. Sacred Grounds is located in the St. John the Evangelist Library. Student volunteers learn how to supervise, work on a team, budget, take inventory, and gain many other skills that would prove beneficial to a resume.

## **Frassati Rangers**

The Frassati Rangers are responsible for cleaning and maintaining the various trails surrounding Christendom College's campus. The Rangers meet every Friday, rain or shine.

## **Ink Stains & Stardust Creative Writing Club**

If you have ever dreamed of crafting your own story, for fun or for publication, Ink Stains & Stardust, the Creative Writing Club, has an amazing opportunity to offer you! Professional writers and editors present workshops on various aspects of writing fiction. Workshop topics include genres, plot structure, crafting dynamic characters, research, editing, and many others.

## **Cincinnatus League**

The Cincinnatus League is a student forum for conservative political philosophy. The League offers students a conservative book club and lecture series, helping students apply the philosophical foundation they have received at Christendom to problems in contemporary education and politics.

## **Christendom Crazies**

The Crazies exist to boost school spirit and attendance at Christendom sporting events. Additionally, the Crazies are responsible for writing and leading cheers.

## **Senior Philanthropy Board**

The Senior Philanthropy Board's mission is to promote a spirit of gratitude and generosity among the senior class. By means of varied social events, seniors are 1) educated about College operations/finances, 2) invited to appreciate the value of their undergraduate degree, and 3) motivated to collectively support the College by means of a small (ideally recurring) financial gift to the College upon graduation. By remaining an active alumnus/a of the College, the Christendom community is enhanced and sustained for future generations. The board is comprised of 8 to 10 seniors who are invited to apply to serve in this unique capacity.

## **Christendom Crooners**

The Christendom Crooners seek to give Christendom Students who are interested in acapella, or singing in general, a non-liturgical, organized outlet for their interest.

## **Swim Club**

The Swim Club provides a swim program that encourages the development of our God-given talents through a strong work ethic, discipline, and self-motivation while improving our mental and cardiovascular health in a Christ-centered team environment.

## **Christ's Cross Boxing Club**

Christ Cross Boxing Club is a club sport through which any Christendom man can come and learn the sport, training from beginner to advanced. Christ Cross Boxing Club aims to foster a love of boxing and an intense team atmosphere; this being achieved through training, working out, and sparring with one another.

## **Colorful Minds Art Club**

The colorful minds art club is devoted to the inspiration of all students. We are focused on cultivating fellowship and talent, as well as introducing new mediums and styles to its members. We also seek to display student work around the campus.

## **Crusader Chamber Orchestra**

The Crusader Chamber Orchestra exists to provide the students, faculty, and staff of Christendom College with the opportunity to perform together in concert as an instrumental ensemble. All concert and orchestra instruments are welcome to join.

## **Crusader Chess and Shogi Club**

The Chess and Shogi Club hosts chess and shogi games regularly for students and faculty to casually play against each other, as well as tournaments for students to compete for prizes. The club offers instruction for students who are unfamiliar with the games.

## **Irish Dance Club**

The Irish Dance Club helps students experience their Irish heritage in a new and exciting way, as well as get whole exercise, with the possibility of getting to perform at some point if desired. The Irish Dance Club is for anyone who wants to learn how to Irish dance as well as Irish dancers interested in practicing and dancing with other student dancers.

## **Legion of Mary**

The Legion of Mary is a worldwide organization of the lay apostolate. Students in the Legion seek to take the light of faith they receive at Christendom to the wider world. They do so by accepting a routine of prayer and apostolic works— at least two hours a week— thus deepening their faith while bringing it to others. Works of the two praesidia include door to door evangelization, visiting local nursing homes, running a booth for Catholic materials at the Saturday flea market in town, coordinating and supervising Sunday evening Mass at Shenandoah University, and running RCIA/Confirmation preparation classes at Shenandoah University and Christendom.

## **Mother Theresa's Children**

Mother Teresa's Children is an outlet for the students at Christendom to put their faith and ethics into practice: moving beyond class discussion and developing virtues we seek such as solidarity. They meet two Sunday afternoons a month during which they go to Washington D.C. to spend time talking, visiting, and praying with the homeless as well as handing out some material goods. Moreover, they mostly aim to bring authentic compassion and truth to the people they encounter.

## **Short Story Club**

Having fun isn't hard, when you have a library card! The Short Story Club aims to cultivate a love of literature and reading in general.



## VII. STUDENT CODE OF CONDUCT

\*\*\*Please note the official code of conduct is posted on the college's website.

Some items WERE NOT AVAILABLE AT THE TIME THE HANDBOOK WAS PRINTED. \*\*\*

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

### A. COMMUNITY STANDARDS

Every community requires rules in order 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 their 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 and 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 in 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, detraction. They practice mercy by forgiving one another when offense has been given. They do not harbor ill-will, but confront one another or a problem by 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. In the last analysis, 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 evidences that a student is not serious about his or her studies, the College considers such behavior as additionally subject to disciplinary action.

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 in order 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 of the College have a common stake in understanding and in personally appropriating these rules. Violations of law or other improper conduct, which adversely affects the College community's pursuit of its proper educational function, will result in disciplinary sanctions. Students have a responsibility to conduct themselves in a manner consistent with Catholic moral teaching on sexuality. Lewd, indecent, obscene, or intrinsically disordered behavior or expression can be subject to intervention and further action (disciplinary or otherwise) by the College. The advocacy of such conduct or expression will also be subject to action by the College.

**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 not an exhaustive list:**

1. Any act of physical or emotional violence or harm caused to another
2. Any disrespect for or failure to follow the directives of college officials
3. The use or possession of illegal drugs, whether on or off campus
4. Any theft, unauthorized possession of, or damage to property
5. Unapproved or unauthorized entry into the residence halls of the opposite sex

6. **Actions that cause grave scandal**
7. **False Testimony, collusion, or covering up violations to avoid responsibility**
8. **Any act of retaliation or intimidation against a community member**

## **C. DISCIPLINARY PROCEDURES**

### **1. RAs**

The Resident Assistants, as student leaders, are primarily 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.

### **2. Disciplinary Records**

Records of disciplinary actions and decisions are kept on file by the Director of Student Affairs and/or the Dean of Students. These records are expurgated five years after the student's graduation from the College except for expulsion, which remains on 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 60 hours) from the Director of Student Affairs or the Dean of Students. If a student requests to review his or her disciplinary file, the Director or Dean will review the file and delete all references to the names of other students, so that their privacy will be protected.

### **3. 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 Office 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 combatting 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.

### **4. Grievances - Christendom College 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 the 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 breakdown and/or a situation does not permit or lend itself (e.g. sexual harassment) to informal resolution or does not seem to be resolving itself, students may seek recourse through the formal grievance process.

If a student is unsure as to whether or not he should file a formal grievance, he is encouraged to meet with the Director of Student Affairs, the Executive Vice President, 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 attached grievance letter. These forms are available at each of the following College officials' offices: Director of Student Affairs, Executive Vice President, 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 clearing-houses 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 **Executive Vice President**.
- All complaints not of an academic, financial, student employment, or College administrative policy nature should be directed to the office of the **Director of Student Affairs**.

If a student wishes to file a grievance against any of the three College officials that serve as clearing-houses 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 hand-written or 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 you have already taken to resolve the problem
- Names of individuals you believe are 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, you will be contacted within ten business days with an initial response; although, often progress will be made sooner than the ten-day time frame. During the entire grievance process every effort will be made to respect confidentiality.

The Vice President of Academic Affairs, Executive Vice President, Director of Student Affairs or their designee will investigate the grievance, and communicate with the appropriate students, 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 make a decision to hear or decline the letter of appeal. In the case 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 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 Office 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 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 Faculty Handbook (link to Faculty Handbook 15.1) and does not fall under the College-wide Grievance Procedures. In those cases in which a student has filed a written appeal of a course grade with the Vice President for Academic Affairs, the appeal is reviewed by the Department Chairman (or by the Vice President for Academic Affairs when the grade was issued by the Chairman) who, after gathering relevant information, adjudicates the student's appeal. The Department Chairman has the power to issue a new grade if the appeal is upheld.

## 5. Disciplinary Conduct Process

This section describes the general process under the student conduct code for enforcing the college's rules, regulations, procedures, policies and standards of conduct. The specific procedures to be used at each step of the process are described in the following sections:

- a. **Report or Formal Complaint:** Any student, faculty, or staff member of Christendom College may file a report or complaint concerning a possible violation(s) of the Student Code of Conduct. The Code of Conduct is located in the Christendom College Student Handbook, Sect. VIII. 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 incident report (e-mail, or hard copy) 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.

- b. **Investigation:** The student(s) who has allegedly violated the Student Code of Conduct may be asked to meet with the Director of Student Affairs, Dean of Student Life, or Director of Residence Life at the earliest possible opportunity. When an investigation is initiated, student(s) may be questioned regarding the incident under consideration. The gathering of information may not be solely limited to the questioning of the student(s) involved. This is not a conduct meeting, but solely an information gathering effort. The student will be notified of their meeting with via his or her Christendom College e-mail account. A student may be required to remain off campus for a period of time due to the nature of the alleged violation until the investigation has been completed for the sake of the academic environment, community, and individual.
- c. **Conduct Conference:** The Office of Student Life staff member will inform the student(s) of the situation and the student(s) will be asked to provide his/her own explanation of the alleged violation. The student(s) will then have the opportunity to indicate what, if anything, the student 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 the absence of the accused student(s) or in the failure to respond to the accusations.
- d. **Sanctioning:** Upon the conclusion of the investigation and the subsequent Conduct Conference, the charged student(s) will be notified of the Office of Student Life staff member's decision, and, if applicable, any sanctions imposed. The sanction must be completed within the time frame as it is assigned. Failure to fulfill the sanction may result in additional consequences or sanctions.
  - **Disciplinary Sanction Committee:** At the discretion of the Director of Student Affairs, 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 particular violation that has occurred.

- e. **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 e-mailed to the Chief Operating Officer and Executive Vice President and a copy e-mailed to the Director of Student Affairs. In order to be considered, appeals must be emailed within five business days from when the student was sanctioned.

## 6. Sexual Assault Policy

Christendom College, as a Catholic institution, strives to uphold and protect the dignity of every person and provide an environment in which students can thrive in their academic and personal development. Acts of sexual assault, misconduct or harassment will not be tolerated by the College and, upon discovery or disclosure, will be investigated through the disciplinary conduct procedure. Students are encouraged to report sexual assault, harassment, and/or misconduct immediately to a professional staff member in Student Life.

- Sexual assault constitutes sexual contact without consent ranging from forced kissing and touching to forced intercourse.
- Sexual harassment and/or misconduct constitutes unwelcome sexual comments, advances, and other verbal, non-verbal, or physical conduct of a sexual nature that is meant to intimidate, degrade, or coerce another.

Sanctions up to and including dismissal from the College may be imposed if the accused is found to be responsible through the disciplinary procedure. Both the accused and the accuser are entitled to the same opportunities to have others submit testimony for the disciplinary proceeding. Furthermore, both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding. Any student who is the victim of sexual assault during their enrollment at Christendom College is encouraged to contact a professional staff member in Student Life who can provide resources and/or direction in proceeding with a disciplinary conduct procedure.

If a student is assaulted by someone outside of the Christendom community (e.g. a non-student), the College is committed to providing available resources and counseling for the student, though, as a non-student, the accused is not subject to the internal disciplinary conduct process. A student may request a non-student to be banned from campus if the non-student is found to have sexually assaulted or harassed a student. Students are always encouraged to contact law enforcement if they believe a crime has been committed.

Student Life can also recommend confidential counseling services and other on or off-campus resources to students who are victims of sexual assault. The College will consider requests for a change to a victim's academic and living situation, provided such options are reasonably available.

## 7. 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 will be taken.

## 8. Arrest Policy

When the Office of Student Life is informed of the arrest of a student(s), the College will send an e-mail to the student(s) requiring that he/she meet with the Dean of Students or Director of Residence Life. 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 take action regarding a student's behavior at any point in time, regardless of the status of legal proceedings.

## **D. 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 Warning**

The student is notified either orally or in writing that one's behavior has been unacceptable and further misconduct will result in additional disciplinary action which will take into account this misconduct and reprimand.

### **2. Fines**

The student is required to 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 up to \$25 will 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 and the total balance will be billed to the student through the Business Office.

### **3. Individual Service Hours**

For certain student conduct violations, Service Hours may be assigned as restitution for the action. If a student receives Service Hours, they may be completed as specifically directed by the Office of Student Life (in which case the student will be specifically notified), or they may be completed through various Service Hour opportunities arranged by the College. The length of duty will be determined according to the offense. Service Hours are typically assigned to different offices or events related to the College which provides the student with an opportunity to serve their College while fulfilling the requirement. When service hours are assigned, they must be completed in a satisfactory manner and attendance is required. Missing Service Hours without notification or failure to complete them will result in a significant fine and reassignment of tasks. All Service Hour assignments must come through the Dean of Students, the Director of Residence Life, or the Residence Director in order for them to be valid.

Any un-served Service Hours remaining at the end of a given semester will transfer into a fine at the rate of \$8 per hour.

### **4. 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 as a result of the student's action.

### **5. Loss of Use of Automobile**

The use of a private automobile by a student at Christendom College is a privilege that may be revoked for a period of time at the discretion of the Office of Student Life.

### **6. Early Curfew**

Early curfew refers to instead of the normal campus curfew during the academic year a student may have an earlier curfew enforced as a result 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.

### **7. Campusment**

A student is confined to one's room or to campus for a specified time. Off-campus students are prevented from coming on to campus except to attend class.

### **8. Disciplinary Probation**

A period of review and observation during which a student has been officially notified by the College that his/her conduct, although not serious enough to warrant Suspension, was very inappropriate. Further violations of College rules, standards or policies (even after the expiration of a particular probationary period) could result in more severe sanctions.

## 9. **Campus Suspension:**

Campus Suspension is the loss of all College privileges, with the sole exception of attending classes. A student on Campus Suspension 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 suspension on disciplinary grounds, the student forfeits all payments made for the semester for room and board.

## 10. **College Restriction**

College Restriction 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 prohibited from attending class or entering the College campus for a specified time. The student is responsible for making up any missed work. No professor should feel obligated to assist the student in making up the missed work since the student merited this sanction.

## 11. **Suspension Held in Abeyance:**

Suspension Held in Abeyance 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 Suspension Held in Abeyance 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.

## 12. **Suspension**

Suspension is the 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 Director of Student Affairs. If a student is suspended on disciplinary grounds, the student forfeits all payments made for the semester during which one is expelled, and loses all credit for that semester.

## 13. **Expulsion**

Expulsion occurs when a student is separated from the College and 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 Director of Student Affairs. 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 forfeits all payments made for the semester during which one is expelled, and loses all credit for that semester.

## 14. **Other**

Other similar sanctions such as referral to professional counseling, decreased housing priority or restriction of specific privileges may be also imposed by the Director of Student Affairs, Dean of Students, Director of Residence Life, or the Disciplinary Committee, whichever has jurisdiction.

## VIII. COLLEGE POLICIES AND NOTIFICATIONS

*“FREEDOM CONSISTS NOT IN DOING WHAT WE LIKE,  
BUT IN HAVING THE RIGHT TO DO WHAT WE OUGHT.” ST. JOHN PAUL II*

### A. ACADEMIC POLICIES

#### 1. General Academic Policies

Academic Policies which include a description of students' academic responsibilities and rights are included in the College Bulletin. Students are encouraged to read the relevant sections of the College Bulletin carefully and to seek clarification from the Academic Dean or Vice President for Academic Affairs when they have questions about academic policies.

#### 2. Academic Probation

A student with a semester grade point average below 1.700 is on Academic Probation for the following semester. In order to help him work at a satisfactory academic level, a student on probation may be placed in a special program under the supervision of the Academic Dean, involving certain restrictions, enforced study times, and academic counseling. The Director of Student Affairs could also limit participation in athletics, activities, clubs, or leadership roles. For a more detailed explanation of Academic Warning and Probation, consult the College Bulletin.

#### 3. Class Attendance

Since the interaction of students and 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 must, if possible, contact the professor in advance, or provide an explanation of 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 TuTh 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 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 Complaints and Grievances

Christendom's Catholic and liberal arts values and the closeness of the Christendom community encourages the resolution of student complaints and issues with faculty, staff, or administration by dialogue based on mutual respect and understanding. The officers of the College are eager to assist students in engaging in constructive dialogue. However, it is recognized that a student might still be dissatisfied after sincere efforts at dialogue. In those cases, the College provides for a written grievance procedure. A student who wishes to file a written grievance should contact the Director of Student Affairs for issues concerning student life matters, the Vice President for Academic Affairs for academic issues, including grades, the Executive Vice President for administrative or staff issues, and the President of the College if the issue is directly with any of the three above named College officers. These officers will explain in detail the College Grievance Procedures. All grievances must be filed within eight business days after the incident/event/issue causing the grievance occurred. See Section VII of the Student Handbook for further information on the Student Grievance Policy.



## 5. 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.

## 6. Cheating

*Cheating* is defined as the use of books, notes, electronic resources, 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 [College Bulletin](#) for further explanations.

## 7. 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 [College Bulletin](#) for further explanations.

## 8. 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. STUDENT LIFE POLICIES

**"A TEMPERATE MAN IS ONE WHO IS MASTER OF HIMSELF." ST. JOHN PAUL II**

### 1. Alcoholic Beverage Policy

**Christ blessed the wine at the wedding feast at Cana and Catholicism has embraced the moderate consumption of alcoholic beverages as a good of human culture.** Based in this, Christendom acknowledges alcoholic beverages as something which can be enjoyed in their proper place by those mature enough and of legal age through the development of the cardinal virtue of Temperance. The College offers opportunities for those of age to enjoy alcoholic beverages in the proper setting. Outside of these areas alcohol beverages may not be used or possessed on campus without authorization. Any case of misuse of alcohol beverages, whether on or off campus, will be subject to serious disciplinary action by the College. All first-time violations of the alcoholic beverage policy will normally entail a sanction given by the College such as campusment or early curfew. Repeat violations will normally entail a more severe sanction from 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 the moral and civil law.

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

- a. Intoxication, intoxicated behavior.
- b. Possession of bulk container(s), e.g. kegs, of alcoholic beverages.
- c. Possessing or displaying empty alcoholic beverage containers in residence hall rooms. Possession of empty alcoholic beverage containers will be treated the same as possessing full alcoholic beverage containers.
- d. Providing alcoholic beverages to underage persons.
- e. Violating state, local, and federal law applicable to alcoholic beverages. Please note that in the state of Virginia there is a minimum fine for all DUI convictions, starting with a \$250 penalty for the first offense. The first time offender will also have his/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) are 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 is in the car, faces a \$500 fine and five days in jail.
- f. Any activities or drinking games which encourage the rapid consumption of alcoholic beverages or promote the abuse of alcoholic beverages.

N.B. If activities that are similar to 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 College events that involve alcoholic beverages must be cleared by the Director of Student Affairs (or designee) for compliance with College guidelines and Virginia state laws. Guidelines for events that include alcohol beverages are available in the Office of Student Life.

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.

## **3. Banned Locations**

A banned location is any area, residence, or establishment that has been officially deemed as such by the Director of Student Affairs or Dean of Students. Locations are banned to ensure the safety of students and to support the local community when issues arise with student behavior off campus. Students are forbidden from visiting or being present in these locations for any reason. If a student is heard to have been present at a banned location, he or she may face serious disciplinary action from the Office of Student Life that may include suspension. Banned areas include: "Hickson's Loop", the median between Interstate 66, and the "turnaround." Students will be informed via their Christendom email in the event that an additional area has been banned. The most up-to-date list of banned locations can be found on the digital version of the Student Handbook found on the Christendom website.

## **4. Conduct Toward College Officials**

Students engaged in the pursuit of a liberal arts education at Christendom College are expected to 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 any and 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 Office of Student Life or file an official grievance.

## 5. 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. Christendom chooses to glean that which would best contribute to healthy and balanced entertainment for its students. 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 are expected to make prudential choices in regards to 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.

## 6. Dress Code

Properly dignified and modest attire at Christendom College is not only a trait of a Christian people, it is 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; therefore, a Professional Dress Code is in force for all classes, Community Masses (i.e., Masses at 11:30 a.m. M-F and Mass on Sunday), Sunday brunch, and noon meals on class days. Even if a student does not have a class on a particular class day, he or she is required to be in dress code during lunch M-F. Students may be asked to change or may receive a fine if their attire at class, Mass, or meals does not comply with the code.

The Resident Assistants, under the supervision of Residence Life, assist with maintaining the College standards of dress and attire. 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. These guidelines are divided into four parts according to whether the dress code requirements are for a) General & Modesty College Dress Code; b) Professional Dress Code; c) Sunday Dress Code; d) Dress Code at Formals.

### **Modesty & General College Dress Code**

- All students are required to dress modestly at all times while on campus.
- Women’s shorts should be long enough that the wearer’s fingertips do not go past the bottom hem of the shorts.
- Clothing should not be too form-fitting and shirts should not be low cut in the back or front, or too short. Halter tops or spaghetti straps are not permitted. Pants should not be too tight; leggings, tights, or yoga pants 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. Cleated shoes may not be worn in any buildings.
- Hats are not to be worn inside any building or classroom at any times. The only exceptions to this are within the residence halls, the Gym, the Student Center, and Kilian’s Café.
- 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.

## **Professional Dress**

### **For Men:**

The Professional Dress Code requires dress slacks, 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.
- Cargo-type pants or pants with back patch pockets are not considered "Professional Dress".
- 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".
- Belts or suspenders are required.

### **For Women:**

The Professional Dress Code requires a business dress, or a dress skirt/dress pants and dress shirt 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.
- All skirts/dresses are to be no shorter than the crease of the back of the knee. The highest point of a "high/low" or asymmetrical skirt should not be any 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.
- No form-fitting dresses, skirts, tops, shorts, or pants are allowed at any time.
- Sleeveless, professional shirts are allowed for women, but tank tops are not allowed.
- Shirts and blouses should be long enough so as not to bare the midriff.
- All visible straps of a dress or shirt must be at least one inch wide at the top of the shoulder. "Halter top" straps are not permitted.

### **For All Students:**

- Sweatshirts, hooded sweaters and similar garments are not permitted as professional dress.
- Athletic t-shirts of any sort are not permitted as professional dress.
- Cargo-type pants, pants with back patch pockets, capris and stretch-style pants or similar 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, canvas shoes, hiking/work boots and similar are not appropriate for professional dress. Only dress shoes are permitted.
- 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 at any time.

### **Sunday Dress Code**

For Sunday Mass and Brunch, as well as for other select events such as Major Speaker 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 in which Sunday Dress is required.

- Sunday dress code for men includes a jacket or 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 Formals**

Christmas and Spring Formal have their own specific dress guidelines which are sent out via e-mail prior to each event. These guidelines are the requirements for those events. Failure to comply with these guidelines may result in sanctions or the need to change one's outfit.

- All students and their guests are expected to be in Sunday dress code at minimum for Christmas and Spring Formal. The standards of Modest Dress Code (see above) are in effect.

- Men are expected to wear appropriate, formal/Sunday dress attire, including a jacket and tie. T-Shirts, jeans, sneakers, or tennis shoes, even when worn with formal attire, are not formal dress.
- As is standard, dresses should at least come to the crease of the back of the knee. Tight, form-fitting dresses are not permitted. Strapless dresses or spaghetti-style, clear, or halter-style straps are not permitted. Straps should be at least one inch in width. Necklines should not be lower than three fingers below the collar bone and low backs or cut-outs (below standard bra line) are not permitted.
- With respect to slits: In front or on the side slits must not be more than one or two inches above the knee; In back slits must not be higher than three-four inches above the knee.
- All dresses must be approved before formal by the student's designated RA. Failure to have one's dress approve before formal may result in a fine regardless of the appropriateness of the dress.

*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 gender, 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 Director of Student Affairs 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 the Director of Residence Life.*

## 7. Drugs

The Catholic Church teaches that the use of recreational drugs is objectively immoral. Based on this teaching, and in addition to other arguments, the possession or use of an illegal drug(s), such as marijuana, 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\*

## 8. Fan/Spectator/Audience/Participant Conduct

Unacceptable behavior in/at a College sponsored or recognized event such as athletic contests, intramurals, Student Activities Council sponsored event, etc. is not permitted. Unacceptable behavior includes taunting, intimidating, or harassing behavior directed toward participants, officials or fans. 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 of time or for a specified number of events.

## 9. Fireworks

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

## 10. 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 particular 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 the golf carts, with the exception of 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.

## 11. Guests

### ***Campus Visitors/Guests and Meals***

All campus guests and visitors (who are NOT visiting as official Admissions Guests), including off-campus students, are required to pay for all meals taken in Campus dining facilities at the time of the meal. Whenever possible, the hosting student should notify the kitchen in advance if they are expecting guests who are taking meals. Students should expect to be charged for their guests who do not pay for meals. Students not on the College meal plan are expected to pay prior to taking meals in the Campus dining facilities unless it is during an event noted as being open to the broader community or events required for all students.

### ***Guests at College Events***

While Christendom College has many events open to guests and visitors, most events are for the immediate Christendom College Community (meaning current students, faculty, and staff only). In line with what is appropriate etiquette, students are required to seek the permission of the event organizer (often SAC, Student Life, their class professor, Academics, etc.) before bringing a visitor or guest to College events. This is out of respect for the event organizer(s) and for the comfort and safety of all guests and attendees at College events. As a general rule, students should seek prior approval before extending any invitations to College events to persons outside of the College Community.

### ***Guest Use of Campus Facilities***

Christendom College facilities exist primarily for use by its current faculty, staff, students and officially registered guests. Non-official visitors are not permitted to use the Christendom College facilities.

Guests or visitors who violate any of the college's policy 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 Director of Student Affairs may enact and remove such a sanction.

**For the full guest policy with specific definitions and regulations for guests on campus and guest's use of campus facilities, please see the Guest and Facilities Use Policy at the end of Section VIII in this handbook.**

## 12. Identification Cards

Student identification cards are issued to new students at the beginning of the school year from the library and are used as library cards, meal cards in St. Lawrence Commons, and access cards for certain buildings. Because these cards provide access to otherwise locked buildings on campus, students must take great care to not lose or share these cards. There is a fee for replacing identification cards.

## 13. Lost And Found

There are lost and found boxes located in the Student Center 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 their own personal possessions.

## 14. Mail/Mailrooms

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

## 15. Mandatory Events

There are a few College events such as presidential addresses, Major Speakers, 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 will result in sanctions such as service hours, fines, or campusment. It is each student's responsibility to check in with their respective RA to confirm their attendance, not vice versa. On-Campus students should check in with their assigned Residence Hall RA and off-campus students should check-in with the RA designated to be his or her RA at the beginning of the semester. RAs may hold mandatory wing/hall meetings which if not attended will incur a fine.

## 16. 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. In order that a strong sense of community is encouraged, the College seeks to instill a healthy balance toward contemporary media such as internet content, movies, video, and computer games. Students who spend an inordinate amount of time and energy on such entertainment will be subject to correction.

### Internet

In 2002 St. Pope John Paul the Great wrote:

*It is clear, then, that while the Internet can never replace that profound experience of God which only the living, liturgical and sacramental life of the Church can offer, it can certainly provide a unique supplement and support in both preparing for the encounter with Christ in community, and sustaining the new believer in the journey of faith which then begins.*

*Despite its enormous potential for good, some of the degrading and damaging ways in which the Internet can be used are already obvious to all, and public authorities surely have a responsibility to guarantee that this marvelous instrument serves the common good and does not become a source of harm.*

Reflecting on the words of this great Saint, Christendom College provides public internet in the St. John the Evangelist Library, John Paul the Great Student Center, Regina Coeli and Crusader Gymnasium. In addition The College does provide internet connected computers in the St. John the Evangelist Library. It is recommended that students exercise prudence and caution when posting comments/photographs or personal information on persona/social networking sites (such as facebook, twitter, Instagram, etc.). Students are reminded that on the internet there is no such thing as complete privacy and these sites are often open for many to view or share. The following are basic guidelines in regards to internet usage on campus:

- A. Students accept full responsibility for each message they communicate through Christendom's network or computers.
- B. Fraudulent, defaming, harassing, obscene, indecent, threatening or illegal communications are prohibited.
- C. The accessing, viewing, printing or distributing of indecent, lewd or pornographic materials is strictly prohibited.
- D. Students shall not attempt to access, read, edit or delete anyone's email other than their own.

Christendom College views the residence halls as spaces to rest, study, and grow in formation and community with fellow residents. For this reason, Internet access of any kind is not provided in the residence halls. Students are not permitted to set up their own wireless networks or to use their personal/private network access (i.e. a smartphone with a data plan, etc.) to create a wireless hotspot for either themselves or others to use.

### 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. The College therefore has set up the following guidelines for the proper viewing of movies. These guidelines are for the benefit of students and should be applied to movies students choose for viewing in the residence halls or campus buildings.

- A. Movie ratings:
  - i. **Any movies labeled O (morally offensive) are prohibited from being watched.**
  - ii. Any movie rated AIII or AIV/L by the USCCB for nudity, sexual scenes, violence for its own sake, or excessive profanity should be avoided.
  - iii. Any movie receiving PG-13, R, or NC-17 rating by the MPAA for nudity, sexual scenes, violence for its own sake, and excessive profanity should be avoided.
- B. Movie approval:
  - i. Students do not need advance approval for movies, but upon request, should be able to produce the USCCB (<http://www.usccb.org/movies/>) rating and review.
  - ii. Students are directed to use reliable movie review guides such as <http://www.nccbuscc.org/movies>, <http://decentfilms.com>, or <http://www.screenit.com> to make informed decisions about the films they choose to watch.
- C. TV Shows & Video Games
  - i. **TV shows and Video Games with a TV-MA rating are prohibited.**
  - ii. TV shows or Video Games with offensive material such as excessive profanity or sexuality are not permitted.

## 17. Non-Traditional 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.

Students may only use a personal motorized golf cart or similar vehicle to aid in mobility due to a documented disability. He or she must provide written documentation and obtain permission from Student Life prior to bringing the vehicle to campus.

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.

## 18. Responsible Communication

### Official Form of Communication

Students should understand that consistent and responsible communication is an important part of adult life and life after college. **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 sent to a student's Christendom email account (firstname.lastname@christendom.edu) will automatically be forwarded to the personal email address the student provides to the College upon his or her admission. Students do not need to access the @christendom.edu account because it is pre-set to forward all messages to the student's personal account or email service.

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](mailto:support@christendom.edu) via a personal email account or call Computer 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**

A student should be mindful that in every form of communication he is to put away all malice and all 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 to other members of the Christendom College community (via hard-copy or electronic means) subject to the following guidelines:

- a. Calumny, detraction, backbiting, false rumors, and dissimulation, or the like are to be avoided. Students are also culpable for perpetuating errors, in particular those that touch upon the reputations of others, if proper attention has not been given to the ascertaining of facts.
- b. There may be no anonymous communications; all materials disseminated on campus must be signed by the author's/editor's real name.
- c. Blasphemous, profane, lewd, or otherwise unacceptable language and images are prohibited.
- d. Dissemination must be limited to the Christendom College community.
- e. Official bulletin boards or mail boxes are not to be used without the authorization of Student Life.
- f. The copying of such communications is not to be done at College expense.
- g. All publicly posted flyers/notices must be approved or authorized by Student Life. Failure to secure this will result in sanctions or restrictions.
- h. Due to the College's non-profit status, official endorsement of political parties or candidates is not permitted.
- i. Students should note that social media (e.g. facebook, twitter, tumblr, etc.) are often shared and therefore are considered public communication and may be sanctioned for comments or activities shown or displayed on these such sites. Students may be held responsible for these communications. Please exercise caution with your personal information and those with whom you share it.
- k. Harassment of any kind will not be tolerated.
- l. Bullying or any form of retribution including threats or promises will not be tolerated, including but not limited to written messages, text messages, emails, or online postings.

Disciplinary action may be taken for irresponsible communication.

### **19. Romantic Displays of Affection**

During the 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 does allow 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 (e.g. classes) or the Chapel.

### **20. Rooftops and Ledges**

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

### **21. Safety Equipment and 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 significant fines.

## **22. Smoking Restrictions on Campus**

Smoking 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 in 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. As a rule, smokers should be far enough from a main entrance (approximately 25 feet) that those wishing to enter or exit a building may pass by without having to walk through cigarette smoke. Smokers are expected not to litter the grounds with cigarette butts, but to use only proper containers for disposal. Smoking inside of any building will usually result in a minimum of a \$100 fine.

E-cigarettes are not permitted in the residence halls, classrooms, Commons, Library, Regina Coeli, Chapel, or other professional environments on campus.

## **23. Stewardship**

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

## **24. 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 into 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.

## **25. Violence, Intimidation, and 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.

## **26. Weapons**

Students may not keep any guns or weapons on campus at any time, this includes the storing of weapons in vehicles. This includes but is not limited to: swords, knives (longer than 4"), guns, stun guns, paintball, pellet, BB, nunchucks, airsoft guns, bow and arrows, brass knuckles, etc. Facsimiles, replicas, or "look-a-like" 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.

## **C. RESIDENTIAL LIFE POLICIES**

The Office of Residence Life believes that the on-campus experience is an essential part of the 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, with the exception of students whose parents live in the area 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 residential life policies, policies in regards to care for College property, and policies governing housing selection, move in/out, and breaks. Residence Life reserves the right 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 there is a violation of the Student Life or Residential Life policies.

### **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 fee of \$50.00 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 fee of \$50.00 per day.

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

### **2. Candles and 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 smoking or candle/burning policy will normally result in a significant fine (with the minimum being \$100). The RA 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.

#### **Cost list**

We believe that it is important that all students know what it costs us to repair or replace damaged property. Following is a sampling of the cost list. This list will be used to bill students for damage:

Each minor damage to wall: \$5.00-\$35.00

Each major damage to wall: \$35.00+

Missing/broken screens: \$50

Dirty rug/floor: \$25

Items/trash left in room: \$5.00-\$20.00

Non-College-issued furniture left in room: \$50-100

College-issued furniture from common spaces or other rooms left in room: \$100

Missing/broken furniture: \$80-\$250

#### 4. College Furniture

College furniture may not be removed from lounges or rooms. Resident students are financially responsible for the damage, loss or theft of residence hall furniture.

#### 5. Common Areas

It is the responsibility of everyone to remove personal items from common areas such as bathrooms, hallways, and lounges. If items are left out, the housekeeping staff will not be able to properly clean the area. The RA will remove items left out for an extended period. Please help to discourage damages to rooms or common areas, and identify individuals responsible to 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.

#### 6. Cooking In Residence Halls

Cooking is permitted only in the residence halls that have full-size kitchens (e.g. East Campus houses and St. Clare's Hall). Students who wish to utilize the kitchen in one of the East Campus houses must do so with advanced (24 hours) notice and only with the expressed permission of the RA who supervises that hall. 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 that are set forth by the RA of each campus house.

Any student cooking in St. Clare's Hall is ultimately responsible for cleaning the cooking and dining area. Students personal dishes, pots and pans, or cooking utensils should not be store in the St. Clare's kitchen. Students who repeatedly fail to clean the cooking area, leave dirty dishes, or in any other way disrespect this communal cooking space will have the privilege of cooking in St. Clare's revoked.

#### 7. Curfew

The curfew at Christendom is designed to assist students in the development of regular habits of living, to foster effective study patterns, encourage same gender 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 a.m. Students found to have left the residence halls after checking in for curfew will be sanctioned by the Director of Residence Life.

Juniors (with a declared major), Seniors, and students age 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 are not juniors by credit or under 21 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.

##### **Campus Curfew Boundaries for All Students**

Once curfew begins, all students are asked to remain on their own side of campus and not loiter unnecessarily on the opposite side of campus.

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

Men who are temporarily housed in Blessed Margaret's are expected to 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 are asked to stay on the south side of campus, specifically not going beyond the grass areas surrounding the women's halls.

Male students are not permitted to be in the St. Catherine's glade area after curfew.

All students under curfew should not unnecessarily be on the College roads or the paths that extend into parking areas or beyond the areas immediately surrounding the residence halls.

## 8. 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 pm.

## 9. 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. Students must complete a damage responsibility form when damage occurs in the room. Failure to complete a damage responsibility 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 reported within one week to the RA in order to avoid additional charges. For a further explanation, please see the entry on "Restitution" under disciplinary sanctions.

## 10. Dartboards

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

## 11. Electrical Appliances

The use of electrical appliances is extremely limited in the residence halls for fire and safety purposes. Assume that you cannot have an appliance on campus unless it is specifically on the 'approved appliance list' available through Student Life. 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, personal microwaves and personal space heaters are not permitted in the residence halls. An iron and ironing board 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.

## 12. Flags, Draperies, Wall Hangings, etc.

Flags, draperies, or similar material may not be hung from the windows, ceiling, or walls if not properly marked as being flame retardant material. In addition, posters and other items may not take up more than 1/3 of any wall space in the room. Students are to adhere to additional information provided by the College regarding Fire Code compliance.

## 13. 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 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 St. Joseph's Lounge and the lower level of St. Clare's Hall until 10 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 during scheduled open houses or 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 on at the beginning of Section VIII of the handbook violations of this policy will normally result in severe disciplinary action such as suspension.

## 14. Ironing

Ironing is allowed in authorized areas only--not in residence hall rooms. Irons and ironing boards are provided by the College.

## 15. Keys for Residence Hall Rooms

For security of personal belongings, all students are given a key to their room upon moving into their residence hall. At the end of the year, the key should be returned to Residence Life or the resident's RA. Loss of a room key or failure to return a room key at the end of the year will result in a \$25 fine.

## 16. Laundry

The laundry rooms in the basements of St. Clare, St. Campion, and St. Catherine Halls are for the exclusive use of the women residents only. The laundry rooms in the basements of Bl. Margaret, St. Benedict, St. Joseph and St. Francis are for the exclusive use of the men residents only. Students are asked not to leave clothes in the laundry rooms, and to report promptly any malfunctions of the machines to a Resident Assistant. Laundry policies and procedures for the laundry machines will be distributed to all students at the beginning of the year.

## 17. Maintenance/Housekeeping

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.

All residence hall maintenance/housekeeping problems should be reported promptly to an RA. 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.

## 18. Overnight Extensions

A student who is subject to curfew and who desires to be off campus overnight must notify Student Life in writing by 3:00 p.m. on the day the student desires to leave campus. 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 as a means to come back after curfew. Repeated curfew violations or abuses of this policy may result in Overnight Extensions not being permitted.

## 19. Overnight Visitors

All students are required to register any overnight guests (this does NOT apply to official guests of the Admissions Office) with Student Life. Overnight Guest Notification Forms can be found outside of the Student Life Office and should be submitted to Student Life at least 48 hours in advance. Hosts will be charged \$50 per day for unregistered guests.

- All guests must be hosted by a resident student who will act as their host.
- Guests must pay for any meals taken in St. Lawrence Commons.
- Guests must be between the ages of 16 and 30 in order 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 a semester.
- There is a maximum of two guests permitted per residence room.
- Guests are not permitted to stay overnight in common areas.
- Please see the formal guest policy for the policies on guest's behavior and the responsibilities of the student host.

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 of time, 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 without receiving permission from Student Life. 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 (48 hr minimum) to Student Life via the Overnight Guest Notification 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. Off-campus students who are not juniors by credit or under 21 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.

### **20. 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 in effect at all times 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 for the following times: **Sun.-Thurs., 8 PM - 9 AM; Fri.-Sat., 10 PM-9 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.

### **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 in Student Life. There is a housing freeze for the first two and last two weeks of each semester where 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 Inspections**

Keeping in mind that our residence halls must serve students both now and in the future as well 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 each week but are subject to inspection anytime. Students should have regard for sanitation, basic cleanliness, and College property.

### **23. Smoking Policy in Residence Halls**

Smoking 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 who are smoking are asked to stay at least 25 feet away from all building entry ways out of respect for those persons who are entering and exiting the building. Violations of the smoking policy will normally result in a significant fine (with the minimum being \$100). E-Cigarettes are also not permitted to be used in residence halls.

### **24. Special Housing Requests**

Requests for special housing or special needs must be made using the Special Housing Request form available in the Student Life Office. All requests for accommodations must be made in the time frame listed on the form for consideration.

The College believes that the importance of our 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 three main circumstances: (a) extreme health or personal reasons; (b) the student's parents live within the Front Royal area; (c) or the College makes the determination that it has more students than beds for the upcoming semester and the Director of Residence Life determines that additional students will be approved. Students who wish to be considered for this rare exception should complete the off-campus request form for the Director of Residence Life well in advance of their desired move off-campus.

Any student desiring a room allotted for special needs must submit an application and fill out the necessary forms found in the Office of Student Life.

## **25. Storage**

There is no storage on-campus of any kind. Students may not keep personal belongings of any kind on campus between summers. If students need storage for personal belongings outside of their room during the academic year or between summers, local storage facilities should be rented and used by the student. 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. Telephones**

The College telephone number is (540) 636-2900. Each residence hall has a limited number of telephones with separate numbers for student use (see list of phone numbers at end of Handbook).

To make long distance calls, students are expected to use their own cell phones, calling cards or to call collect. Students are not permitted to use College phones (except those in the residence halls) for personal reasons at any time.

## **27. Television**

Televisions are not allowed in residence hall rooms. Monitors up to 27" are permitted in residence hall rooms. A television connected to a satellite system is located in the Gym and the John Paul the Great Student Center for student use.

## **28. Use of Outdoor Amenities**

If at any time a student desires to use a College outdoor amenity such as a bonfire pit or grill or other such item, for safety reasons, the student is asked to notify and receive direction from one of the Head RAs or a Student Life staff member.

## **29. Wall Hangings**

No tacks, ordinary nails, tape, or self-sticking hangers are to be used to hang things on the walls. Student Life permits the use of "3M Command Adhesive" products. Even with the use of 3M Command Adhesive products, the student assumes any risk associated with product use, is responsible for making sure the product is properly used, and is responsible for proper removal and any damages caused by the product. 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 such item judged to be offensive by a Student Life staff member or the RAs must be removed from campus.

## **D. TRANSPORTATION**

### **1. 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 two local cab companies which can be contacted by the student if they are in need of transportation to/from a doctor's appointment or other personal errand.

### **2. Airport / Metro Shuttle Service**

The Christendom transportation service offers shuttle service to Dulles International Airport and the Vienna Metro Station before and after college breaks for students. Please note the following items pertaining to transportation services at Christendom College:

- Transportation services are available at established, advertised times. Students should schedule flights accordingly if they plan to use the Christendom transportation service. The Transportation schedule is found in the Appendix (Section X) of this Handbook.
- All requests for transportation service must be submitted one week prior to when service is needed. In particular, if an individual will be using transportation service for Fall Break, Thanksgiving Break, Spring Break or Easter Break, requests for departure shuttles and arrival shuttles must be submitted one week before the beginning of the break.
- For more details including pricing and shuttle times please visit [www.christendom.edu/campus-life/student-services/transportation](http://www.christendom.edu/campus-life/student-services/transportation).



### 3. Shuttle Service for Local Errands

The College provides students with transportation to and from specified shopping centers 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 S. Lawrence Commons. This service is provided at no cost.

## E. VEHICLE REGULATIONS

### 1. Personal Vehicles

Students are not permitted to service their vehicles (e.g. change oil, wash cars, etc.) on college property.

### 2. Use of College Vehicles

Students are not permitted to use College vehicles, machinery, tools, hoses, etc., without the express permission of the Director of Special 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 in order 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 fasten their seat belts at all times, for their own safety. Smoking is not allowed in any of the College vehicles.

### 3. Parking Policies

Christendom College is a walking campus and vehicles are not necessary for transportation around campus. Thus the privilege of having a vehicle on campus and parking as a whole is viewed simply as a place to put your vehicle until you need the vehicle for personal off-campus use. We appreciate your cooperation as we strive to maintain the privilege that all students be allowed to bring vehicles to the campus for use outside of the academic/business day. Thank you in advance for your cooperation. Questions concerning the regulations listed below should be directed to Student Life.

**All operators of motors vehicles, whether they are residential or non-resident 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 two weeks of the school year and pay a \$25.00 registration fee. The student will receive a parking decal which indicates the lot where the student should park. The decal must be displayed in the back window of the student's vehicle. Students are only permitted to park in their assigned lot.
- Failure to register vehicles within the first two weeks of the semester will result in a \$50.00 fine per week in addition to other possible sanctions.
- 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 in all areas so as 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 \$10.00. The fine may be increased or further action taken at the discretion of the Dean of Students and/or Director of Residence Life.
- If a vehicle is ticketed **four times** within one semester, each additional violation will be a minimum fine of \$50.
- Major or excessive violation of parking policies and/or reckless driving on campus will result in the loss of on-campus parking and/or driving privileges and the vehicle being towed or immobilized (at owners expense) at the discretion of the Office of Student Life staff.
- Policies are in effect all class days, exam days, closed-campus days, event days and days the College is open for business.
- The College is not responsible for damage, theft, or vandalism to vehicles while parked on College grounds.
- There is to be no parking at any time in front of the refuse dumpsters on College grounds. Vehicles are not permitted to drive up to or around any area of the St. John the Evangelist library.

- Vehicles may not be left on campus for summer break.
- The owner of a vehicle is ultimately responsible for the payment of all fines levied on his/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.

**\*ALL parking policies are in effect for the entire year.\***

#### 4. Lot Specifications:

- **Parking Lot A: Student Center Lot**

The spaces specifically noted to be reserved for faculty, staff, visitors or College use are reserved at all times, 24 hours a day. This includes all regular class days, weekends, exam weeks, days the college is closed, and days the college is open with no classes.

This lot (with the exception of the specifically reserved spaces) is reserved for **Junior and Senior on-campus male students**. All junior and senior male students are allowed to register their vehicles to park in lot A during the first week of school. After the first week of school, registration for lot A is open to **on-campus sophomore male students and campus-house residents** on a first come, first serve basis.

- **Parking Lot B: Faculty and Staff Parking Lot**

This is the main faculty/staff parking lot and **is reserved for faculty and staff only** (this lot is opposite St. Thomas Aquinas Hall, including the spaces in front of the men's residence halls and Regina Coeli). Students are restricted from parking in this lot starting **Sunday night at 12:00 a.m. and continuing for Monday through Friday, 7a.m. to 6p.m.** (deemed "academic/business hours"). This includes all regular class days, exam weeks, days the college is closed (national holidays/holydays, etc.), and days the college is open with no classes.

- **Parking Lot C: Women's Residence Hall Parking**

All **on-campus senior, junior and sophomore women** are permitted to park in any of the spaces around St. Campion Hall, St. Catherine's Hall or Blessed Margaret Hall that are not specifically reserved or restricted.

- **Parking Lot D: The Gym Lot**

- This lot is for **all freshmen and off-campus students**. Additionally, it is used as an overflow lot for sophomore men, visitors, faculty and staff.

- **Area in front of St. Francis Residence Hall**

Parking is not allowed in this area at any time.

- **St. Lawrence Commons and St. Lawrence Commons Drive**

Students are not permitted to park in the upper level area of St. Lawrence Commons **Monday-Friday, 7am-6:30 p.m.**

The parking spaces in the lower level area of St. Lawrence are reserved solely for **designated faculty and staff**.

Parking along the road leading to St. Lawrence Commons is not permitted for students at any time.

For specified College events held on campus (i.e. Homecoming, special feast days, and College sponsored events) parking along the Commons driveway is permitted **for visitors and alumni guests only**. Students are to remain parked in their assigned lots during these times.

#### 5. Overflow Parking

If at any time, a space in the student's assigned lot is not available, the student is then required to move their vehicle to lot D which functions as overflow parking for all of campus. Students are expected to park their vehicle in an actual parking space in an actual parking lot. Parking in a non-space, be it in a lot or outside of a lot, is not permitted.

***Parking enforcement will begin September 4, 2017.***

## F. GUEST POLICIES FOR CAMPUS EVENTS AND FACILITIES

### 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, "An organically Catholic way of life which needs to be nurtured and protected by the community in which Catholic culture thrives and grows."

In order 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 environment and a 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 and protecting the community from interference or undo distraction from its efforts to fulfill its mission.

### Definitions:

**What is a Guest?** Guests are individuals who are invited by a current faculty, staff, 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 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/closed 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 West Football Game, Powderpuff Football Game and Varsity Sports Games.

Activities or events classified as "closed" are those which are reserved for the *immediate* Christendom community (current faculty, staff, students, and official visitors of the College). 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 (e.g. Director of Student Activities, Development Office, Admissions, Athletic Director, etc) 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 the particular guest, number of guests hosted by an individual community member, etc.).

### Requirements of Students Hosting Guests:

The following are requirements for any student hosting guests:

- a. The student host must be physically present with their guest throughout their visit on campus.
- b. Any guest wishing to stay overnight must be registered by their student host with the Student Life overnight form prior to their arrival.
- c. The student host must seek permission of the responsible office, staff member or professor hosting any event in which the guest might attend during their registered stay. This permission must be secured a minimum of 2 days in advance of the event. As a general rule, students should seek prior approval before extending any invitations to College events to persons outside of the immediate College Community.

- d. Students may host up to two guests at one time and they must be registered.
- e. Guests must follow all campus policies (this includes appropriate dress, curfew, and conduct at events). It is the responsibility of the student host to ensure that his or her guest is in compliance with all campus policies.

### **Policy for Visiting Alumni:**

Because Christendom seeks to maintain a close relationship with its alumni, the College encourages its 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. Keeping that in mind, below are guest and visitor regulations in regard to facility usage.

#### **a. 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 the proper oversight.

#### **b. Facility Usage for non-official visitors**

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

## **IX. STUDENT PRIVACY POLICY**

Christendom College is an educational institution which provides students with an assurance that the integrity and privacy of their educational records will be protected at all times. 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.

### **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 of time 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, Rome applications and correspondence pertaining to disciplinary actions. All student financial records are kept and maintained by the Student Billing Office.

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 in order to disclose a student's educational records to these parties. The actual procedures can be referenced on page 4 of this document.

Access to the student academic files is permitted to the President of the College, Executive Vice President, 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, Executive Vice President, and any other administrative officials whom the Director of Student Affairs 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 maintained by the Director of Student Affairs. These records are expurgated 5 years after the student's graduation from the College except for expulsion, which remains on permanent record as noted above. 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 3 business days) from the Director of Student Affairs. If a student requests to review his disciplinary file, the Director will review the file and delete or hide 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 for financial records 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.

## 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

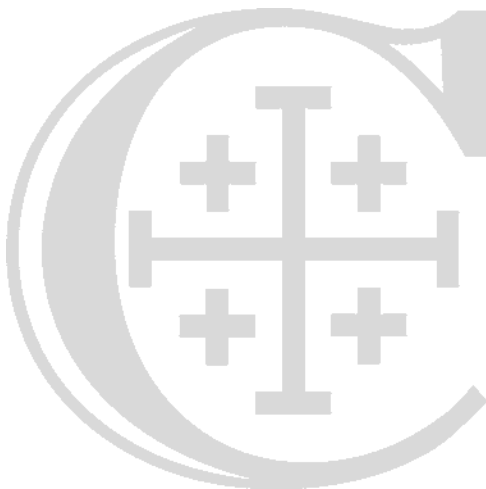
Honors

Degrees Conferred (Including Dates)

Pictures of the Individual

Any students wishing that their directory information not be disclosed 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.



## X. APPENDICIES

### A. ACADEMIC CALENDAR 2017-2018

#### Fall Semester 2017

August 18	New Students Arrive: Campus Opens for New Student Arrival at 10:00 a.m. (Fri.) <ul style="list-style-type: none"><li>• First meal for new students will be dinner, Friday, Aug. 18th</li></ul>
August 19	Returning Students Arrive: Campus Opens for Returning Students (Sat.) <ul style="list-style-type: none"><li>• Returning students may not arrive before Saturday.</li></ul>
August 20	Holy Mass with Bishop Burbidge and Opening Convocation (Sun.) <ul style="list-style-type: none"><li>• First meal for returning students will be brunch, Sunday, Aug. 20th</li></ul>
August 21	Registration, Tuition & Fee Payment (Mon.)
August 22	Classes Begin (Tues.)
September 1	Last Day to Add Classes (Fri.)
September 4	Labor Day (Mon): Classes in Session/College Business Offices Closed
September 15	Last Day to Drop Classes (Fri.)
September 22-24	Parents Weekend (Fri.-Sun.)
October 6-8	Homecoming Weekend (Fri.-Sun.)
October 14-22	Fall Break—Campus is closed to <i>all</i> students; Students must be off campus by noon on Saturday. <ul style="list-style-type: none"><li>• Break begins after classes on Friday, October 13th.</li><li>• The last meal before break is dinner, Friday, October 13th.</li><li>• Students may begin returning <i>no earlier</i> than 9 a.m. on Sunday, October 22nd.</li><li>• The First meal after break is dinner on Sunday, October 22nd.</li></ul>
November 1	All Saints Day (Wed.)
November 2	Senior Theses Drafts Due (Thurs.)
November 7-10	Spring Semester Registration (Tues.-Fri.)
November 22-26	Thanksgiving Break (Wed.-Sun) <ul style="list-style-type: none"><li>• <u>Campus is only open during break for resident students who register in advance with Student Life.</u> No meals are provided during the break.</li><li>• Break Begins after night classes on Tuesday, November 21st.</li><li>• The last meal before break is dinner, Tuesday, November 21st.</li><li>• The First meal after break is dinner, Sunday, November 26th.</li><li>• Classes resume Monday, November 27th.</li></ul>
November 29	Senior Theses Due (Wed.)
December 6	Last Day of Classes (Wed.)
December 7-14	Final Examinations (Thurs-Thurs.)
December 8	Feast of the Immaculate Conception (Fri): College Offices Closed/No Exams
December 15	Campus Closes—Campus is closed to <i>all</i> students. Students must be off campus by noon on Friday. <ul style="list-style-type: none"><li>• The last meal is breakfast, Friday, December 15th.</li></ul>

### **Spring Semester 2018**

January 14	Resident Students Return to Campus (Sun.) <ul style="list-style-type: none"><li>• Students may begin returning <i>no earlier</i> than 9:00 a.m., Sunday, January 14th.</li><li>• The first meal is of the semester is dinner, Sunday, January 14th.</li></ul>
January 15	Registration, Tuition & Fee Payment for All Students (Mon.) Orientation for New Students
January 16	Classes Begin (Tues.)
January 19	March for Life, Washington D.C. (Fri.) No Classes, Required Trip
January 26	Last Day to Add Classes (Fri.)
February 9	Last Day to Drop Classes (Fri.)
March 3-11	Spring Break—Campus is closed to <i>all</i> students; Students must be off campus by noon on Saturday. <ul style="list-style-type: none"><li>• The last meal before break is dinner, Friday, March 2nd.</li><li>• Students may begin returning <i>no earlier</i> than 9 a.m., Sunday, March 11th.</li><li>• The first meal after break is dinner, Sunday, March 11th.</li><li>• Classes resume Monday, March 12th.</li></ul>
March 14	Senior Theses Drafts Due (Wed.)
March 29-April 2	Easter Break (Thurs. - Mon.) <ul style="list-style-type: none"><li>• <u>Campus is only open during break for resident students who register in advance with Student Life.</u> No meals are provided during the break.</li><li>• The last meal before break is dinner, Wednesday, March 28th.</li><li>• First meal is after break is dinner, Monday, April 2nd.</li><li>• Classes resume Tuesday, April 3rd.</li></ul>
April 10-13	Fall Semester Registration (Tues.-Fri.)
April 18	Senior Theses Due (Wed.)
May 2	Last Day of Classes (Wed.)
May 3	Study Day (Thurs.)
May 4-10	Final examinations (Fri.-Thurs.) <ul style="list-style-type: none"><li>• The last meal is dinner on the last exam day, Thursday, May 10th.</li></ul>
May 11-13	Commencement Exercises (Fri.-Sun.) <ul style="list-style-type: none"><li>• Freshmen, sophomores, and juniors must be off campus by 6:00p.m. May 12th.</li><li>• Seniors must be off campus by 5:00 p.m. on May 13th.</li><li>• There will be a regular College Mass on Sunday, May 13th at 10:00 a.m.</li></ul>
May 14	Campus Closes—Campus is closed to all students



## B. TRANSPORTATION SCHEDULE 2017-2018

### Orientation Weekend Arrival

College shuttles will be waiting at Dulles Airport / Vienna Metro Station at the following times (all times in EST):

<u>Friday, Aug. 18</u>	<u>Saturday, Aug. 19</u>	<u>Sunday, Aug. 20</u>
10:00 a.m. / 10:30 a.m.	2:00 p.m. / 2:30 p.m.	2:00 p.m. / 2:30 p.m.
2:00 p.m. / 2:30 p.m.	7:00 p.m. / 7:30 p.m.	7:00 p.m. / 7:30 p.m.
7:00 p.m. / 7:30 p.m.		

### Fall Break Departure

College shuttles will depart from Christendom's campus at the following times (all times in EST):

Estimated travel time is 1.5 hours to Dulles Airport; 2 hours to Vienna Metro Station.

Shuttles drop off at Dulles before continuing to Vienna

<u>Friday, Oct. 13</u>	<u>Saturday, Oct. 14</u>
12:00 p.m.	6:00 a.m.
4:00 p.m.	

### Fall Break Return

College shuttles will be waiting at Dulles Airport / Vienna Metro Station at the following times (all times in EST):

Sunday, Oct. 22

2:00 p.m. / 2:30 p.m.

7:00 p.m. / 7:30 p.m.

### Thanksgiving Break Departure

College shuttles will depart from Christendom's campus at the following times (all times in EST):

Estimated travel time is 1.5 hours to Dulles Airport; 2 hours to Vienna Metro Station.

Shuttles drop off at Dulles before continuing to Vienna

<u>Tuesday, Nov. 21</u>	<u>Wednesday, Nov. 22</u>
4:00 p.m.	6:00 a.m.

### Thanksgiving Break Return

College shuttles will be waiting at Dulles Airport / Vienna Metro Station at the following times (all times in EST):

Sunday, Nov. 26

2:00 p.m. / 2:30 p.m.

7:00 p.m. / 7:30 p.m.

### Christmas Break Departure

College shuttles will depart from Christendom's campus at the following times (all times in EST):

Estimated travel time is 1.5 hours to Dulles Airport; 2 hours to Vienna Metro Station.

Shuttles drop off at Dulles before continuing to Vienna

<u>Thursday, Dec. 14</u>	<u>Friday, Dec. 15</u>
10:00 a.m.	6:00 a.m.
4:00 p.m.	

### Spring Semester Return to Campus

College shuttles will be waiting at Dulles Airport / Vienna Metro Station at the following times (all times in EST):

<u>Sunday, Jan. 14</u>	<u>Monday, Jan. 15</u>
2:00 p.m. / 2:30 p.m.	2:00 p.m. / 2:30 p.m.
7:00 p.m. / 7:30 p.m.	7:00 p.m. / 7:30 p.m.

### **Spring Break Departure**

College shuttles will depart from Christendom's campus at the following times (all times in EST):

Estimated travel time is 1.5 hours to Dulles Airport; 2 hours to Vienna Metro Station.

Shuttles drop off at Dulles before continuing to Vienna

Friday, March 2

12:00 p.m.

4:00 p.m.

Saturday, March 3

6:00 a.m.

### **Spring Break Return**

College shuttles will be waiting at Dulles Airport / Vienna Metro Station at the following times (all times in EST):

Sunday, March 11

2:00 p.m. / 2:30 p.m.

7:00 p.m. / 7:30 p.m.

### **Easter Break Departure**

College shuttles will depart from Christendom's campus at the following times (all times in EST):

Estimated travel time is 1.5 hours to Dulles Airport; 2 hours to Vienna Metro Station.

Shuttles drop off at Dulles before continuing to Vienna

Wednesday, March 28

4:00 p.m.

Thursday, March 29

6:00 a.m.

### **Easter Break Return**

College shuttles will be waiting at Dulles Airport / Vienna Metro Station at the following times (all times in EST):

Monday, April 2

2:00 p.m. / 2:30 p.m.

7:00 p.m. / 7:30 p.m.

### **Summer Break Departure**

College shuttles will depart from Christendom's campus at the following times (all times in EST):

Estimated travel time is 1.5 hours to Dulles Airport; 2 hours to Vienna Metro Station.

Shuttles drop off at Dulles before continuing to Vienna

Friday, May 11

10:00 a.m.

4:00 p.m.

Saturday, May 12

6:00 a.m.

Sunday, May 13

12:00 p.m.

**Transportation arrangements must be made in accordance with all closing and opening dates listed above and with the policies listed below.**

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 the 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 sibling of a graduate should schedule flights no later than 6:00 p.m. on the Saturday of Commencement Weekend. Graduating seniors and their siblings must leave no later than 5:00 p.m. the Sunday after Commencement.

## C. DIRECTORY OF KEY COLLEGE OFFICIALS

President:

Executive Vice President & Chief Operating Officer

Vice President of Development:

Vice President of Operations:

### Academic Affairs

Vice President

Academic Dean

### Enrollment Office

Vice President

Director of Admissions

Academic Success Coach

### Student Life

Director of Student Affairs

Dean of Students:

Director of Residence Life

Male Residence Director

Female Residence Director

Director of Athletics

Director of Student Activities

Director of the Rome Program

Rome Residence Coordinator

Rome Residence Coordinator

Director of Career & Leadership Development

### Religious Affairs

Chaplain:

### Administrative Offices

Student Billing Officer:

Student Financial Aid:

Registrar:

Assistant Director of Donor & Alumni Relations:

Dr. Timothy T. O'Donnell

Mr. Ken Ferguson

Mr. Paul Jalsevac

Mr. Michael Foeckler

Dr. Greg Townsend

Dr. Mark Wunsch

Mr. Tom McFadden

Mr. Sam Phillips

Miss Maribeth Kelly

Miss Amanda Graf

TBD

TBD

Mr. Timothy Cook

TBD

Mr. Patrick Quest

Miss Marilyn Charba

Miss Katherine Ott

Mr. Mark Turner

Miss Elizabeth Rensch

Miss Colleen Harmon

Rev. Marcus A. Pollard

Miss Bonnie Williams

Ms. Alisa Polk

Mr. Walter Janaro

Mr. Vince Criste

## D. RESIDENCE HALL PHONE NUMBERS

Blessed Margaret 1st Floor

Blessed Margaret 2nd Floor

Campion Basement

Campion Lobby

Campion Top Floor

St. Catherine Basement

St. Catherine 1st Floor

St. Catherine 2nd Floor

St. Benedict Basement

St. Benedict 1st Floor

St. Benedict 2nd Floor

St. Francis 1st Floor

St. Francis 2nd Floor

St. Joseph 1st Floor

St. Joseph 2nd Floor

St. Pius X Hall

St. Teresa Hall

St. Anne Hall

St. Dominic Hall

St. Augustine Hall

622-6481

622-6498 ext. 1626

622-6499 or 622-6041 ext. 1617 or 1627

622-2753 or 622-6042 ext. 1610

622-2857 or 622-6043 ext. 1612 or 1619

636-1842 ext. 1634

636-1609 or 636-1676 ext. 1631

636-1692 or 636-1962 ext. 1633 or 1635

622-2818 ext. 1611

622-2675 ext. 1609

622-6074 ext. 1609

622-6030 ext. 1614

622-6032 ext. 1616

622-6031 ext. 1615

622-6029 ext. 1613

622-6129

622-6130

622-6441

622-6911

622-6350

## **E. MEDICAL AND MENTAL HEALTH RESOURCES**

### **URGENT CARE:**

#### **Valley Health Urgent Care**

65 Riverton Commons Plaza, Front Royal, VA 22630

(540) 635-0700; no appointment necessary.

Monday-Friday 8 am-8 pm

Saturday-Sunday 9am-6pm

#### **Warren Memorial Hospital Emergency Dept.**

1000 N. Shenandoah Ave.

Front Royal, VA 22630

(540) 636-0300`1

### **Primary Care Physician Groups:**

#### **Front Royal Family Practice**

140 West 11th St.

(next to Warren Memorial Hospital 5mi. from campus)

Front Royal, VA 22630

(540) 631-3700; **call for appointments**

Mon-Thurs 8 am-7:30pm; Fri 8am-5pm; Sat 8am-12pm

#### **Skyline Family Practice**

841 North Shenandoah Ave.

Front Royal, VA 22630

Phone: 540-636-7000

Mon-Fri 9am-12pm and 1:30pm-5pm **call for appointments**

## **MENTAL HEALTH PROFESSIONALS**

### **Winchester Community Mental Health Center**

36 Ricketts Drive

Winchester, VA 22601

(540) 535-1112

### **Winchester Addiction Services, Mr. John Lindsey, LCSW**

920 N. Shenandoah Ave, Suite 102B

Front Royal, VA 22630

(540) 450-2206

jlindsey@wasva.org

### **Blue Ridge Counseling Center**

335 Westside Station Drive

Winchester, VA 22601

(540) 662-7555

*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.*

# CALENDAR YEARS

## 2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	1	2	3		4	1	2	3	4										
	8	9	10	11	12	13	14		5	6	7	8	9	10	11		5	6	7	8	9	10	11		12	13	14	15	16	17	18
	15	16	17	18	19	20	21		12	13	14	15	16	17	18		12	13	14	15	16	17	18		19	20	21	22	23	24	25
	22	23	24	25	26	27	28		19	20	21	22	23	24	25		19	20	21	22	23	24	25		26	27	28	29	30	31	
29	30	31	26	27	28	26	27	28	29	30	31																				
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	1	2	3		4	1	2	3	4	5									
	7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12
	14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19
	21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26
28	29	30	31	25	26	27	28	29	30	31	23	24	25	26	27	28	29	30	31												
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		8	9	10	11	12	13	14		5	6	7	8	9	10	11		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25		17	18	19	20	21	22	23
	24	25	26	27	28	29	30		29	30	31	26	27	28	29		30	26	27	28	29	30	24		25	26	27	28	29	30	

## 2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	1	2	3		4	1	2	3	4	5	6		7						
	7	8	9	10	11	12	13		4	5	6	7	8	9	10		4	5	6	7	8	9	10		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		11	12	13	14	15	16	17		11	12	13	14	15	16	17		15	16	17	18	19	20	21
	21	22	23	24	25	26	27		18	19	20	21	22	23	24		18	19	20	21	22	23	24		22	23	24	25	26	27	28
28	29	30	31	25	26	27	28	25	26	27	28	29	30	31																	
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25
	27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28	29	30		31						
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8
	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22
	23	24	25	26	27	28	29		28	29	30	31	25	26	27		28	29	30	25	26	27	28		29	30	31				

## 2019

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16		14	15	16	17	18	19	20
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23		21	22	23	24	25	26	27
	27	28	29	30	31	24	25		26	27	28	24	25	26	27		28	29	30	31											
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		2	3	4	5	6	7	8		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17
	19	20	21	22	23	24	25		16	17	18	19	20	21	22		14	15	16	17	18	19	20		18	19	20	21	22	23	24
	26	27	28	29	30	31	23		24	25	26	27	28	29	21		22	23	24	25	26	27	25		26	27	28	29	30	31	
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28		

