



Christendom College

2019-2020

I. WELCOME

Dear Student,

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

In the pages of this handbook you will find information to help you enter life here at Christendom. 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 letter to the Colossians:

"Set your minds on things that are above, not on things that are on earth...When Christ who is our life appears, then you also will appear with Him in glory. Put to death therefore what is earthly 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."

Again, welcome to Christendom College's 2019-2020 academic year. Remember, your faculty, staff, and chaplains are always here to help along your journey to become a saint. It is a blessing to have you here with us.

God bless,
Miss Amanda E. Graf
Vice President 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. CAMPUS SAFETY AND SECURITY

A. EMERGENCIES

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

After contacting 911, students should call the campus security number at (540) 692-9529 which will reach a member of the Emergency Operations Team or the Campus Security Officer at any time of the day or night.

B. FIRE SAFETY EQUIPMENT

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

Residents are cautioned that the State Fire Code requires that fire doors leading to the stairways must always be kept closed. Flags, draperies, or similar material may not be hung from the ceiling, walls, or between beds/furniture if not properly marked as being flame retardant material. In addition, posters and other items may not take up more than 1/3 of any wall space in the room.

C. FIRE SAFETY PROCEDURES

1. Under the fire code regulations, the Fire Department will be dispatched immediately once an alarm is activated. Typically, there is no opportunity to contact the security company to inform them of a false alarm.
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

5. All residents must check in with the RA from his or her floor after evacuating. Do not re-enter a building until given permission by a staff member or official from the Fire Department.
6. We ask that the RAs be the contact for those responding from the Fire Department. The Head RA or designated person should remain available to the fire fighters.
7. The fire fighters will notify residents 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.
8. Students are required to evacuate a building, including a residence hall, when the fire alarm in that building is activated. This applies to mandatory fire drills. Failure to evacuate a building or to comply with directions during a fire drill will result in a serious sanction, as this could threaten the safety of a student, staff, or a member of the Fire Department.

D. 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. Students should adhere to all directions sent through the emergency alert system via text, desktop notification, and/or emergency beacons.

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 text message in the event of severe winter weather.

E. ACTIVE THREAT

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

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

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

F. CAMPUS 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 the officer is (540) 692-9529.

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

IV. 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 or her 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

Phone: (540) 551-9172

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

Mr. Niall O'Donnell

Regina Coeli (ground floor)

nodonnell@christendom.edu

Phone: (540) 551-9190

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

4. Online Bookstore

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

Email: bookstore@christendom.edu

The on-line bookstore is our system for ordering all required and recommended books.

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

Please note that there is no longer any place on campus to purchase textbooks. Textbooks may be purchased through the 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.

5. Computer Services Director

Mr. Douglas Briggs

Regina Coeli, Second Floor

doug@christendom.edu

Phone: (540) 551-9158

Assistant Manager

Mr. Craig Spiering

St. John the Evangelist Library, Classroom Level

cspiering@christendom.edu

Phone: (540) 551-9205

Wireless network access is available in the following public locations:

- St. John the Evangelist Library
- John Paul the Great Student Center
- Crusader Gymnasium
- St. Lawrence Commons Dining Room & Lower Level
- 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 Info Commons on the main level of the St. John the Evangelist Library, all of which may be used for writing papers, research and general Internet use.

Printers located in the Info 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 Info 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

Phone: (540) 551-9157

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 (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 the 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. Lost materials incur a minimum charge of \$50 per item to cover replacement and a processing fee. If the cost of an item exceeds \$50, actual cost plus a \$10 fee will be charged. In-kind replacements are not accepted.

No smoking or vaping is permitted in the library, including in the restrooms, classrooms or the Sacred Ground Café in the lower level of the library. Those wishing to smoke or vape 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 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:

Summer and Semester Breaks:

Mon-Thu: 8:00 am – 12:00 Midnight

Mon-Fri: 9:00 am – 5:00 pm

Fri: 8:00 am – 8:00 pm

Sat-Sun: Closed

Sat: 10:00 am – 8:00 pm

Sun: 1:00 pm – 12:00 Midnight

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

Students enrolled at Christendom College 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

Phone: (540) 551-9175

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 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 have it signed by your academic advisor (and the Academic Dean 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

lisa.marciano@christendom.edu

Phone: (540) 551-9181

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 (except for bottled water) in classrooms. Also, furniture in the classrooms and lounge areas is not to be removed or rearranged for any reason. Excessive rearranging or removal of furniture that inhibits morning classes beginning promptly may result in limiting student access to classrooms after normal class hours.

2. 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.

3. 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.

4. 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 in the Regina Coeli mailroom. Students may mail letters by placing them in the U. S. Postal Service box outside the Student Center.

5. 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.

6. 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 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:

- Every instrument, amplifier, piece of music, and music-related piece of equipment must be marked clearly with the owner's name.
- The Music Program reserves the right to remove anything not conforming to the above specifications (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.
- 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.
- 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.
- No food or drink is allowed in the room.
- Since the St. Augustine Piano Room is used as a classroom, all desks and furniture that are moved must be put back in place.
- The code to the room is not to be given out to anyone except by Dr. Poterack. Authorized students will be held accountable for any guests that they allow in the room.
- Every single person who uses the room must sign a form indicating that they accept and understand the above rules. One person may not sign on behalf of a group of musicians.
- The violation of any of the above rules could result in suspension from the use of the room at Dr. Poterack's discretion, and he reserves the right to amend this document and redistribute it via email without an additional signature.
- Things which may and may not be stored in the room:
 - No instruments are to be left in the room except one drum set, one guitar amp, and one bass amp. Drum set drums must be stored in (at least soft) cases in the corner of the room behind the piano.
 - Guitars or electric basses may not be stored in the room. They must be transported to and from like any other small-to-medium sized instrument.
 - Cables or other accessories must be stored in a box in the room (e.g. 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.

7. The Christendom Woods and Trails

Wildlife on Campus

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

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

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

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
Toll Free: 800 877-5456
Phone: (540) 551-9196

Student Billing Officer:

Ms. Bonnie Williams
St. Kevin's
bwilliams@christendom.edu
Toll Free: 800 877-5456
Phone: (540) 551-9214

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 freshman and before they study abroad. A student who is not enrolled in a health insurance plan may be asked to obtain a physical evaluation periodically during his or her enrollment.

D. DINING SERVICES

Chef:

Mr. Donald Higby
St. Lawrence Commons
donald.higby@christendom.edu
Phone:(540) 551-9208

VP for Operations:

Mr. Mike Foeckler
Bl. Frassati Hall
mfoeckler@christendom.edu
Phone: (540) 551-9169

All resident students take their meals in the College dining room or the seating provided around St. Lawrence Commons. 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 on-campus jobs on during normal dining hours can request a to-go box. If a student is sick or unable to make a meal, a sick bag (which includes, soup, crackers, fruit, and water) will be provided.

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

All meals eaten inside St. Lawrence Commons will be eaten off the dishware, glassware and flatware provided. Please try to limit the use of Styrofoam products to help with the environment. Any dishware, glassware, or flatware found in the residence halls will incur a fine. All students are responsible for bringing their trays to the dish room window and 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, to access residence halls, 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. Meals for Guests & Students Not on the Meal Plan

Meals for guest and students who are not on the meal plan is \$7.00 per meal (breakfast, brunch, lunch, or dinner).

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.-12:30 p.m. **Saturday Only**

Brunch—11:00 a.m.-12:30 p.m. **Sunday Only**

Dinner—5:00 - 6:00 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. **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. TRANSPORTATION SERVICES

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 at set dates and times. **For details on the services, schedules and deadlines please visit <https://www.christendom.edu/transportation>.** Please also note the following items pertaining to transportation services at Christendom College:

- Transportation services are available only at set, advertised times. Students should schedule flights accordingly if they plan to use the Christendom transportation service.
- All requests for transportation service must be submitted one week prior to when service is needed.

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.

F. OFFICE OF ALUMNI RELATIONS

Dir. of Alumni & Donor Relations:

Mr. Vincent T. Criste ('98)

Regina Coeli Building #102

Phone: (540) 551-9180

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, collaborating with the Alumni Advisory Council to help organize events (such as Homecoming and Giving Day), and providing alumni networking opportunities. More information can be found at <https://christendomalumni.com/>

V. STUDENT LIFE STAFF & SERVICES

A. STUDENT LIFE MISSION STATEMENT

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

B. STUDENT LIFE STAFF

Vice President of Student Affairs

Ms. Amanda E. Graf
John Paul the Great Student Center
amanda.graf@christendom.edu
Phone: (540) 551-9206

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

Dean of Students

Mr. Tim Judge
John Paul the Great Student Center
tim.judge@christendom.edu
Phone: (540) 551-9218

The Dean of Students is responsible for providing students with opportunities for personal formation and accountability 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

TBA
John Paul the Great Student Center
Phone: (540) 551-9236

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

Ms. Alexandra Skuba
John Paul the Great Student Center, Lower Level
alexandra.skuba@christendom.edu
Phone: (540) 551-9245

Men's Residence Director

Mr. Timothy J. Cook
John Paul the Great Student Center, Lower Level
timothy.cook@christendom.edu
Phone: (540) 551-9244

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
Phone: (540) 551-9212

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

Director of Missions and Outreach:

Mr. J. Michael Brown
Madonna Hall # 15
mbrown@christendom.edu
Phone: (540) 551-9159

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, Honduras, Guatemala, and various places in the U.S.

Director of Student Activities:

Miss Marilyn Charba
John Paul the Great Student Center
mcharba@christenodm.edu
Phone: (540) 551-9186

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

Head Chaplain:

Rev. Marcus Pollard
Padre Pio Hall
fr.pollard@christendom.edu
Phone: (540) 622-6128

Associate Chaplain:

Rev. Thomas Szczepanczyk
Padre Pio Hall
fr.tom@christendom.edu
Phone: (540) 662-6128

Pastoral Assistant:

Mrs. Cindy Martin
Padre Pio Hall
cindy.martin@christendom.edu
Phone: (540) 622-6128

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.

Registered Nurse:

Mrs. Kelly Smith, R.N., F.N.P.
St. Lawrence Commons # 9 (Lower level)
nurse@christendom.edu
Campus Phone: (540) 551-9156
Cell Phone (540) 268-0699

Office Hours:

Tuesday 11:00 a.m. – 3:00 p.m.
Wednesday 9:00 a.m. – 3:00 p.m.
Thursday 9:00 a.m. – 3:00 p.m.

Students must contact the nurse via phone or email within 48 hours of missing a class due to illness to receive a note excusing their absence. No note will be written if the nurse is contacted more than 48 hours after a student's absence. Email nurse@christendom.edu or call (540) 268-0699 to reach the nurse outside of office hours. When calling, leave a voicemail with your name and stating that you are a Christendom student.

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

When a student becomes ill, he should seek the support of his resident assistant as soon as possible, even if the illness does not appear serious. Students should make their own arrangements for transportation for medical appointments or to urgent care. If a student cannot arrange transportation, contact a Residence Director. In the event of hospitalization, the 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 9:00 a.m.—4:00 p.m. in St. Martha's House on the east side of campus. Students are encouraged to use their insurance to cover the cost of counseling, but the College will cover the cost for those unable to pay. Students can make a "walk-in" appointment or schedule an appointment ahead of time. Contact information for the counseling service will be given out via email and printed on your Crusader Resources card at the beginning of each semester.

Athletic Trainer:

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

Concussions:

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

Possible Medical Withdrawal:

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

C. SPIRITUAL LIFE

"Pastoral ministry is that activity of the University which offers the members of the university community an opportunity to integrate religious and moral principles with their academic study and non-academic activities, thus integrating faith with life. It is part of the mission of the Church within the University and is also a constitutive element of a Catholic University itself, both in its structure and in its life. All members of the university community are to be invited to assist the work of pastoral ministry, and to collaborate in its activities." —Pope John Paul II, Apostolic Constitution *Ex Corde Ecclesiae* On Catholic Universities, 38; General Norms 6§2

1. Liturgical Schedules

The Holy Sacrifice of the Mass:

Sunday 8:30 AM 10:00 AM
Monday-Saturday 7:30 AM 11:30 AM

The Sacrament of Penance and Reconciliation

Sunday 9:15 AM
Monday-Thursday 8:00 AM 11:00 AM 6:00 PM
Friday & Saturday 8:00 AM 11:00 AM

Exposition of the Most Blessed Sacrament

Monday-Thursday 6:00 PM
First Fridays 9:00—10:00 PM (followed by all-night Adoration)

Christ the King Chapel is open from 6:30 AM—1:00 AM Daily

2. Chaplain's Office

Chaplain's Assistant

Email: chaplainsassistant@christendom.edu

Head Sacristan

Email: sacristan@christendom.edu (for liturgical matters)

For General Matters

Email: chaplaincy@christendom.edu

3. Life in Christ: Charity and Vocation

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

Evangelization

Students have opportunities throughout the year to share the Gospel both locally and abroad. The Legion of Mary, an international lay apostolate, meets once a week to participate in a routine of prayer and apostolic work. Students in the Legion, under the guidance of the chaplains, take the light of faith they receive at Christendom to the world. The College also organizes trips to Washington DC to serve and minister to the poor. Each spring, students can participate in domestic and international mission trips.

Prolife 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, Mother Teresa'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.

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.

D. EXTRACURRICULAR ACTIVITIES

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

1. Athletics

As a member of the United States Collegiate Athletic Association (USCAA), Christendom fields intercollegiate teams in both men's and women's cross country, soccer, and basketball as well as women's volleyball and softball and men's rugby and baseball. 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 Vice President 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 Vice President of Student Affairs in consultation with the Student Activities Director; however, student input is warmly encouraged.

There are thirty-five members of the SAC. Presidents of each class (except for the freshmen class) are elected at the end of the previous spring semester. The freshmen class president is elected at the beginning of the new academic year. The 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 Vice President 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.

Class officers (with the exception of the senior class president and 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 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.

4. **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. A variety of student-run clubs exist, ranging from groups focused on performing arts to pro-life groups to groups focused on campus and community outreach. Students seeking to begin a new club should contact the Director of Student Activities. A list of all active clubs can be found in the Student Activities Office and will be made available to students during the club fair at the beginning of the fall semester.

VI. STUDENT CONDUCT PROCEDURES

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

A. COMMUNITY STANDARDS

Every community requires rules 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 subject to disciplinary action.

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

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

B. DISCIPLINARY POLICY

The rules for student behavior as stated in this Handbook are meant to provide for the common good of the College community and for the well-being of each of its members. Some rules directly reflect our moral norms. Other rules exist 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 or drug paraphernalia, 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 or seriously disrupt the normal functioning of the community**
7. **False testimony, collusion, or covering up violations to avoid responsibility**
8. **Any act of discrimination, 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 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 Dean of Students. If a student requests to review his or her disciplinary file, the 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. Retaliation

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

5. 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. 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 to informal resolution or does not seem to be resolving itself, students may seek recourse through the formal grievance process. For situations involving sexual harassment/assault, students should use the complaint resolution procedures found in the sexual misconduct policy below.

If a student is unsure as to whether or not he should file a formal grievance, he is encouraged to meet with the Vice President 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: Vice President 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 **Vice President 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, Vice President 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 Undergraduate Academic Bulletin, which can be found online at www.christendom.edu/academics/bulletin/.

E. 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.

1. 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.

2. Investigation

The student(s) who has allegedly violated the Student Code of Conduct may be asked to meet with the Vice President 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

3. 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.

4. 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 Vice President 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. This committee *does not* determine if the Code of Conduct has been violated, but only determines the appropriate sanction once Student Life staff has found a student responsible for violating a College policy.

5. 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 Executive Vice President and a copy e-mailed to the Vice President of Student Affairs. To be considered, appeals must be emailed within five business days from when the student was sanctioned.

F. 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. Service Hours/Community Service

For certain student conduct violations, Service Hours or Community Service may be assigned to make restitution to the community.

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 Community Service opportunities arranged by the College. The length of duty will be determined according to the offense. Community Service is 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 assignments must come through the Dean of Students, the Director of Residence Life, or the Residence Director in order for them to be valid.

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. Order of No-Contact

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

in and of itself and could result in further sanctions up to and including suspension or expulsion.

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. 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.

8. Rome Probation/Loss of Rome

The junior-year semester in Rome is a privilege extended to all students who have shown they have the character and maturity to live abroad in a major European city and represent their family, college, and faith well. Serious policy violations on the Front Royal campus may result in a student being put on "Rome probation", which would result in extra scrutiny of his or her application to study abroad in Rome. Continued or more egregious policy violations may result in the revocation of a students' ability to apply to or attend the Rome semester.

9. Campus Restriction

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

10. Temporary Campus Suspension

Full Campus Suspension indicates that the student's "good standing" status with the College is in jeopardy and that further violations may result in Suspension or Expulsion. The student is 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 Dean of Students. If a student is suspended on disciplinary grounds, the student forfeits all payments made for the semester during which one is suspended and loses all credit for that semester, receiving a mark of "W" on that semester's transcript to indicate the student was withdrawn from all classes.

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

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 Vice President 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, receiving a mark of "W" on that semester's transcript to indicate the student was withdrawn from all classes.

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

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 Vice President of Student Affairs, Dean of Students, Director of Residence Life, or the Disciplinary Committee, whichever has jurisdiction.

G. SEXUAL MISCONDUCT POLICY

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

Consensual sexual activity outside the Sacrament of Matrimony is contrary to the teaching of the Catholic Church and is a matter that may be addressed by the College pastorally or through the student code of conduct. Unwanted sexual contact is completely contrary to our obligation to respect the dignity of the human person. Nonconsensual sexual contact is a compounded affront to this dignity of the victim.

Such behavior, as well as other violations of this policy, are contrary to the teachings of the Catholic Church and may also carry criminal penalties.

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

Scope

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

Sexual Harassment

Definition of Sexual Harassment:

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

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

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

Examples of Sexual Harassment, when the above conditions are met:

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

Sexual Assault

Definition of Sexual Assault:

Sexual assault is an affront to human dignity, a violation of the teachings of the Church and the moral standards of this Community, and an especially egregious form of prohibited sexual misconduct. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, or because of his or her age.

Examples of Sexual Assault:

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

Other Sexual Offenses

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

Examples of other Sexual Offenses:

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

Stalking

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

Domestic Abuse/Dating Violence

Domestic abuse is defined as any act of assault or battery against a family or household member. Dating violence is physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Domestic

abuse/dating violence are a violation of this policy and a violation of the teachings of the Church. Domestic abuse is a Class 1 misdemeanor according to Virginia Code §18.2-57.2.

Consent

It is our responsibility as Catholics to treat each person we encounter with charity—to will his or her good. This is the standard of behavior the College expects of all members of its community. Consensual sexual activity outside the Sacrament of Matrimony is contrary to the teachings of the Church and harmful to those involved, and so it does not meet the standard of respect and dignity each person owes to another. It will be addressed pastorally or through the student code of conduct when brought to the College's attention.

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

Consent is informed, freely given, and mutually understood. Passivity should not be taken as implicit consent. Consent can be withdrawn. Consent is **not** present if:

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

Special Guidance to Victims of Sexual Assault

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

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

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

Conduct that Constitutes a Crime

Any person who makes a complaint of sexual misconduct is strongly encouraged to also make a complaint to local law enforcement if the misconduct constitutes a crime. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. An individual may decline to notify such authorities.

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

Sexual Misconduct Complaint Resolution Procedures

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

Roles and Responsibilities

Sexual Misconduct Response Coordinator

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

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

Sexual Misconduct Response Coordinator

Ms. Amanda Graf
John Paul the Great Student Center, Office 101
amanda.graf@christendom.edu
(540) 551-9206

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

Investigating Officer

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

Student Life Staff and Administrators

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

Students

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

Faculty & Staff

Faculty and staff are mandated to report to the Department of Child Protective Services any instance of the physical abuse or sexual abuse of a minor. Faculty and staff are also mandatory reporters of any instance of sexual misconduct when the perpetrator is a College employee or a member of the clergy. Reports of this nature should be made to the designated Sexual Misconduct Response Coordinator. Faculty and staff should be able to explain to students how to report any incidents of sexual misconduct.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, investigate and take appropriate steps to prevent and remedy the sexual misconduct. The College will act in accordance with its complaint resolution procedure (detailed below).

Informal Resolution

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

Formal Investigation and Resolution of the Complaint

Any member of the College Community who wishes to report sexual misconduct should file a complaint with the designated Sexual Misconduct Response Coordinator. Students can file a report directly or inform a Student Life staff member who will assist them with contacting the designated Sexual Misconduct Response Coordinator.

Content of the Complaint

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

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

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

Timing of Complaints

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

Commencement of the Investigation

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

Content of the Investigation

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

Support Person

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

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or assisting or allowing either party alternative class placement, housing assignments, or workplace arrangements if options to do so are reasonably available. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the student code of conduct. If a complainant has obtained a temporary restraining order or another no-contact order against the alleged perpetrator from a criminal or civil court, the complainant should provide such information to the designated Sexual Misconduct Response Coordinator. The College will take all reasonable and legal action to implement the order.

Pending Criminal Investigation

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

Determination of Responsibility

If there is substantial clarity and convincing evidence that the reported behavior(s) occurred, the Investigating Officer will determine that this policy has been violated. If there is a lack of convincing evidence or clarity as to what occurred, the Investigating Officer will determine that this policy has not been violated.

Resolution

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

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

If the written report determines that sexual misconduct has not occurred, no further action shall be taken. If any rights of the respondent have been suspended as an interim measure during the investigation, they will be restored to the respondent. The complainant and the respondent will receive a copy of the written report, typically within three (3) days of its completion.

Rights of Both Parties

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

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

Investigation Timeline

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

Appeals

The appeals process described under the Disciplinary Conduct Process portion of Section VII of the student code of conduct also applies to appeals in cases of sexual misconduct.

Further Things to Know About Making a Complaint

Confidentiality & Mandatory Reporting

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

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

Furthermore, when the incident involves abuse or sexual abuse of a minor faculty and staff are mandated to report the incident to Child Protective Services. If the alleged perpetrator is a College employee or member of the clergy, faculty and staff are mandated to report the incident to the Sexual Misconduct Response Coordinator

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

Investigation and Confidentiality

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

Amnesty for Other Policy Violations

A student reporting an incident of sexual misconduct might reveal while reporting that he or she has violated another part of the student code of conduct (e.g. the alcohol, curfew, and/or intervisitation policies). The student making a report will not be sanctioned for less serious policy violations that come to light while reporting sexual misconduct. This extends to any student who witnesses sexual misconduct and reports or testifies about the incident. We offer this amnesty to encourage reporting and to emphasize that student safety and wellbeing is our priority. If the student reporting or testifying about sexual misconduct admits to also having committed sexual misconduct, this incident will still be investigated.

Intentional Bad Faith Complaints

While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint is deliberately false, the complaint will be dismissed and the person who filed the knowingly false complaint will be subject to disciplinary action, up to termination/expulsion. If a student is unsure whether to file a report, he or she can seek guidance from the designated Sexual Misconduct Response Coordinator without initiating the formal reporting process. If a complainant chooses to withdraw a complaint for whatever reason, this action will not be interpreted as having made an intentional bad faith complaint.

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

Retaliation

The policy against retaliation as described in the Disciplinary Conduct Process portion of Section VI of the student code of conduct also applies to instances of retaliation in regard to reporting or aiding another person in reporting sexual misconduct. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the designated Sexual Misconduct Response Coordinator.

VII. 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. The Bulletin can be found at www.christendom.edu/academics/bulletin/.

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 Vice President 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 Vice President 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 VIII 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.

VIII. STUDENT CODE OF CONDUCT

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

A. STUDENT LIFE POLICIES

1. Alcoholic Beverage Policy

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 through the development of the cardinal virtue of Temperance by those mature enough and of legal age. The College offers opportunities for those of age to enjoy alcoholic beverages in the proper setting. Outside of these areas, alcohol beverages may not be used or possessed on campus without authorization. Any case of misuse of alcoholic beverages, whether on or off campus, will be subject to serious disciplinary action by the College. First-time violations of the alcoholic beverage policy will normally entail a sanction given by the College such as a fine or disciplinary probation. 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:

- Any possession of alcoholic beverages on campus or at a campus event other than what is provided by the College to of-age students

- Intoxication, intoxicated behavior
- Possession of bulk container(s), e.g. kegs, of alcoholic beverages.
- 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.
- Providing alcoholic beverages to underage persons.
- Violating state, local, and federal law applicable to alcoholic beverages. Please note that in the Commonwealth of Virginia there is a minimum fine for all DUI convictions, starting with a \$250 penalty for the first offense. A 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 in the car, faces a \$500 fine and five days in jail.
- 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 like drinking games but do not involve alcoholic beverages (e.g. "water pong") are played in the residence halls, the door to the room must be open.

All College events that involve alcoholic beverages must be cleared by the Vice President of Student Affairs (or designee) for compliance with College guidelines and Virginia 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. **Arrival and Departure Times**

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

4. **College Identification Card**

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

- A student must report a lost ID card to Library staff immediately so that it can be deactivated. The replacement fee is \$25. If there is documented evidence (e.g. an incident report or police report) that the card was stolen the replacement fee is \$10.
- Under no circumstances may a student loan their ID card to anyone (including another student) for any reason. A student found to be in possession of another student's identification card to enter a residence hall that is not his or her own, check out Library materials, or obtain meals from the Commons for which he or she did not pay will face disciplinary sanction.
- Use of the physical ID card is required. An image of the ID barcode, whether on an app or by other means, is unacceptable as way to obtain meals in the Commons or to check out Library materials. The physical ID with the owner's photograph must be presented to obtain these services.

5. **Banned Locations**

A banned location is any area, residence, or establishment that has been officially deemed as such by the Vice President 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" and the median between Interstate 66. Students will be informed via email if an additional area has been banned. The most up-to-date list of banned locations can be found by contacting the Dean of Students.

6. **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. Refusal to comply with directions, lying, shouting, swearing, or acts of physical aggression are some examples of disrespect for a College official when exhibited toward a faculty member, staff member, the Campus Security Officer, or a resident assistant when he or she is actively performing their designated duties.

7. **Construction Site**

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

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

9. 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 both Masses on Sunday), Sunday brunch, and lunch 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 lunch 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.

Modesty & General College Dress Code for All Students:

- All students are always required to dress modestly while on campus.
- Shorts should be long enough that the wearer's fingertips do not go past the hem when the arms are fully extended down.
- 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 Code 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 for professional dress.
- Students whose work-study job mandates that they be out of professional dress code during lunch can get their meals to-go from the Commons without being in professional dress code. Students are asked to not abuse this privilege. It only applies when one is actively working or immediately on his or her way to their job.

Professional Dress Code 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.

Professional Dress Code for Women:

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

- The neck of all dresses/blouses must not be lower than three fingers from the collar bone.
- The hemline of all skirts or dresses are to be no higher than the top of the wearer's knee cap. 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.
- As noted above, professional dress code for women includes a dress or professional blouse. Casual cotton v-neck or crew-neck t-shirts are not considered professional dress.

Sunday Dress Code

For both the 8:30 and 10:00 a.m. 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

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

N.B. 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 Vice President 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.

10. Drugs

The Catholic Church teaches that the use of recreational drugs is objectively immoral. Based on this teaching, and in addition to other arguments related to students' wellbeing and the good of the community, 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*

11. 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.

12. 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.

13. 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, except for physical emergencies.
- Drivers should operate the cart at a safe/moderate speed, avoid reckless driving, and comply with all posted restricted areas.

Drivers operating carts in a dangerous fashion should be reported to the Office that authorizes his or her cart use. Drivers will be warned once before being suspended from cart operation. Tampering with, unauthorized driving, or damaging a golf cart can be cause for sanctions both by the managing office and Student Life. Failure to comply with these guidelines will result in cart operation suspension and/or disciplinary sanctions by the managing office and/or Student Life.

14. 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 Vice President of Student Affairs or Dean of Students 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 IX in this handbook.

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 or fines. It is each student's responsibility to check in with his or her respective RA to confirm 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 personal/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 regarding internet usage on campus:

- Students accept full responsibility for each message they communicate through Christendom's network or computers.
- Fraudulent, defaming, harassing, obscene, indecent, threatening, or illegal communications are prohibited.
- The accessing, viewing, printing or distributing of indecent, lewd, or pornographic materials is strictly prohibited.
- 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.

Movie ratings and approval:

- Any movies labeled O (morally offensive) are prohibited from being watched.
- 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.
- 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.
- 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.
- Students are directed to use reliable movie review guides such as <https://catholicnews.com/movies.cfm> or <http://decentfilms.com> to make informed decisions about the films they choose to watch.

TV Shows & Video Games:

- TV shows and video games with a TV-MA rating are prohibited.
- 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. 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.

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.

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

Christendom Email Account

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 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:

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

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 allows for the holding of hands by couples of the opposite sex in a relationship, but for the sake of the broader community and the common good all other public romantic displays of affection are not permitted on campus. Holding hands is allowed except for in professional settings (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, vaping, or the using of e-cigarettes is not allowed in any building on campus or in or immediately in front of the doorways of any building on campus. These restrictions are based on courtesy toward non-smokers and fire safety. Smoking is not permitted 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.

As of July 1, 2019, it is illegal in the Commonwealth of Virginia for anyone under the age of 21 to purchase or possess any tobacco, nicotine, or vapor/vaping products. Students are expected to comply with this and all laws of the Commonwealth of Virginia.

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. Theft

As a Christian community, students should be able to live among each other with a sense of trust and security. Theft of personal property, money, or other goods damages the sense of community that is at the heart of Christendom College. Students found responsible for theft, especially in the residence halls, may be given a sanction up to and including suspension or expulsion.

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

25. Unlawful Entry/Unlawful Use

Students may not access any building without authorization from the College staff person supervising that space. Further, students may not enter a locked space without authorization, even if the student has access to keys. Students may not remove items from College buildings or permanent locations without the expressed permission of the College staff member who supervises that space. Breaking and entering 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.

26. 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.

27. Weapons

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

B. RESIDENCE 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 regard to care for College property, and policies governing housing selection, move in/out, and breaks. Residence Life reserves the right to change a student's housing or roommate assignment, or to enter, inspect, and/or search a room in the residence halls when there is reason to believe there is a health emergency, safety or security risk, or there is a violation of the Student Life or Residence 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.

4. College Furniture

College furniture may not be removed from lounges or rooms. 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 may be store in the St. Clare's kitchen if properly labelled. 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. Male students are not permitted to be in the St. Catherine's glade area after curfew.

Men who are housed in St. Columba'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.

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. Failure to properly report damage and sign a Room Condition Report form will result in a \$50 fine per person in addition to the costs associated with the repairs. Damage that occurs in your room must be reported within one week to the RA 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. Magnetic dartboards are allowed.

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, crock pots, 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.

In compliance with the Warren County fire code, flags, draperies, or similar material may not be hung from the windows, ceiling, furniture, or walls or draped between beds or other pieces of furniture if not properly marked as being flame retardant material. 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 the lower level of St. Clare's Hall from 10 am 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 \$100 fine from the Operations Department.

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 submit an Overnight Request form 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 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 and 6 nights a semester.
- There is a maximum of two guests permitted per residence room.
- Guests are not permitted to stay overnight in common areas.
- Please see the formal guest policy for the policies on guest's behavior and the responsibilities of the student host.
- If a female student has a male visitor who plans to stay on campus overnight, the male visitor must be registered with a current male student to stay in the men's residence halls. The same policy applies for male students with female visitors.

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

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, vaping, and using e-cigarettes is not allowed at any time in residence halls or near the primary entrance to a hall. Cigarette receptacles are provided outside for those students who want to smoke. Students 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).

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 four main circumstances: (a) the student resides with parents in the Front Royal area; (b) the student is younger than 17 or older than 26 years of age; (c) the student has a documented medical disability that cannot be accommodated in the residence halls; (d) the student is married; or (e) the student has extenuating financial needs as determined by the College. 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. Television & Monitors

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 in the Gym and the John Paul the Great Student Center for student use.

27. 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.

28. Wall Hangings

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

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

C. VEHICLE & PARKING POLICIES

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. The privilege of having a vehicle and parking on campus 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. All operators of motor 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 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 \$50.00.
- 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 owner's expense) at the discretion 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.
- 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.

4. Lot Specifications:

LOT A—Student Center Lot

This lot is reserved for **junior and senior on-campus men**. 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 men** on a first come, first serve basis. The spaces specifically noted to be reserved for faculty, staff, or visitors are reserved at all times. This includes all regular class days, weekends, exam weeks, days the college is closed, and days the college is open with no classes.

LOT B—Regina Coeli Lot

The lot immediately in front of Regina Coeli is **reserved for faculty and staff only**. Students may not park in this lot during normal business hours. This includes all regular class days, exam weeks, days the college is closed (national holidays/holidays, etc.), and days the college is open with no classes. Students may park in this lot on Saturday or Sunday or weeknights from 6:00 p.m. to midnight.

LOT C—Women's Halls Lot

The lot around the women's residence halls is reserved for all **on-campus sophomore, junior, and senior women**.

LOT D—Crusader Gym Lot

This lot is for **all freshmen and off-campus students**. If there are no spaces available in Lot D, students should park in the gravel lot near the Crusader Fields. Students parked in non-spaces in Lot D will be ticketed.

LOT E—Crusader Fields Lot

The gravel lot north of the Crusader Fields is **reserved for campus visitors** and to serve as overflow parking for freshmen and off-campus students. Students should not park here to attend practices or games on Crusader fields if they are registered to park in a different lot. Visitors should be directed to park in this lot.

All Other Campus Roads & Drives

Students are not permitted to park anywhere other than the marked lot to which they are assigned. Restricted parking areas includes the upper or lower level of St. Lawrence Commons, along the road to the Commons, along St. John's Way toward the Chapel or Campion Field, the roads around the St. John the Evangelist Library, the road along St. Francis Hall, and the road along St. Thomas Aquinas Hall.

Parking registration enforcement will begin September 6, 2019.

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, 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.

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, Vice President of Student Affairs, Dean of Students, and any other administrative officials whom the Vice President 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 Vice President 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 Vice President 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 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 2019-2020

Fall Semester 2019

August 23	Campus Opens for New Students at 10:00 a.m. (Fri.) <ul style="list-style-type: none">• First meal for new students will be dinner, Friday, Aug. 23rd.
August 24	Campus Opens for Returning Students (Sat.) <ul style="list-style-type: none">• Returning students may not arrive before Saturday, Aug. 24th.
August 25	Holy Mass with Bishop Burbidge and Opening Convocation (Sun.) <ul style="list-style-type: none">• First meal for returning students will be brunch, Sunday, Aug 25th.
August 26	Registration, Tuition & Fee Payment (Mon.)
August 27	Classes Begin (Tues.)
September 2	Labor Day (Mon): Classes in session/College Business Offices closed
September 6	Last Day to Add Classes (Fri.)
September 20	Last Day to Drop Classes (Fri.)
September 20-22	Parents & Family Weekend (Fri.-Sun.)
October 4-6	Homecoming Weekend (Fri. – Sun.)
October 19-27	Fall Break: Campus is closed to all students. <ul style="list-style-type: none">• Students must be off campus by noon on Saturday, October 19th.• The last meal before break is dinner on Friday, October 18th.• Students may begin returning no earlier than 9 a.m. on Sunday, October 27th.• The first meal after break is dinner on Sunday, October 27th.
November 1	All Saints Day; No Classes (Fri.)
November 6	Senior Theses Drafts Due (Wed.)
November 12-15	Spring Semester Registration (Tues.-Fri.)
Nov. 27-Dec.1	Thanksgiving Break (Wed. – Sun.) <ul style="list-style-type: none">• <u>Campus is only open during break for residents who register with Student Life.</u> No meals are provided during the break.• Break begins after night classes on Tuesday, November 26th.• The last meal before break is dinner on Tuesday, November 26th.• The first meal after break is dinner on Sunday, December 1st.• Classes resume Monday, December 2nd.
December 4	Senior Theses Due (Wed.)
December 9	Feast of the Immaculate Conception <i>Observed</i> : No Classes (Mon.)
December 11	Last Day of Classes (Wed.)
December 12	Study Day (Thurs.)
December 13-19	Final Examinations (Fri. – Thurs.)
December 20	Campus Closes—Campus is closed to <i>all</i> students. <ul style="list-style-type: none">• Students must be off campus by noon on Friday, December 20th.• The last meal is breakfast, Friday, December 20th.

Spring Semester 2020

January 19	Students Return to Campus (Sun.) <ul style="list-style-type: none">• Students may begin returning <i>no earlier</i> than 9:00 a.m., Sunday, January 19th.• The first meal is of the semester is dinner, Sunday, January 19th.
January 20	Registration, Tuition & Fee Payment for All Students (Mon.)
January 21	Orientation for New Students
January 21	Classes Begin (Tues.)
January 24	March for Life, Washington D.C. (Fri.) No classes, required trip
January 31	Last Day to Add Classes (Fri.)
February 14	Last Day to Drop Classes (Fri.)
March 7-15	Spring Break: Campus is closed to all students. <ul style="list-style-type: none">• Students must be off campus by noon on Saturday, March 7th.• The last meal before break is dinner on Friday, March 6th.• Students may begin returning <i>no earlier</i> than 9 a.m., Sunday, March 15th.• The first meal after break is dinner on Sunday, March 15th.
April 1	Senior Theses Drafts Due (Wed.)
April 9-13	Easter Break (Thurs. – Mon.) <ul style="list-style-type: none">• <u>Campus is only open during break for residents who register with Student Life.</u> No meals are provided during the break.• Break begins after night classes on Wednesday, April 8th.• The last meal before break is dinner on Wednesday, April 8th.• The first meal after break is dinner on Monday, April 13th.• Classes resume Tuesday, April 14th.
April 16-21	Fall Semester Registration (Thurs. - Tues.)
April 29	Senior Theses Due (Wed.)
May 6	Last Day of Classes (Wed.)
May 7	Study Day (Thurs.)

May 8-14	Final examinations (Fri. – Thurs.) <ul style="list-style-type: none"> • The last meal is dinner on the last exam day, Thursday, May 14th.
May 15	Move Out: All non-graduates must depart campus by 7:00 p.m. Friday, May 15 th .
May 15-17	Commencement Exercises (Fri. – Sun.)
May 18	Campus Closes—Campus is closed to all students (Mon.)

B. TRANSPORTATION SCHEDULE 2019-2020

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

For return flights to the College after the summer, students may arrive the Saturday before registration. For Fall, Thanksgiving, Spring, and Easter Breaks, students may schedule departures that leave no later than 24 hours after the last class before the break. Students will schedule return flights for these breaks that arrive no earlier than 24 hours before the first class begins after the break. For the winter break, students may schedule departure flights no later than 24 hours after the last final of the fall semester. Students will return no earlier than 24 hours before 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 7:00 p.m. on the Friday of Commencement Weekend. Graduating seniors and their siblings must leave no later than 5:00 p.m. the Sunday after Commencement.

C. 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:

Who 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:

- The student host must be physically present with their guest throughout their visit on campus.
- Any guest wishing to stay overnight must be registered by their student host with the Student Life overnight form prior to their arrival.
- 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.
- Students may host up to two guests at one time and they must be registered.
- 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 follows all campus policies.

Policy for Visiting Alumni:

Because Christendom seeks to maintain a close relationship with its alumni, the College encourages alumni to visit the campus, particularly

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

Facilities Policy:

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

Facility Usage for Guests:

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

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.

D. DIRECTORY OF KEY COLLEGE OFFICIALS

President *Dr. Timothy T. O'Donnell*

Executive Vice President *Mr. Mark Rohlena*

Vice President of Development *Mr. Paul Jalsevac*

Vice President of Operations *Mr. Michael Foeckler*

Vice President for Innovative Strategies *Mr. Ken Ferguson*

Director of Finance *Mr. Luke Fier*

Academic Affairs

Vice President *Dr. Greg Townsend*

Academic Dean *Dr. Kevin Tracey (Fall 2019) / Dr. Ben Reinhard (Spring 2020)*

Enrollment Office

Vice President of Enrollment *Mr. Tom McFadden*

Director of Admissions *Mr. Sam Phillips*

Director of Career and Leadership Development *Mrs. Kristin Stephens*

Academic Success Coach *Ms. Maribeth Kelly*

Student Life

Vice President of Student Affairs *Ms. Amanda Graf*

Dean of Students *Mr. Tim Judge*

Director of Residence Life *TBA*

Male Residence Director *Mr. Timothy Cook*

Female Residence Director *Ms. Alexandra Skuba*

Director of Athletics *Mr. Patrick Quest*

Director of Student Activities *Ms. Marilyn Charba*

Director of the Rome Semester *Ms. Katherine Ott*

Rome Residence Coordinator *Mr. Paul Flagg*

Rome Residence Coordinator *Ms. Elizabeth Rensch*

Head Chaplain *Fr. Marcus Pollard*

Administrative Offices

Student Billing Officer *Ms. Bonnie Williams*

Student Financial Aid *Ms. Alisa Polk*

Registrar *Mr. Walter Janaro*

Assistant Director of Donor & Alumni Relations *Mr. Vince Criste*

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) 636-03001

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

Phone: (540) 535-1112

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