

# STUDENT HANDBOOK



**Divine Word College**

**Epworth, Iowa**

**August 2010**

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Epworth, Iowa 52045**

**August 2010**

**As part of a growing commitment to living with others in community, each student works together with others for the common goals of the community in cooperating in the practical order needed for the functioning of the community.**

**The following are the rights and responsibilities and minimal expectations for community living, along with the information and procedures needed for the practical order of that community living.**

## **MISSION STATEMENT**

**Divine Word College, a Roman Catholic seminary in the tradition of the Society of the Divine Word, educates men and women for missionary service as priests, brothers, sisters and laypersons. For this purpose, we offer an education that combines spiritual formation, a liberal arts curriculum, language learning and mission preparation within an environment that teaches and honors the rich cultural diversity of the world. This spiritual, academic, and experiential preparation serves the particular learning needs of our students, promotes their development as whole and responsible persons, and fosters a lifelong commitment to serving God's people.**

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## 100 GENERAL RULES AND OBLIGATIONS

### 110. STUDENTS RIGHTS

1. Divine Word College, an undergraduate Catholic seminary grounded in the liberal arts has the responsibility of:
  - 1.1 Creating a climate for mutual respect, responsible communication, and purpose of collaboration so that the individual will have the opportunity to grow into full adulthood and accept maturely the responsibilities of baptismal and religious calling.
  - 1.2 Creating an atmosphere of freedom and community accountability in the context of well-defined responsibilities entailed by a demanding academic program, a systematic and supervised ministry program, a well-ordered liturgical program, close personal contact with members of the faculty and the demands of a life in common with other students.
2. Convinced of the above, Divine Word College, as a liberal arts seminary college of the Roman Catholic Church, endorses the following student rights:
  - 2.1 To pastoral ministry of the religious faculty and to such assistance from the faculty and community
    - 2.1.1 as will promote physical and mental health, intellectual and spiritual growth, and a proper balance between self-identity and social adaptation;
    - 2.1.2 as will enable them to learn to value disciplined human intelligence as contributing to a mature Christian faith and to have no fear of constant critical inquiry and research in any field of thought.
  - 2.2 To freely choose a spiritual director during Junior and Senior year. (Student Handbook 200.4).
  - 2.3 To regular use of the Sacrament of Reconciliation to help in the dynamic and ongoing process of personal transformation and to facilitate initial and continued conversion to Christ.
  - 2.4 To the privilege of daily participation in the Eucharist as the most vital source of nourishment and enrichment in the Christian life and as the center of Christian growth.
  - 2.5 To follow their own form of spiritual life consonant with the teaching of the Church (Canon 214).

- 2.6 To be helped to develop a spirit of prayer.
  - 2.7 To live in a community of genuine interpersonal relationship which provides the student with an experience of Christian life, worship, camaraderie and which fosters stimulating intellectual debate, a commitment to truth and the discipline and hard work necessary to attain it.
  - 2.8 To genuine participation, proportionate to their maturity, in the processes by which academic and disciplinary programs of the College are determined.
  - 2.9 To be helped to grow in the social virtues such as sincerity, a constant love of justice, fidelity to one's promises, courtesy in deed, modesty and charity in speech.
  - 2.10 To seek professional counseling on their own initiative or on the advice of a personal advisor.
3. Divine Word College, as an institution of higher education, has the responsibility of creating an atmosphere of free inquiry and expression.
    - 3.1 Each student or student group has the right to express disagreement on a particular subject by orderly means, provided ordinary means of discussion, dialogue, and persuasion have first been tried. Any means which interferes with a duly authorized program or activity of the College is not considered orderly.
    - 3.2 Any demonstration of dissent that is or develops into an infringement on the rights of others is a serious matter.
    - 3.3 Any such incidents that may occur and any such problems that may develop will be considered a disciplinary matter and will be dealt with accordingly. The following will be the College's procedure:
      - 3.3.1 Student groups and organizations planning to hold a demonstration shall file twenty-four hours in advance a "Notice of Intent" with the Dean of Students. The "Notice of Intent" will include such matters as protection against unfair harassment by others, provisions for legal protection and the minimizing of danger to the physical well-being of persons and to private and public property.
      - 3.3.2 Any public display or posting of banners, signs, and pennants must be approved by the Dean of Students. Failure to receive authorization from the Dean of Students will result in suspension from the College or other disciplinary action.

- 3.3.3 The presence of students in a demonstrating group after an oral warning to disperse had been given by the Dean of Students or other appropriate College officials will be considered evidence that the students are a part of the demonstration.
- 3.4 Any individual or group participating in a disruptive demonstration will be subject to disciplinary action by the Formation Appeals Committee only after an oral warning has been given by the Dean of Students. An oral warning is to be recorded on the student's records in the office of the Dean of Students.
- 3.5 Any student or group of students who disrupts or contributes to the disruption of the orderly operation of the College, or who interferes with a duly authorized College program or activity, and thereby infringes upon the rights of others, will be liable to suspension.
- 3.6 Students causing personal and/or property damage will be held liable for such damage. (Student Handbook 360)

## **120. NON-DISCRIMINATION**

Divine Word College is committed to a policy of non-discrimination in admissions, education programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to: Director, Affirmative Action or the Vice President for Academic Affairs, Divine Word College, or to: Director, Civil Rights Commission, Washington, D.C.

Divine Word College makes an effort to attract students from diverse economic, racial and ethnic backgrounds. The College does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational and admission policies or in scholarship, loan, athletic and other College-administered programs.

## **130. NOTICE OF COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED**

The policy of Divine Word College relating to confidentiality of student educational records is in keeping with the "Family Educational Rights and Privacy Act of 1974 as Amended." The statute governs access to records maintained by educational institutions and the release of educational information.

Briefly, the rights guaranteed to students are:

- The right to inspect and review their educational records.



- The right to a hearing to challenge and amend the content of their educational records if it is found that they are inaccurate or otherwise inappropriate.
- The right to request and receive copies of all or part of their records. (There is a charge of \$5 per copy and 25 cents per page for any other documents.)

Student records or personally identifiable information may not be released without the written consent of the student to anyone except school officials or specified individuals or agencies who have legitimate educational interests.

The College may release "Directory Information" without written consent unless the student specifically requests that such information not be released. The following "Directory Information" may be released: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous school or institution attended, class schedule information, and other similar information.

## **135. STUDENT COMPLAINTS**

### **1. Processing Student Concerns**

Individuals in human organizations are sometimes the victims of unfair treatment or perceive themselves to be the victims of unfair treatment. Students in schools and seminaries experience this same reality. At Divine Word College, where respect for the individual person is a core value, processes are in place to ensure that students receive fair treatment in their dealings with faculty members, formation personnel, administrators, staff employees and other students.

Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. All College personnel, including students, are encouraged to resolve differences and problems by discussing them personally and informally with the individuals or parties concerned. Students are encouraged to seek the assistance of their formation directors, spiritual directors, the College Counselor, appropriate administrators and other staff members toward an informal resolution of a difficult issue or perceived grievance.

When a student feels unable to achieve satisfactory resolution of a problem, the student may resort to a formal process. Examples of formal processes available to students include but are not limited to the process for resolving a grade dispute between a student and an instructor (*College Catalog*, Academic Regulations); "Fair Process" protections afforded students in the administration of discipline (*Student Handbook No. 140 and 160.2*); actions of the Student Senate (*Student Handbook, No. 720*); and written requests to either the Vice President for Academic Affairs or the Dean of Students.

A record of student issues addressed through a formal procedure should be kept in the minutes of the committee or office primarily responsible for the resolution of the issue.

It is possible that in some instances, after having exhausted both informal and formal processes, a student or students may feel that they have failed to achieve a satisfactory resolution of a problem. In such instances a student or students may submit a written request for review of the issue to the College President. The request should include a description of the problem and the actions already taken toward its resolution. The College President will act on the request within ten working days.

## **2. Record of Student Complaints**

Divine Word College, in accord with the expectations of higher education accrediting bodies, maintains a record of all formal, written complaints filed by students. This record is available in the President's Office for review by authorized personnel. The Vice President for Academic Affairs and the Vice President for Formation are the College officials who will ordinarily forward such records to the President's Office.

## **3. Filing Student Complaints**

Student complaints about Divine Word College can be filed with the Iowa College Aid Commission, a state agency that accepts complaints from students attending an Iowa college or university. The Iowa College Aid Commission:

Iowa College Student Aid Commission  
430 East Grand Ave, FL 3  
Des Moines, IA 50309-1920  
Phone: 877-272-4456  
Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Students can also file complaints with the Higher Learning Commission:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
Phone: 800-621-7440  
Website: <https://www.ncahlc.org>

# **140. FAIR PROCESS**

1. Divine Word College assures its students fair process in the resolution of disciplinary matters.
2. Within the limits of fair process, the College must be free to devise various types of disciplinary procedures, relevant to its lawful mission, consistent with its varying processes and functions, and not an unreasonable strain on its resources and personnel.
3. Fair process means:

- 3.1 The person or persons charged with a violation must be given adequate notice in writing of the specific ground(s) and the nature of the evidence on which the disciplinary proceedings are based.
- 3.2 The person or persons charged with a violation must be given an opportunity for a hearing in which the disciplinary authority provides a fair opportunity for hearing the individual's position, explanation, and evidence.
- 3.3 That no disciplinary action be taken on grounds which are not supported by substantial evidence.
- 3.4 In extreme cases, however, where the safety of individuals, the protection of property, and the continuity of the educational process may be in danger, the Dean of Students, after consultation with the President, can suspend an individual without the normal fair process of law. In these cases, disciplinary proceedings must be initiated within the next 72 hours, or the suspension must be revoked.

## **145. DISCIPLINARY PROCEEDINGS**

1. Any academic or administrative official of the College, any member of the faculty, or any student of the College may file charges against any student of the College for misconduct. The charges shall be filed with the Dean of Students. In extraordinary circumstances, the Dean may suspend the student pending consideration of the case.
2. The Dean may initiate a preliminary investigation to be made for the purpose of ascertaining whether the charges may be disposed of informally without the initiation of the disciplinary proceedings. The student against whom the charges have been brought may request the assistance of an advisor at the time of such preliminary examination.
3. If the Dean determines that the alleged misconduct requires the initiation of disciplinary proceedings under these rules, the Dean shall send written copies of the charges, together with the notice of the initiation of proceedings and a copy of applicable procedures, to the student charged with misconduct. The letter shall also set a time for the hearing which shall be fixed not more than five days later.
4. Upon receipt of such notice of charges, the student involved, may within five days tender a written resignation and withdraw from the College, in which event the case shall be deemed closed. If such a student is a minor, the written withdrawal and resignation shall be joined in by the parents or legal guardian of the student to be effective.

5. Within three days after the receipt of the charges and notice, the student against whom the charges are made shall respond in writing to the President about their intent to appeal. A copy of this letter shall be sent to the Chair of the Formation Appeals Committee.

## **150. PROSCRIPTIONS STATED**

Students enrolling in Divine Word College assume an obligation to behave in a manner compatible with the College's function as a Catholic educational institution oriented toward religious life and ministry. Misconduct for which students are subject to discipline falls into the following categories:

1. Dishonesty, such as cheating, plagiarism, misuse of electronic media, or knowingly furnishing false information to the College (See 590 and 591).
2. Forgery, alteration or misuse of College documents, records, or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other College activities including its public service functions, or of the other authorized activities on College premises.
4. Physical abuse of any person on college-owned or controlled property college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft of or damage to property of the College, or of a member of the College community or campus visitor.
6. Use of College cars without permission (*Student Handbook 530*).
7. Use of a College car while drinking alcoholic beverages and/or smoking, using a non-hands-free cell phone or texting while driving, failure to use a seat-belt.
8. Violations of College policies or of campus regulations concerning the registration of student organizations.
9. Misuse of College facilities.
10. Conduct, either off or on campus, which brings discredit upon the College or is considered a serious moral fault according to the common moral code of the Roman Catholic Church which includes, but is not limited to, verbal abuse, sexual abuse (*Student Handbook 580*), sexual harassment (*Student Handbook 570*), physical assault, pornography, excessive gambling, inappropriate use of computers, etc.

11. Use, possession, or distribution of alcohol or drugs on campus except as expressly permitted by law, or the Student Handbook.
12. Violation of the Smoking Policy on Campus, see Smoking Policy (*Student Handbook 590.8*).
13. Disorderly conduct, indecent, or obscene conduct or expression on college-owned or controlled property or at college-sponsored or supervised functions.
14. Any act which violates federal and/or state law, local ordinances or College policies whether on or off College property.
15. Possession of firearms or any kind of weapon on campus.
16. Unauthorized possession of a master key.
17. Unauthorized entry of offices, dorms, or buildings.

## **151. ADDITIONAL CAUSES FOR DISCIPLINARY ACTION OR DISMISSAL**

1. Failure to comply with the values found in the Religious Formation Program.
2. Lack of evident vocation/formation motivation.
3. Failure to respect differences of nationality, race, gender, sexual orientation, and culture; failure to avoid overt jealousy and aversions, dissensions and all negative criticism that impair fraternity and community togetherness; failure to refrain from anything that brings harm to a student's or a faculty member's good name. What is intended here is ongoing failure which is disruptive and destructive.

## **160. SANCTIONS DEFINED**

1. Students may be subject to any of the following sanctions deemed necessary by the Students Activities and Welfare (SAW) Committee and/or by the Dean of Students.
  - 1.1 **Admonition.** An *oral warning* to students who have violated the rules.
  - 1.2 **Warning.** A *written* notice that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
  - 1.3 **Restitution.** Reimbursement for damage to or misappropriation of property; reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

- 1.4 **Monetary Fines.** Fines may be imposed as specified in the current rules and regulations; or as deemed appropriate by the Formation Appeals Committee and/or the Dean of Students.
  - 1.5 **Loss of Privileges.** Misuse of College property (including cars, computers, pool, etc.) may result in the loss of the privilege to use them for a period.
  - 1.6 **Disciplinary Probation.** Exclusion from participation in privileges or extra-curricular College activities as set forth in the notice of disciplinary probation for a specified period of time; composition of such sanction as may be deemed appropriate.
  - 1.7 **Expulsion.** Termination of student for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.
2. **In case of an altercation** between a faculty member and a student, or an administrator and a student, or a staff member and a student, the normal procedure to follow shall be:
- 2.1 The parties involved shall discuss the problem and try to reach an agreement.
  - 2.2 Gender or cultural differences can be taken into account and either party can request a neutral third person from the faculty or administration to mediate the problem.
  - 2.3 If a satisfactory agreement cannot be reached or the problem continues, then an **Early Alert Form** should be sent to either, the Dean of Students, the Vice President of Academic Affairs, the student's Formator, or the Counselor. The student should receive a copy of the Early Alert form. A copy of the Early Alert form should always be sent to the Dean of Students so he is aware of the problem.
  - 2.4 If the problem continues, then a formal letter of complaint should be filed with the Dean of Students and/or the Vice President of Academic Affairs.
  - 2.5 After receiving the formal complaint, the Dean of Students or the Vice President of Academic Affairs will investigate the complaint.
  - 2.6 Depending on the outcome of the investigation the following could be done:
    - 2.6.1 The Student may be required to see the Counselor.
    - 2.6.2 The student may be put on probation.
    - 2.6.3 The student may be brought before the Formation Appeals Committee.
    - 2.6.4 The sanctions listed in section 160 of the Student Handbook may be used including expulsion from class or work-study if the problem is severe enough.

3. **In case of dismissal from class:**

- 3.1 The faculty member has a right to dismiss a student from a particular class period if the problem is detrimental to the purposes and objectives of the class.
- 3.2 When a student is dismissed from a particular class period, the following persons should be informed in writing within 24 hours: the Dean of Students, the Vice President of Academic Affairs and the Program Chair.
- 3.3 The student should receive a copy of the complaint which is filed by the faculty member.
- 3.4 An investigation will take place. The rule for Disciplinary Procedures (*Student Handbook No. 145*) will be used if needed.

## 170. APPEALS

1. The student has the right to appeal decisions of the Formation Appeals Committee to the President within three days.

## 180. JURISDICTION

1. The Formation Appeals Committee may, having considered the evidence together with the recommendation of the Dean of Students or the group of current formation directors:
  - 1.1 deny the student registration for the following semester;
  - 1.2 place the student on disciplinary probation;
  - 1.3 use any or all Sanctions listed in Section 160 of the Student Handbook.
2. If students are placed on disciplinary or vocational probation, they should be given a written notice that they will be dismissed or denied registration if they continue to act as listed in the letter of probation. Copies of this notice should be given to the students' Formation Director and also sent to the parents or the guardians of students under 18 years of age.
3. If, after a warning, a student continues to act in a manner harmful to self, to others, or to the College, procedures toward dismissal or denial of registration are initiated through the Dean of Students.
4. If the student's behaviors are egregiously offensive, the Dean of Students may initiate procedures for dismissal immediately.
5. The Dean on his own may use Sanctions 1.1 – 1.7, defined in Section 160 of the Student Handbook.

6. The Dean and/or the Formation Appeals Committee may place a student on probation when the student violates any of the proscriptions in 150.
  - 6.1 The formation directors periodically meet to evaluate the student's vocational motivation and his participation in the Religious Formation Program.
7. Toward the end of the probationary period, the students' status is to be reviewed by the Formation Appeals Committee for possible removal from probationary status.

## **190. SUBSTANCE USE AND ABUSE**

### **1. Use and Possession of Intoxicants**

- 1.1 Divine Word College recognizes that students are adults and are expected to obey the law and take personal responsibility for their conduct; however, students will be disciplined if their use of alcohol creates a public disturbance, danger to themselves and/or others, or property damage.

All students are to obey the laws of the State of Iowa and the regulations of the College concerning the use and/or possession of alcohol, prescription or non prescription drugs, and illegal drugs. The legislation reads in part:

“A person shall not sell, give, or otherwise supply alcoholic liquor, wine or beer to any person knowingly or having reasonable cause to believe him to be under the age of eighteen, and a person or persons under the age of eighteen shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine or beer in their possession or control; except in the case of liquor, wine or beer given or dispensed to a person under the age of eighteen within a private home and with the knowledge, presence, and consent of the parent or guardian for beverage or medicinal purposes or as administered to him by either a physician or dentist for medicinal purposes or and except to the extent that a person under the age of eighteen may handle alcoholic beverages and beer during the regular course of the person's employment by a liquor control licensee, or wine or beer permittee under this chapter.” (Code of Iowa, Section 123.47)

“A person shall not sell, give or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that the person is age eighteen, nineteen, or twenty. A person age eighteen, nineteen, or twenty shall not purchase or possess alcoholic liquor, wine, or beer. However, a person age eighteen, nineteen, or twenty may possess alcoholic liquor, wine, or beer given to the person within a private home with the knowledge, presence, and consent of the person's parent or guardian, or with the signed, written consent of the parent or guardian specifying the date and place for the consumption and displayed by the person upon demand, and a person age eighteen, nineteen, or twenty may handle alcoholic liquor, wine, or



beer during the course of the person's employment by a liquor control licensee, or wine or beer permittee." (Code of Iowa, Section 123.49A)  
"A person shall not sell, dispense, or give to any intoxicated person, or one simulating intoxication, any alcoholic liquor, wine or beer." (Code of Iowa, Section 123.49)

"Any person who violates any of the provisions of Section 123.49 shall be "Guilty of a simple misdemeanor." (Code of Iowa, Section 123.50)

- 1.2 In accord with the Iowa Code, students of the legal age (21 years of age and older) may drink alcoholic beverages. To sell or give or otherwise provide a person under the legal age with alcoholic beverages is prohibited.
- 1.3 The legal age for qualifying as a bartender is 18 and over. (Code of Iowa, Section 123.47)
- 1.4 The consumption of alcoholic beverages is limited to the recreation area: Pourhouse, student lounge, TV rooms, First Street House lounge, Megan Hall lounge and TV room.
- 1.5 Using or storing alcohol in student dorms is not permitted. Alcohol is not permitted in the kitchen or dining room except during special events when permission has been granted by the Dean of Students (Student Handbook 390.6.). Alcohol is to be kept in the Dean's Offices or in the Pourhouse.
- 1.6 Alcohol is not permitted in any other areas unless permission is granted by the Dean of Students.
- 1.7 Violation of the above regulations will be dealt with strictly. Such violations will result in the confiscation of the alcoholic beverage and may result in the revocation, for a specific period, of the student's privilege regarding drinking. It may also result in disciplinary probation. If such violations continue, the student will be brought before the Formation Appeals Committee.
- 1.8 The use of alcoholic beverages does not excuse one from respect towards others, towards the property of others, or towards a general atmosphere of quiet in the dorms.
- 1.9 The preceding guidelines are to be considered an integral part of formation for a mature Christian and for someone considering the religious, missionary vocation. They are intended to encourage both responsible enjoyment of alcohol and a gradual self-mastery as well.
- 1.10 A student may not drink alcoholic beverages before or while driving a College-owned vehicle.

## **2. DUI Policy**

A student arrested for DUI (Driving Under the Influence) is ordinarily subject to immediate dismissal from Divine Word College. A student may appeal a dismissal decision to the Formation Appeals Committee if there are mitigating circumstances warranting consideration. The decision to consider an appeal rests with the Formation Appeals Committee.

## **3. Drugs**

The policy of the College in regard to drugs is that anyone possessing and/or using illegal drugs is subject to immediate dismissal by the Dean of Students.

## **4. Smoking**

1. Divine Word College is a smoke free campus. Iowa Law prohibits smoking on the College campus or in College vehicles.
2. The policy of the College in regards to smoking is stated in Appendix A of the Student Handbook.
3. DWC does not allow the sale of tobacco products on campus. All students are to obey the laws of the State of Iowa and the College's regarding tobacco. "A person shall not sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age. A person under eighteen years of age shall not smoke, use, possess, purchase or attempt to purchase any tobacco, tobacco products, or cigarettes." (Code of Iowa, Section 453A.2)

## **195. DORM ROOM ENTRY**

Divine Word College respects the student's rights for privacy within the college-learning environment and will strive to protect and guarantee this privacy. This policy is designed to ensure only legal and appropriate entry into a student's room by specifically authorized staff and to define the conditions under which authorized personnel may enter a student's room.

A room may be entered under the following conditions:

1. To provide room maintenance inspections, housekeeping, repair service or perform a safety inspection.
2. When there is reasonable cause to believe that College regulations or laws are being violated.
3. For an emergency situation that requires that the room be entered.

4. When a resident vacates a room for a break period, to provide room maintenance, inspections, housekeeping, repair service or to perform safety inspections.

Illegal materials or items in plain view will be removed if they are noticed in the course of room maintenance, or in response to a violation of College or departmental policy. The resident will receive written notification of this action if confiscation of property is required when the student is absent.

A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the residents ample opportunity to open the door. If no response is received, the room may be entered under the four conditions listed above. Before entering a room with the use of a key, staff members will identify themselves.

Authorized College staff members who may enter a student's room are the Dean of Students or his associates, College administrators, maintenance, and safety personnel.

## **200 STUDENT RESPONSIBILITIES (MINIMAL EXPECTATIONS)**

1. Each student is a member of a formation group. In circumstances where an individual is not at the point where he/she can profitably take part in the group process, other arrangements can be made temporarily with the Dean of Students. But, eventually, each student is to participate in the formation process.
2. Formation groups meet periodically for a minimum of one hour. This meeting has priority over all other activities. Students who need to be excused from the meetings must have specific permission of the Vice President for Formation.
3. All students meet at the beginning of each semester to set goals. Students meet with their formation director at the end of each semester and for an end-of-year evaluation.
4. Juniors and Seniors choose a spiritual director. Seniors meet for spiritual direction every two weeks, Juniors every three weeks. While ideally the initiative lies with the students, their spiritual directors have the option of contacting the students if they have not been living up to the agreements, either explicitly stated or implied in the program, in regard to the frequency of meetings. Freshmen, Sophomores, and ESL students are able to choose a spiritual director and are expected to meet with them once a month.
5. Daily participation in the Eucharistic liturgy is expected. Liturgy on Sunday is required, and two weekdays so designated by the College Chaplain are community liturgies, at which all members are present. Each formation group celebrates the liturgy at least once a week as a group.

6. Communal reconciliation services are scheduled twice a year (Advent and Lent). While individuals are not required to go to confession at these, they are required to attend and to participate in the public sections of the penance service.
7. Such practices as personal prayer, shared prayer, spiritual and scriptural readings on a consistent basis should be considered to be absolutely necessary if one is to grow in his/her spiritual life and relationship with Jesus Christ.
8. Once a year each formation group meets at a location outside the college for a retreat.
9. From second semester Freshman to Pre-Novitiate (including Associates), students are to be involved in Ministries offered by the College during each semester of the school year. Students are required to participate in reflection sessions and evaluations that are part of the field education. ESL students and first semester Freshmen students are required to participate in the Ministries Program several times each semester.
10. Seminary students and other religious students are to live the celibate way of life. Accordingly, dating or giving the appearance of romantic and/or sexual involvement with another are unacceptable and will lead to disciplinary action. Lay ministry students should live a Christian life which honors the teaching of the Catholic Church.
11. In the cases where students are attending courses at other colleges in the area, they are still to meet the expectations as outlined in the Religious Formation Program.
12. All students are expected to participate in the following community functions: conferences, liturgy preparation, graduation, mission symposium, Family Feast, work days, the Holy Week Triduum, and other specified occasions.
13. On nights before a class day, students are required to be back at the College by midnight. On nights before a free day, this is extended to 1:00 a.m. Exceptions to this should be cleared with the Dean of Students.
14. It is the responsibility of students to meet with their Academic Advisor regularly. At least twice a semester, at mid-term and after the final exams, students are advised of their academic standing, registration and pre-registration. Registration is not accepted without the advisor's signature. Failure to meet the minimal academic requirements will result in being placed on Academic Probation. Restrictions and possible sanctions may also be imposed.
15. Students are to be involved in a program whose objective is the good health necessary for active apostolic life. This program includes proper diet, exercise, necessary hours of sleep, and creative use of leisure time.
16. Students are required to leave at the end of the semester and to return at the beginning of the semester on the dates designated in the School Activities Calendar. Exceptions

to this should be cleared in writing with the Dean of Students and the Vice President for Academic Affairs before any travel arrangements are made.

### **300 RESIDENCE AND ROOM POLICIES**

#### **310. RESIDENCE HALL CONTRACT**

1. The Dean of Students will assign students to the dorms, Megan Hall, and the Arkfeld House. All room changes need to be approved by the Dean of Students.
2. The School calendar gives the dates for the opening and closing of the dorms or rooms. Exceptions can be made only with the approval of the Dean of Students.
3. Upon arrival a room key is obtained from the Dean of Students with a refundable \$10.00 deposit. At the time of withdrawal from the dorm, the key must be returned to the Dean of Students. At this time, the room will be inspected and the key deposit will be returned. If the key is lost, the deposit is forfeited. Another \$10.00 deposit is required for a new key.
4. Room Deposit: Besides the key deposit, there is a room deposit of \$25.00 required of each student. This deposit is returned to the student after the end-of-year room inspection. The deposit is forfeited if the student does not follow the end-of-year check out policies (Student Handbook, 350). This includes the rooms at Megan Hall, and the Arkfeld House.
5. Any damage either from normal or careless use should be reported to the Dean of Students.
6. Megan Hall and the Arkfeld House are not alternative recreation areas for other students. Any visitors to these buildings should be with the person who invited them and they should leave the building by 10:00 p.m.
7. Non-College visitors to Megan Hall residents should ordinarily be met in the main building. As Megan Hall is a women's dorm, men should not ordinarily be invited into the Hall. Exceptions require the explicit approval of the Dean of Students for each occasion. Children should not ordinarily be brought into Megan Hall.
8. All overnight guests should be approved by the Dean of Students ahead of time. Owing to emergencies that might arise the Dean needs to be able to account for everyone.

### **320. ATMOSPHERE FOR STUDY**

1. The dorms are first and foremost meant to provide each individual as much privacy as possible, especially for the sake of studying, reading, praying, and sleeping. This must be kept in mind at all times, but especially when playing radios, stereos, electronic games and televisions and when visiting in student rooms.
2. Silence begins in the house each night at 10:30 p.m. The only exceptions are the student lounge and Pourhouse, and the pool/gym/TV areas. Visiting, conversation, and music can continue in the individual dorm rooms provided it is not heard in the corridor or in the adjacent rooms. There is complete silence in the dorm corridors and in the open areas outside the Deans' Offices. Because of the noise that passes through the ventilation system there is to be silence in the lavatories after 10:30 p.m.
3. If students feel that their rights to quiet and privacy are being violated, they should request the individual(s) reduce the sound level. If the noise continues, they should see the Dean on their floor.
4. Megan Hall will have silence in the corridors after 10:00 p.m. This allows those who wish to go to bed early, or to have time for reflection or meditation, as well as study.

### **330. ROOM CARE**

1. Students are responsible for and expected to keep their room clean and orderly.
2. No nails, thumb tacks, hooks or pins are to be driven into the walls, doors, ceilings, floors, woodwork or furniture. Pictures and posters and other decorations may be mounted on the walls with "Plast-Tak" or any other similar non-damaging adhesive.
3. Pictures and posters used in the rooms should reflect the kind of lifestyle and values we profess and aspire to. The College reserves the right to remove anything that does not meet these codes.
4. All room furnishings and decorations must meet the requirements of the state and local and College fire and safety standards and regulations. The College reserves the right to remove anything that does not meet these codes.
  - 4.1 Due to fire and health ordinances, cooking is limited in student rooms.
  - 4.2 Electrical appliances, such as coffee makers, microwave, hot pots and fans are permitted. But cooking appliances, such as toasters, corn poppers, frying pans, sandwich grills, hot plates and waffle irons, are prohibited because of the electrical load limitations and fire safety. The College reserves the right to remove unauthorized or dangerous appliances.

- 4.3 Electrical heaters can be used, but only with the permission of the Dean of Students.
- 4.4 No cloth or other flammable materials are permitted to be hung in the doorway in such a manner as to block movement in or out. Room decorations and wall hangings, such as sheers, flags, fish-netting, and macramé items, etc. are not to be draped or hung from the ceiling at any time.
- 4.5 Live Christmas trees and wreaths are not allowed in the rooms. Only fireproof artificial trees may be used in rooms. Spray snow may not be used to decorate windows or any other part of the room.
- 4.6 Students may not burn candles in their rooms. The Dean of students will conduct periodic safety inspections of the dorms to insure the safe use of electrical appliances. The Dean of Students reserves the right to confiscate any items that, in his judgment, constitute a safety hazard.
5. Furniture is not to be taken from public parts of the house and from community rooms for use in the dorms. Permission of the Dean of Students is necessary to take out or put extra furniture in the College storage areas.
6. To prevent unnecessary damage, beds are not to be placed on top of lockers or desks. Pop bottles, cans, foodstuffs and other objects are not to be placed between screen and window. No radio/TV aerials are strung outside the windows.
7. No animals except fish are allowed in the building.

### **340. END OF THE YEAR CLEAN-UP**

Students are responsible for cleaning their room at the end of the year before departing for summer vacation.

1. All lockers and desks are to be cleared of personal belongings. No personal belongings are to be stored in the dorm rooms or halls. They are to be stored in the school storage room if they are neatly packed.
2. Trash, etc., is to be thrown out on the trash days or else personally disposed of. Trash is not to be dumped at the end of the corridors. Bottles and cans should be placed in their appropriate containers. Places will be designated for those wishing to get rid of clothes and books.
3. Extra furniture must be returned to its proper storage area.
4. All other College property (library books, AV equipment, sports equipment, etc.) must be returned to its proper place.

5. Mattress covers, blankets, and bed spreads are to be taken to the laundry room.
6. All posters and other objects attached to the walls are to be removed, together with the adhesive used. They are either to be stored or thrown away.
7. All cups, dishes, silverware need to be returned to the Pourhouse or kitchen.
8. Window sills, locker shelves, and desk drawers are to be cleaned out and wiped.
9. The floor is to be swept and damp-mopped.

### **350. END OF THE YEAR CHECK-OUT**

1. Before leaving, students are to have their room checked out by the designated staff member. The rooms will be checked for cleanliness, room care and damage. The key deposit is returned only after this inspection is made.
2. Students who do not have their room cleaned at the designated time posted by the Dean of Students forfeit their \$25.00 room deposit. (Student Handbook, 310.4)

### **360. DAMAGE AND COSTS**

1. Any damage or breakage to the building must be reported to the Business Office. The Business Office will then invoice students or their parent for the amount of the damage.
2. Students are responsible for all damages, lost property or unnecessary service cost caused by the students to the College residence halls because of neglect or intent. The students will be billed for damages to the building and for damaged or missing furniture or equipment. Such charges must be paid within seven (7) days after billing. Where two or more students occupy the same room and responsibility for the damage or loss cannot be ascertained by the College, after giving the students the opportunity to explain the damage or loss, the cost of the damage will be divided and assessed equally between the residents of the room.
3. Damages will be assessed as follows:
  - 3.1 for nails, thumb tacks, hooks or pins in the walls, floors, ceilings, doors, woodwork or furniture - a \$10 fine. If the damage is excessive, the cost of repair will be billed to the student.
  - 3.2 for damage of equipment or furniture, the students will be charged the cost of repair and/or replacement of the equipment/furniture.



4. All fines and damages are due before the end of each semester. Students with delinquent accounts will not be permitted to register for the following semester and no transfer of credit will be issued until the debts are paid.

### **370. KEYS**

1. Copies of keys are available from the Dean of Students. There is a deposit of \$10.00 for each key which will be refunded with the return of the key.
2. Those who need keys for special purposes because of their jobs (e.g., Sports Senior, Pourhouse Board Coordinator, etc.) can obtain them from the staff person in charge of these keys.
3. Unauthorized possession of a master key is grounds for immediate dismissal.

### **380. BOOKSTORE – TEXTBOOKS**

1. \$90 Book Rental charge to all students per semester.
2. Markings in books should be kept to a minimum. Highlighting and underlining allowed; no writing in books.
3. Students may purchase books at the end of the semester for one-half the original cost of the book. Cash only.
4. Books are to be returned to the bookstore after each semester. Students returning books after the bookstore is closed will be charged a \$5 late fee.
5. All fees must be paid before receiving books for the next semester.

### **390. DINING ROOM AND KITCHEN**

1. Outside of the designated meals students can help themselves to snacks such as sandwich, bagels, peanut butter, jam, coffee, tea, hot chocolate, juice etc.
2. For the sake of etiquette and propriety, the same kind of etiquette that one would use in a public restaurant also applies here. Accordingly, there is not to be, for example, any running around, shouting, tossing of food, etc. Likewise, there is to be no sitting on the window sills or tables.
3. Individuals are responsible for clearing off all food and all dishes (including those which are unused) from their table.
4. Announcements are to be made by, or cleared through the Dean of Students. Ordinarily, announcements are to be made only during the noon meal.

5. Only the dining room senior, waiters, food crew and dishwashers are to be in the kitchen.
6. No alcoholic beverages are permitted in the kitchen and dining rooms without the permission of the Dean of Students.
7. The permission of the Dean of Students is required for the use of the kitchen.
8. Because of the potential for injury and the resulting legal liability for Divine Word College, the kitchen is an area strictly off bounds to visiting minor children. (Student Handbook, 909)
9. Students who want to remove or borrow anything from the kitchen must seek permission from the Dean of Students and the Food Service Director.

### **391. FOOD SERVICES**

1. The College ordinarily serves three meals each day according to an established schedule. Students are expected to share meals with the larger community according to the regular schedule. Provisions for meals outside the regular schedule or special diets require the approval of the Dean of Students.
2. Students need special permission from the Dean of Students at each instance for any use of the kitchen. The Dean of Students will communicate regularly with the Food Service Director regarding students' needs for any special provisions.
3. Special diets, i.e. those requiring preparation of food items not on the regular menu, are based on documented medical need, not simply on dietary preferences. The organization and supervision of the kitchen itself is under the authority of the Food Service Director and the Vice President for Operations.

### **400. APPEARANCE**

1. A sense of personal self-worth should pervade the totality of each one's life, ranging from their appearance, attire, residence, the quality of their work, application, responsibility to self, and their functioning as an active rather than a passive member of the community, e.g., formation group meetings, classes, ministries, liturgical functions, and conferences.  
 In line with the Religious Formation Program's call for self-respect and respect for others is a sense of attire/appearance appropriate for a candidate for religious life. Final determination of the appropriateness of attire/appearance is the responsibility of the Dean of Students and his associates.  
 One of the basic distinctions to be sensitive to in regard to attire is the difference between public areas of the house and private living quarters. The dorms are the

- students' home and there they may dress comfortably. In Public areas of the house, students must be aware of visitors, their expectations and the fact that they are preparing for a professional way of life.
2. The dress code includes the following categories:
    - 2.1 **Formal dress for men-** shirt with collar, dress slacks, cultural attire, tie, sweater or suit, dress shoes.
    - 2.2 **Formal dress for women-**religious habits, dress, dress slacks, dress shirt, skirts, pant suit, sweater, and dress shoes.
    - 2.3 **Semi-formal for men-** shirt with collar, polo shirt, dress slacks, dress shoes.
    - 2.4 **Semi-formal for women-** religious, dresses, skirts, slacks, casual shirts, dress shoes or dress sandals.
    - 2.5 **Informal** – shirt with collar, polo shirt, sweatshirt, jeans, dress shoes or tennis shoes or dress sandals, dress T-shirts or with SVD/DWC logos or religious objects or wordings (permitted but not recommended).
    - 2.6 **Casual** – jeans, sweat pants, tennis shoes or casual sandals, T-shirts with appropriate designs or wordings.
  3. Implementation of the dress code:
    - 3.1 **Weekday/Saturday Masses and Sunday Vespers:**
      - 3.1.1 For acolytes, lectors, cantors, musicians, and eucharistic ministers – semi-formal dress.
      - 3.1.2 For all other students – informal dress.
    - 3.2 **Sunday Masses and special celebrations:**
      - 3.2.1 For acolytes, lectors, cantors, musicians, eucharistic ministers, and ushers – formal dress.
      - 3.2.2 For all other students – semi-formal or formal dress when announced.
    - 3.3 **Regular Hours (from breakfast to 5:00 p.m.)** (except in the forms, gym, and swimming pool) – informal dress.
    - 3.4 **Any other times not mentioned above (normally after 5:00 p.m.)** – casual dress but appropriate dress when there are meetings/conference/events.
    - 3.5 **Hats and shorts** –are only to be worn in the dorms, gym and swimming pool, and in the building in the evening.
  4. Religious garb (Roman collar and habits) are reserved only for religious. No student is to wear religious garb unless they are in vows.

5. Hair length, color and style should be appropriate for a college seminary.
6. Nose rings and body piercing, bodily decoration such as tattooing and bodily mutilation are ordinarily not allowed. In all cases, the Dean of Students makes final determination as to appropriateness of personal appearance.

## **500 GENERAL COLLEGE POLICIES**

### **510. COLLEGE LANGUAGE**

Students are required to speak English in all public and private areas of the College campus. Consistent use of English is essential for acquiring the professional competency needed for academic success, for facilitating effective interpersonal communication, and for building intercultural community. Students, faculty, staff and formators are responsible for creating a mutually supportive academic and formation environment wherein students may continually improve English fluency and wherein all may feel included and welcomed. Special exceptions apply from 7:00 p.m. Friday through Saturday, cultural celebrations, emergencies and other common sense occasions (spiritual direction, counseling, entertaining guests, studying another language). Students who fail to adhere to the English Language Policy are subject to disciplinary action.

The Vice President for Academic Affairs and the Vice President for Formation will periodically explain and review the implementation of this policy.

#### Disciplinary Action:

1. First violation: Direct reminder to offender and inform the Dean of Students. (For the first three levels of ESL students there will be more reminders.)
2. Second violation: Same process as first violation, and the Dean of Students will issue an oral warning to the offender.
3. Third violation: Same process as first violation, and the Dean of Students will issue a written warning.
4. Fourth violation: Same process as first violation, and the Dean of Students will place the offender on formation probation.
5. Fifth violation: Same process as first violation. The offender will be expelled and before expulsion, the offender has the right to appeal to the Formation Appeal Committee.

### **520. VISITORS**

1. Visitors are welcome. However, since the dorm areas (rooms, stairwells, areas outside the Deans' rooms) are the only place for individual privacy, they are off limits to visitors. For any exceptions, permission from the Dean of Students is to be

obtained. Visitors are not permitted in the SVD wing without the permission of the Rector or accompanied by an SVD.

2. Before visitors are brought into the dining room, permission is required from the Dean of Students, the President, or the Vice President for Operations. An offering or some payment for meals is appreciated.
3. The Dean of Students is to be informed if there will be visitors staying overnight so that room arrangements can be made with the Rector.
4. Except for specially designated occasions, visitors here just for the evening are to leave campus by 10:00 p.m. During designated occasions visitors must leave campus by midnight.
5. Permission for the use of the gym or pool by the students' visitors must be obtained from the Dean of Students.
6. Unsupervised children or young people from the local area are not ordinarily to be in the student lounge, the dormitories, kitchen or the Pourhouse.
7. Arriving visitors are to be met at the front entrance, sign in, and wear a visitors tag.
8. Non-College visitors to Megan Hall residents should ordinarily be met in the main building. As Megan Hall is a women's dorm, men should not ordinarily be invited into the Hall. Exceptions require the explicit approval of the Dean of Students for each occasion. Children should not ordinarily be brought into Megan Hall.

### **530. COLLEGE CARS**

1. There is no charge for the use of the cars when they are used for official College business. Only ministry work, doctor appointments, and College business (e.g., Student Senate, SCC, Pourhouse, sports, etc.) constitute official use of College cars.
2. Only those students approved by the Dean of Students are allowed to drive student College cars. The Dean of Students can appoint student drivers based on the needs of the student community, ministries or work-study.
  - 2.1 Divine Word College normally will not provide driver education training for the students. (approved 10/13)
  - 2.2 For reasons of safety and liability, no students or College personnel may use College-owned vehicles for purposes of driver education and training. Driver training may not take place on DWC property. (approved 10/13)

3. The permission of a Dean is required for the use of student College cars. If a student does not have permission to use a car, the College will consider the car stolen by the student.
4. The State of Iowa requires that all front seat passengers wear seat belts. The driver has the responsibility for this and if charges are made by any law enforcement agency the student will be responsible for all fines and legal costs.
5. The College does not allow student drivers to drink alcohol or use illegal drugs and drive College cars. The College may conduct random drug/alcohol tests if a student appears to be under the influence of any kind of drug.
6. The College does not allow smoking in any of the college cars.
7. The College does not allow the driver to use a cell phone except hands-free. Texting is prohibited by state law. A student needing to use a cell phone should wait until he/she is no longer driving and the car is in park.
8. There needs to be at least half a tank of gas when one is finished using a student College car. If there is less than half a tank of gas, the driver will notify the student who has the cars for work-study.
9. Official business takes precedence over personal use.
10. When cars are taken out, they must be reserved and signed in and out in the appropriate column of the sign-out book. When signing out cars, student drivers must indicate:
  - 10.1 Name
  - 10.2 Time duration of useIf any of the information is missing, the student drivers' privileges can be revoked.
11. When cars are taken out, it is the drivers' responsibility to pick up the car slip from the Dean of Students box. When taking out cars the driver must indicate:
  - 11.1 Unofficial charge to
  - 11.2 Driver
  - 11.3 Official reason
  - 11.5 Mileage (when you take the car)
  - 11.6 Mileage (when you return the car)
  - 11.7 Dean's signature
  - 11.8 Date
  - 11.9 Car number

12. Student College cars are to be returned by midnight. On nights before a free day, this is extended to 1:00 a.m.
13. Officially approved drivers are expected to be available to other students when their services are required.
14. Drivers are responsible for cleaning the cars after use.
15. Students may lose their driver privileges due to accidents, tickets, drinking, poor driving, complaints by others about the driver, or not following regulations. The Dean of Students and the Vice President for Operations will enforce these regulations and in reviewing such cases determine the proper action to be taken.
16. College van rules: the van is not to be used unless:
  - 16.1 there are five or more people to transport, including the driver;
  - 16.2 there is equipment to transport that will not fit in the other cars
  - 16.3 there are no other student College cars available.
17. The Dean of Students must be informed immediately when there is an accident.
18. Fees for unofficial use of the College cars are at the established rate per mile or at the minimum charge (currently \$5.00) for each time a College car is used. All fees must be paid within one week after receiving the bill.
19. Students are responsible for paying for the use of the car and for mileage.
20. Students who own cars must provide proof of insurance and registration in order to park their car on College property.

## **540. COLLEGE SAFETY AND SECURITY**

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report and an annual security report. These reports outline fire safety systems, policies, practices, statistics, and emergency responses and procedures.

Divine Word College has an established Emergency Team in place to respond to any emergency. They are the President, Dean of Students, and the Rector of the SVD Religious Community. Students, faculty, staff and the SVD community are reminded that security is a shared responsibility and any emergency should be reported immediately to a member of the Emergency Team.

The Dean of Students is available 24 hours a day to assist students for any emergency on

campus by calling extension 215 from within the building or from Megan Hall. The Dean of Students, in an emergency, will contact the Dubuque County Sherriff, fire, or medical services by dialing 9-911 from any phone.

## 1. SECURITY

Students, faculty, and staff are asked to exercise reasonable caution on-campus and to be alert to suspicious persons or activities. You are reminded to be certain that exit doors are not propped open and that you do not give the access code or keys to the building or your private room to anyone. Entrance doors are locked 24 hours a day in all residences for your protection.

Divine Word College complies with the requirements of the “Campus Crime Awareness and Campus Security Act of 1990” and makes available information describing College policies related to fire safety, security and crime statistics to its students, faculty, and staff and to prospective students, faculty, and staff. These reports are available online from the *Student Life* link.

- **Reporting** – Divine Word College does not have security officers but has assigned personnel who do have access to the county sheriff and ambulance service. If you are the victim of a crime or have information regarding a crime, report the crime immediately to the President, Dean of Students, or Rector of the Religious Community.
- **Phones** – In an emergency, students living in the main College dorms and Megan Hall must contact the Dean of Students from the phone in their room or in the corridors by dialing 215. Students living in the First Street House will inform their supervisor, who resides in the house, or call 9-876-3353, ext. 215.
- **Timely Notice** – In cases where an emergency or criminal activity is reported, whether within one of the College buildings or outside the College campus, that may pose a threat to others, the President will use appropriate means to provide a general warning to the College community. This may include an email notice, intercom announcement, or bulletin board notice. It is your responsibility to be attentive to these announcements and act prudently when warned.
- **Dorms/Residence Halls** – Students are asked to be particularly careful about keeping all exterior doors closed and locked. For your safety and the safety of others, you should not permit non-residents into the dorm areas of the College, Megan Hall, the First Street House, or Center Avenue building.
- **Security Awareness** – It is the responsibility of the Dean of Students and appropriate staff members to provide information to the students about security procedures and fire safety at least once each semester.
- **Contact Person** – At the beginning of each semester, students register for courses with the Registrar. At that time, students are asked to update their personal information.



Students are also asked to list a contact person in the event of an emergency. This information is confidential and is only available to authorized personnel.

- **Entrance/Exit Doors** – All doors are locked twenty-four hours a day and require a code to enter. Please do not prop these doors open.
- **Classrooms** – In the event of an intruder or hostile environment, all classrooms, labs, library, offices, etc. lock from the inside. If an announcement is made for a lockdown, you are to proceed to the nearest room, lock the door, and remain until law enforcement individuals or College personnel come to get you.
- **Photo IDs** – Everyone at DWC is provided with a photo ID for security reasons. You are asked to wear your ID at all times. Should there be an emergency situation at the College, law enforcement officials will recognize you as being a student or employee of the College.
- **Visitors** – Visitors who come to the College are asked to sign in at the front desk and to wear a visitor pass. If you see someone in the building without a visitor pass or believe they may not be an invited guest, inform the Dean of Students immediately.

## 2. EMERGENCY PROCEDURES

The Emergency Planning Committee and Emergency Team assist the administration of Divine Word College in providing for the welfare and safety of the College community. The Dean of Students reviews the emergency procedures with the student body at the beginning of each semester. Fire and tornado drills are conducted each semester according to state fire regulations.

### Fire:

1. Pull the nearest fire alarm if you see a fire/smoke.
2. When the fire alarm goes off leave the building immediately through the nearest exit! Walk fast, do not run!
3. Proceed to the soccer field and gather by your formation groups.
4. Stay on the field until the fire department gives the “all-clear” signal. If you are unable to return to the main building, proceed to Megan Hall. If you reside at Megan Hall and are unable to return to the building, proceed to the main building.
5. Contact persons are assigned to each formation group. They are to inform the fire department if someone is missing in their group. No one but the Fire Department is to go back into the building to look for someone who is missing.

### Tornado:

1. When a tornado warning is announced over the PA system, go immediately to the basement corridor (near the art room). Megan Hall residents go to the south end of the Megan Hall basement (green game room).
2. Gather in your formation group.
3. Remain there until the “all-clear” signal sounds.

Intruder:

1. When the announcement “THIS IS A LOCK DOWN” sounds over the PA system, remain where you are at. Shut/lock the door and remain quiet. Stay away from the windows.
2. Remain where you are until you hear the “all-clear” call or the police notify you that it is safe to leave the room.
3. After the emergency is over, everyone gathers in the gym for a person count.

Bomb Threat:

1. When the PA system announces a bomb threat, leave the building immediately through the nearest exit.
2. Go to the soccer field and line up in your formation group.
3. Remain on the field until the “all clear” signal is given.

Severe Weather or Electrical Storm:

1. The lifeguards or Dean of Students should evacuate the swimming pool, soccer field and tennis courts immediately.

**3. MISSING STUDENT**

If an employee or student suspects or knows that another student is missing, he/she should report the situation to the Dean of Students immediately. The Dean of Students and the President of the College will work to substantiate that the student is missing and then proceed to contact area law enforcement. When a student is confirmed missing, the President will then inform the student’s contact person about the missing student. If the student is under 18 years of age, the parent or guardian will be notified immediately.

**550. VACATION PERIODS AT THE COLLEGE**

1. A number of students may find it necessary to spend Thanksgiving or Spring Break at the College. Since the room and board fee covers only the school periods of the year, those who spend these periods of time here are to defray the cost of their room and board by working around the College for three hours each day. This work period is set up and supervised by the Dean of Students and/or the Work-Study Coordinator.
2. Failure to return to the College from an academic break on the date specified in the DWC Activities Calendar will ordinarily result in the student’s being placed on disciplinary probation. A student’s need to return later than the calendar specified date should be discussed with the Dean of Students well in advance of the student’s departure for the break. The Dean of Students and Formation Appeals Committee will evaluate any extenuating circumstances, such as unpredictable weather conditions, unavoidable public travel delays, that may have contributed to a student’s

unexcused absence. Unexcused late arrival for a student already under the sanction of disciplinary probation may result in the student's dismissal from the College.

3. No student may stay at the College during the Christmas and summer vacations unless working for the College or attending officially sanctioned classes.
4. The times when the dorms will be closed and reopened during the Christmas and summer vacations are published in the school activities calendar.
5. Students are required to leave at the end of the semester and to return at the beginning of the semester on the dates designated in the school activities calendar. Exceptions to this should be cleared with the Dean of Students and the Vice President for Academic Affairs.

## **555. SUMMER PLACEMENT PROGRAM**

### **1. Goal**

- 1.1 Divine Word College students can apply for summer placements at parishes and other ministry settings operated by the Society of the Divine Word, the parent organization of Divine Word College. Prior approval of these summer placements must be given by the Vice President for Formation after consultation with the Formation Team. International students in F-1 visa status must also receive authorization from DWC's Designated School Official to ensure the student's summer placement complies with the Department of Homeland Security rules on international student employment. Students accepted for summer placements find opportunities to grow in their understanding of the Society's ministries and to experience vowed community living. A better understanding of the demands of ministry and community living prepares the students to make an informed decision about their vocational future. Some DWC students may be able to obtain college credit for this summer placement if they have been approved for and follow the requirements of TRS 295 (Summer Internship).
- 1.2 Students in summer placements ordinarily live within a community of professed members of the Society of the Divine Word. They would be expected to participate in the liturgical and prayer life of the community. Through close daily interaction in the religious, social, and work experience of the religious community, the students increase their knowledge of the history, traditions, and values of the Society. They gain exposure to role models among retired members who have spent their lives in dedicated service abroad and in the U.S. and from active members still engaged in a variety of contemporary ministries.
- 1.3 Under the direction of a designated supervisor, students develop particular ministry skills appropriate to their level of seminary formation. In a parish setting, for example, this might include home visitations to the elderly and infirm, conducting a parish census, working in a food kitchen for the poor, leading a youth group, organizing special youth activities, assisting with the maintenance and upkeep of facilities, supporting parish

fundraising activities, preparing liturgical celebrations, and providing other kinds of assistance necessary for the effective operation of a parish. At the Divine Word Missionaries' residences in Bordentown, NJ, and East Troy, WI, students assist with providing hospitality to groups making use of their facilities, play a supporting role in outreach to friends and benefactors of the Society, and help meet routine maintenance and housekeeping needs. They also gain experience by assisting in the care of the environmental projects located at these residences. In this way they learn to work together as a religious community under the supervision of an experienced Divine Word Missionary priest or brother.

- 1.4 An important benefit to students participating in a summer placement is the opportunity to increase proficiency in spoken American English. The language demands are immediate and practical. Summer placements also provide students from other countries an opportunity to live and work in an intercultural community and thus to increase their intercultural competence, which is an important value for members of the Society of the Divine Word. An additional benefit, available particularly at sites in the eastern United States, is an introduction to significant historical and cultural sites that help inform the students' knowledge of U.S. history and society.
- 1.5 Students may also find a summer placement in a parish under the care of a diocese or another religious order. While these placements do not provide the same direct exposure to SVD community life, they do offer experiences directly related to the students' interest in ministry. Such students would ordinarily work closely with the pastor of the parish and other parish administrators so that they can expand their understanding of the real-life demands of parish ministry.

## **2. Room and Board**

- 2.1 The SVD site will provide room and board to all students.
- 2.2 For those who reside at DWC, a deposit of \$35 for key and room is requested from all students. This amount will be returned to the student at the end of the summer if the room and the house are properly cleaned and no damage is made to the room or to the house.
- 2.3 Guests are not allowed in DWC's room/house without permission from the formator in charge.
- 2.4 For other SVD sites, students must ask permission from the local SVD superior before inviting guests to the SVD community.

## **3. Vehicles**

- 3.1 For those who reside at DWC, only student drivers are authorized to use the DWC's vehicles during the summer. If no student drivers are assigned to work at DWC, then the

Dean of Students will assign one or two driver(s) for the summer; only those who have a valid U.S. driver's license are eligible for consideration as a summer student driver.

- 3.2 The Student Drivers' policy is also applied during the summer months, that is, within the Dubuque area, the student driver has to complete the "Permission Slip" and have the formator in charge sign it. The fee for using a car is 40 cents per mile and 45 cents per mile for a minivan. Since it is summer time the "Official Reason" is rarely applicable, only the formator in charge can decide if the trip is "official" or not.
- 3.3 For longer trips, the student must have the approval of the Vice President for Operations. Before filling out the "Permission Slip", the student driver must first ask permission from the formator in charge and inform him where he plans to go and for how many days. The same mileage fee will be charged.
- 3.4 Taking a car without completing the "Permission Slip" and without having the "Permission Slip" signed by a formator in charge will be considered theft and not only will the student be put on formation probation in the following academic semester, but this will also result in his immediate dismissal from the Summer Placement Program and from DWC for the duration of the summer.
- 3.5 For those who work at other SVD sites, the use of vehicle is only with the permission of the local SVD superior.

#### **4. Expectations**

- 4.1 In order to grow in their understanding of the Society's ministries and to experience vowed community living, students are expected to participate and contribute in the daily program of the community from Monday to Friday for at least 8 hours a day, i.e. providing hospitality to groups making use of the facility, helping with routine maintenance or housekeeping needs.
- 4.2 Any vacation or break during the time of the Summer Placement Program should be submitted to the supervisor at least 2 weeks in advance. It must be approved by the Vice President for Operations at DWC or the local SVD superior.
- 4.3 During the 8-hour period, students are not allowed to use cell phones for personal use.
- 4.4 Students must wear proper clothing and shoes. No sandals or flip flops are allowed.
- 4.5 Participation in liturgical activities with the SVD community during the summer is expected. For those at DWC, be sure to work out with your supervisor the time that you take off for these activities.
- 4.6 Students are expected to follow all the instructions from their supervisors and diligently fulfill their assigned tasks. Loafing, inattentiveness to work, and failing to follow the instructions of the supervisors will result in dismissal from the Summer Placement

Program and from DWC/SVD site within 48 hours. Any student so dismissed will never again be accepted into the Summer Placement Program.

## **5. Remuneration**

- 5.1 The SVD placement site will provide room and board for all students participating in the college's Summer Placement Program.
- 5.2 Students may receive payment for their services as appropriate by federal, state and local laws.
- 5.3 International students who participated in the Summer Placement Program will not receive a monthly allowance the following academic year. They are expected to use the money they earned from the Summer Placement Program for their personal expenses.  
(April 10, 2015)

## **560. POLICY ON HIV INFECTION**

The Catholic mission of the College calls us to exercise compassion, prayer and concern for all persons affected by HIV (Human Immunodeficiency Virus) infection. At the same time, each individual must accept ultimate responsibility for his or her own health. Within this context, each person must also refrain from endangering or risking endangerment of another's health and well-being.

1. The College will not require newly admitted or current students to be screened for antibody to HIV.
2. Students, whether symptomatic or not, will be allowed access to any campus common area or classroom and be permitted to attend classes or work in an unrestricted manner as long as they are physically able to attend classes or perform their duties and take appropriate precautions related to secondary infections. Because of secondary infections, restrictions may be necessary on a case-by-case basis.
3. The Dean of Students will attempt to provide appropriate information to students who have concern about HIV infection. These services may include referrals to health professionals and support groups, or referrals for blood testing and medical care.
4. For further information see the College Policy for HIV Infection in Appendix A.

## **570. ANTI-BULLYING POLICY**

Divine Word College is committed to providing all students and employees a healthy and safe work and academic environment. The College will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved.

Divine Word College considers bullying unacceptable and will not tolerate it under any circumstances. This policy applies to all students and all employees, regardless of his or her employee status (i.e. managerial vs. hourly, full-time vs. part-time). Any employee or student found in violation of this policy will be disciplined, up to and including termination or dismissal.

**A. Definition of Bullying**

Bullying is unwanted offensive and malicious behavior which undermines an individual or group through negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

Examples of behaviors that meet the definition of bullying include, but are not limited to:

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- Being held to a different standard than the rest of an employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks (angry outbursts, excessive profanity, or name-calling);
- Encouragement of others to turn against the targeted employee;
- Sabotage of a coworker's work product or undermining of an employee's work performance;
- Stalking;
- Invasion of another person's personal space;
- Unreasonable interference with an employee's ability to do his or her work (i.e. overloading of emails);
- Use of electronic devices to convey a message (text, image, audio, video) that defames, intimidates, harasses, stalks; posting sexually explicit photos or harassing comments on social media sites;
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- Abusive and offensive language;
- Trivializing of work and achievements;
- Criticizing continually in front of others;
- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property;
- Nonverbal threatening gestures;
- Conduct that a reasonable person would find hostile, offensive, and unrelated to the employee's work.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Persons who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

## **B. Reporting Bullying Actions**

1. Students – A student who believes he or she has been the subject of bullying, or an individual who believes a student has engaged in bullying behavior should report the behavior to the Dean of Students or to his or her formation director. The student should report the acts of bullying to the person they feel most comfortable with and that is most appropriate to the situation.
2. Staff – An individual who believes he or she has been the subject of bullying, or an individual who believes a staff member has engaged in bullying behavior should report the behavior to his or her supervisor, the College Counselor or a member of the Board of Administration. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.
3. Faculty – A faculty member who believes he or she has been the subject of bullying, or an individual who believes a faculty member has engaged in bullying behavior should report the behavior to the Department Chair, the Counselor, or the Vice President for Academic Affairs. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

## **C. Procedure for Dealing with Bullying**

It is advantageous to all members of the College community for allegations of bullying to be resolved promptly through the use of informal process whenever possible. Therefore, a complainant is strongly encouraged, but not required, to pursue an informal resolution first.

### **1. Informal Resolution**

Any person who feels that he or she has been subjected to bullying should contact an administrator of the College with whom that person feels comfortable lodging the complaint. This contact should ideally occur as soon as possible after recognition of the problem. The contact person with the consent of the complainant is responsible to carry the complaint on behalf of the complainant. The contact person should contact the Human Resource representative. The Human Resource representative will assign a mediator to help mediate the



complaint. The mediator is responsible to attempt an informal resolution of the complaint directly with the accused person. The Human Resource representative shall keep the name of the complainant, the accused person, and the mediator on file. If a pattern of repeated names emerges, the Human Relations representative may decide on some other or further course of action.

At this informal level, discussions must remain confidential in order to protect the rights and identity of both the complainant and the accused person. No formal, written record of these discussions should be kept.

If the matter cannot be resolved to the complainant's or accused person's satisfaction through this informal process, one should proceed with the following grievance procedures.

## 2. Formal Grievance Procedures

Any person who believes he or she has been subjected to bullying should report the complaint to the academic or administration department head under whose supervision the person being charged works. If the person being charged with bullying occupies a supervisory position, the complaint should be reported to that person's immediate supervisor. If the matter cannot be resolved to the complainant's or accused person's satisfaction, through the formal mediation of the supervisor, then a formal complaint should be filed with the Human Resource representative. If no supervisory or power relationship exists, and the alleged bullying occurs between two individuals of equal status/rank/authority, then the formal complaint should be filed with the Human Resource representative. The Human Resource representative shall take immediate steps to investigate the complaint and decide on the validity. The Human Resource representative may form a subcommittee to hear the charges and conduct an administrative hearing to decide on the validity of the complaints. If the complaint is determined to be valid, appropriate disciplinary action will be taken up to and including discharge for college employees and expulsion for students.

2.1 Supervisors or department chairpersons observing such bullying shall take immediate action to stop it and report the incident to the Human Resource representative.

## 3. General

3.1 All employees and students shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint of bullying or assisting in an investigation.

3.2 All members of management, i.e., academic department chairpersons and administrative supervisors, are held accountable for the effective administration of this policy.

Approved: 6/30/15

## **580. ANTI-HARRASSMENT/SEXUAL MISCONDUCT POLICY**

Divine Word College is a Catholic college seminary that reflects the values and heritage of the Society of the Divine Word. The College is committed to creating and maintaining a safe and respectful environment for all of its students, employees and visitors. All forms of harassment and sexual misconduct by members of the Divine Word College community will not be tolerated. This policy refers not only to a supervisor's actions with subordinates, or to a professor's/professional staff's actions with students, but also applies to actions between co-workers, co-students, and others with whom students and workers interact during the course of their education or employment at Divine Word College. Disciplinary sanctions will be taken up to and including discharge of College employees and expulsion of students.

Divine Word College strives to provide equal employment opportunity, equal educational opportunity, nondiscrimination in programs/services and use of facilities, and an affirmative action program.

### **HARRASSMENT**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity or other protected group status. The College will not tolerate harassing behavior that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Harassment is not always intentional, and does not have to be intentional to be illegal. It is the behavior that counts, not the identity of the participants. A person can feel harassed even if he or she is not the intended target of the behavior. While not all harassing behavior meets the standard of illegal conduct, any workplace harassment is inappropriate and will not be tolerated. Someone who feels harassed or is aware of incidents of harassment at Divine Word College, has a right and a responsibility to communicate and address the situation.

**Sexual Harassment:** Sexual Harassment is defined under this policy as severe, persistent or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies a student's ability to participate in or benefit from the College's education programs or activities, or creates a hostile working environment when:

- Submission to, or rejection of, the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- The conduct has the effect of unreasonably interfering with a person's work, professional or educational performance, productivity, physical security, participation in living arrangements, extracurricular activities, academic or career opportunities, services or benefits – or of creating an intimidating, hostile, or offensive learning or work environment.

Examples of sex discrimination and sexual misconduct may include, but are not limited to the following examples of unwelcome acts:

- **Verbal:** Insults, threats, jokes or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors; corruption of a minor; importuning or public indecency.
- **Nonverbal:** Posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, or whistling; making obscene gestures; corruption of a minor; importuning; voyeurism or public indecency.
- **Physical:** Touching, pinching, squeezing, patting or brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape or sexual battery; sodomy or assault with an object; corruption of a minor; importuning; public indecency; felonious penetration including oral penetration, penetration with a body part, or penetration with an object no matter how slight; or prostitution.
- **Social Media:** Posting sexually explicit photos or harassing comments on social media sites.

**Sexual Abuse:** Iowa law, Code 709.1 (1992), defines sexual abuse as any sexual act between any persons including non-consensual sexual intercourse (rape); non-consensual sexual contact (sexual assault and sexual exploitation) by either one when the act is performed with the other participant in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent or acquaintance of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep, or is otherwise in a state of unconsciousness or the act is done against the will of the other.
- When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- The other person is a child (under age 18 and not married).

Iowa law defines “sex act” as follows:

The term sex act means any sexual contact between two or more persons by penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, . . . or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus. Iowa Code 701.17 (1992)

**Dating Violence:** Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in the College community and should be reported.

**Domestic Violence:** Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Section 4002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a).) (Roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above.) Violent behavior is unacceptable in the College community and should be reported.

**Stalking:** Divine Word College is determined to provide an atmosphere free of violence for all members of the college community. The college does not tolerate stalking, and will hold students or employees who engage in stalking behaviors accountable and will report them to local authorities. The College is committed to supporting victims of stalking through the College counselor who can assist with referrals to community-support services. This policy applies to all members of the College community.

The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering information about a victim from family, friends, co-workers and/or classmates
- Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim, defamation or slander against the victim. Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions.

Consent is informed, through mutually understandable words, which indicate a willingness to participate in mutually agreed upon sexual activity. At any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. From the point of refusal; previous consent is rendered invalid.

## **PROTECTION AND SAFETY TIPS**

- **Educate** yourself about the realities of sexual assault. Knowledge can be a powerful tool in abuse prevention.
- **Argue** against dangerous gender roles and stereotypes that can lead to and perpetuate sexual violence.
- **Trust** your instincts. Pay attention and listen to your "inner voice" that tells you when something is wrong or feels unsafe.
- **Communicate** physical and sexual boundaries clearly and assertively. Your body belongs to you. You never lose the right to say "no" and can withdraw your consent in a sexual situation at any time.
- **Be cautious** when choosing to use alcohol or drugs, as they can increase the risk of sexual violence.

- **Stay** in well-lit areas when walking at night. Walking alone is not recommended. If a person must walk alone then he/she should let someone at the destination know when to expect him/her.
- **Locks** to cars and living areas should be in working order and always used.
- **Be aware** if someone suspicious is in the residence hall or walking around outside, call the Dean of Students or another College officer.
- **Know** that sexual assault is never the victim's fault, regardless of the situation they were in.

## REPORTING SEXUAL ASSAULT

Anyone who believes he/she is the victim of sexual abuse at Divine Word College should immediately contact the Dubuque County Sheriff at 911 and the President of the College or appropriate administrator. Sexual assault may be reported to the College Counselor, who will maintain strict confidentiality unless the student or employee releases the information to other authorities.

- The victim has the right to choose to remain anonymous or keep a report confidential when reporting an incident.
- Do not wash, douche, shower or launder your clothes after an assault, as such could result in destroying evidence.
- Report to a hospital emergency room as soon as possible for treatment and evaluation.
- Cooperate with police and College officials who will contact you for information to proceed with the case.
- Contact the College Counselor to receive assistance and access to counseling resources from a trained advocate. Victims of sexual abuse are referred to the Riverview Center in Dubuque, Iowa (563-557-0310) or the nearest Emergency Room at Finley Hospital (563-582-1881) or MercyOne Hospital (563-589-9666).
- In compliance with Title IX Law, a person accused of assault while residing at the College may be relocated or may be asked to leave the College pending investigation of the complaint as all students have the right to housing free of sexual or physical intimidation,
- If allegations of sexual assault are, through investigation, demonstrated, appropriate action for the complaint will be taken up to expulsion or termination of employment (title VII, Pub. L. 88-352, 78 Stat.253 (42 U.S. C 2000e et sez.)
- The College has a number of Campus Security Authorities (CSAs). These individuals, by law, must report any incident for the College to be in compliance with the Jeanne Cleary Act. Mandatory reporters include but are not limited to the President, Dean of Students, Vice President for Operations, Vice President for Academic Affairs, and the Rector of the SVD religious community.

**Retaliation:** Retaliation against anyone reporting or thought to have reported sex discrimination/sexual misconduct behaviors or who is a witness or otherwise is involved in sex discrimination/sexual misconduct proceeding is prohibited. Such retaliation is a serious violation of the policy and will be investigated as an independent act of sex discrimination. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited

to:

- Unfair grading, evaluation or assignments
- Unfair changes to conditions of employment
- Information being withheld or made difficult to obtain
- Ridicule (public or private)
- Oral or written threats or bribes

The fact that someone did not intend to sexually harass an individual is not necessarily a defense to a complaint of sex discrimination. Regardless of intent, it is the duration, effect and characteristics of the behavior that determine whether the behavior constitutes sex discrimination. Harassing conduct may be disciplined even if the complaining person is not the intended target of the conduct.

This policy covers all members of, or visitors to, Divine Word College and those otherwise associated with the College to include but not limited to: administrators, faculty, staff (administrative, professional and hourly), students, vendors, contractors, and volunteers.

## **SECURITY AWARENESS**

Divine Word College safety and security policies are reviewed with all students during the orientation period when school begins in the fall and with new students arriving for the spring semester. All College policies are available in the Student, Faculty, and Employee Handbooks and Administration Manual. Policies are also reviewed with new employees.

General information about sexual harassment and abuse are available in the College Counselor's Office. Information is also disseminated on area workshops regarding safety and security and sexual abuse.

## **COMPLAINT AND REPORTING PROCEDURES**

It is the College's intent to investigate all complaints in accordance with the procedures identified in this policy. Complaints that may be addressed under this policy include complaints based on the conduct of students, faculty and staff members, and other persons acting in College capacities. To the fullest extent practicable, the College will keep complaints and the terms of their resolution confidential.

1. Individuals who believe they have been harassed or discriminated against and wish to file a formal complaint should address their concerns to the appropriate administrative official at the College as set forth below.

A Faculty Member reports to the Vice President for Academic Affairs

A Staff Member reports to the Human Resource representative

A Student reports to the Dean of Students

A Vice President reports to the President

2. If the complainant feels uncomfortable going to their appropriate administrator above, or

the appropriate administrator is the subject of the harassment or discrimination allegations, the complainant should direct the complaint to one of the other appropriate administrators.

3. Official allegations of harassment or discrimination are to be made in writing to the appropriate administrator as soon as possible and not later than thirty (30) calendar days from the date of the alleged harassing or discriminatory event. The complaint must include the following information: 1) name, address and telephone number of the complainant; 2) the nature of the complaint; 3) date(s) and location(s) of the alleged occurrence(s); 4) evidence on which the complaint is based; and 5) and the redress sought by the complainant.
4. The appropriate administrator will have twenty (20) calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as the investigator in the matter. The purpose of the investigation is to establish (1) whether there is reasonable basis for believing the allegor and a violation of the policy has occurred, and (2) the factual circumstances surrounding the claim.
5. In extreme cases where the safety of individuals, the protection of property, or the continuity of the educational process may be in danger, the appropriate administrator, in consultation with the President, can decree the immediate suspension of an individual or individuals. In these cases, the individual must respond to the charges within 72 hours of notification, or waive his/her right to further appeals process.
6. The investigator will interview the complainant, the person against whom the complaint is made, and may interview any other persons believed to have pertinent factual knowledge. A copy of the College's anti-harassment policy and complaint procedure will be provided to both complainant and accused. At all times, the investigator will take steps to maintain strict confidentiality to the fullest extent practicable. The parties and any notified administrator of the College or supervisor will maintain strict confidentiality as well.
7. The investigation will afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator will be in communication with the complainant until the complaint is resolved. The complainant will be informed of general actions taken but will not be informed of specific conversations held with the person against whom the complaint is made.
8. Both the complainant and the accused have the same right to have an advocate present during the interviews. This would be a person of the student or employee's choosing.
9. The standard of evidence used by the investigator is preponderance of evidence standard of proof. This means that the College resolves complaints based on what they believe is more likely than not to have happened.

10. Upon the expiration of the twenty (20) calendar day period the investigator will have an additional ten (10) calendar days to produce a written report summarizing the findings of fact. This report will be provided to the appropriate administrator of the College or supervisor and to the Title IX Coordinator, currently the Vice President for Operations. The Title IX Coordinator will review the report within ten (10) days and determine appropriate sanctions if any. Both parties involved will then be notified concerning the determination of facts and any sanctions imposed.
11. Sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. If sanctions are imposed this report will become part of the personnel file of the individual against whom the complaint is made.

At the present time Divine Word College does not have a trained investigator on staff so a trained person with expertise will be contracted from an area organization in the Dubuque area to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes” accountability.

## **APPEALS**

If either part disputes the findings or is dissatisfied with the sanctions, they may appeal by filing a written appeal with the President of the College within fifteen (15) calendar days of notification of the findings. The President of the College will review the record of the matter and will reach a final determination as to any action to be taken within ten (10) calendar days of receipt of the appeal.

The determination of the President in the appeal is final.

Approved: 6/30/15



## 585. HEALTH SERVICES

The Health Services Coordinator, appointed by the Dean of Students, cares for the basic health needs of students and assists them during minor illnesses, e.g. the common cold, seasonal flu prevention, etc. The Coordinator ensures that health and vaccination records are in place and regularly updated. The Coordinator enjoys assistance from staff in the scheduling of medical and dental appointments and the transportation of students to such appointments.

## 586. STUDENT HEALTH SERVICES POLICY

The College receives some limited funds from donors to pay for student medical/dental expenses. These funds will be used on a “case by case basis” to pay for student medical/dental expenses based on the student’s financial needs, the availability of funds, and the seriousness of the medical condition. Medical/Dental services must be approved by the Medical Coordinator and/or the Dean of Students prior to the services being provided.

Medical/Dental expenses the College will pay include:

- Basic dental care that is non-cosmetic in nature, such as cleaning, x-rays, fillings. Major dental care, such as crowns, root canals, and extractions, will be paid 80% by the College and 20% by the student.
- Medical care after reimbursement from medical insurance.
- Single pair of eye glasses not to exceed \$300 every 2 years.

(approved 4-28-17)

## 590. MISCELLANEOUS

1. **Special Work days** will be scheduled each semester as necessary to accomplish larger cleaning tasks. Student participation is mandatory. To be absent from the College on a scheduled work day, students must first obtain permission from the Dean of Students and be prepared to work on an alternate date.
2. **Laundry** - Students take care of their own laundry. The College provides washing machines and dryers free of charge for students’ use.
3. **Phones** – College phones are primarily for College business. Students needing to make long-distance calls on College phones must first seek the permission of the Dean of Students.

The College does not provide cell phones for employees or students. Personal calls should occur during break periods or at lunch time. Use of cell phones in the college seminary environment requires respect for others in the community, thus no calls in the dining room, during classes, in places where others are studying or expect quiet.

4. **Banking** - It is advisable to bank personal money with the Business Office.
5. **Academic Regulations** (e.g., permission for absence from class, etc.) are stated in the College Catalog. The student is responsible to learn and follow these regulations.
6. **College Property** - College materials and property (e.g., AV equipment, sports equipment, tools, etc.) are available for student use with the permission of the person responsible for their supervision.
7. **Food/Beverage** - Eating and drinking are not permitted in the following areas: gym, swimming pool, music room, library, chapel and chapel areas (including the organ loft, sacristies, Harold Rigney Assembly Hall), computer room, classrooms, front entrance, and all corridors. Only by special arrangement may food and drink be permitted in the crypt or gym for special meetings, events, recollections, and retreats. (For further information on the Food and Beverage policy please see Appendix A.)
8. **Smoking** - The College is a smoke-free campus. Smoking is not permitted on College grounds, in any College building, including Megan Hall and First Street House or any College car. The College strongly encourages all students to live a healthy lifestyle that does not include smoking. (See Smoking Policy in Appendix A.)
9. **Absence from the College** - Students must inform the Dean of Students if they plan to be away from the College for any length of time, e.g., a weekend or overnight. The students are to leave their phone number where they can be contacted in case of necessity. In view of the concern for the personal growth which entails a relative independence from family and home, as well as the need to make community more central in one's life, absences from the college should be the exception rather than the common practice. For long-term absences from the college of a semester or more, students need to read the rules for a Student Leave of Absence (in Appendix A) and complete the Student Leave of Absence Application Form.
10. **Proper Rest** - Although there is no set "lights out" time, full participation in the community demands that students be in the proper physical and mental condition for such participation. This will in turn demand that students responsibly get the rest and sleep they need. Students are expected not only to be at Mass, for example, but also to be awake, alert, and able to contribute what is needed from them as members of the community to make community life, prayer, classes, etc., a full human experience.
11. **Firearms** - Equipment used in hunting, or any other weapons capable of inflicting personal injury are not allowed in the College. The possession of firearms or other weapons is grounds for immediate dismissal from the College.
12. **Public solicitation of funds** - Solicitations are made in cooperation with the Development Office and the approval of the Dean of Students. Campus organizations

may conduct raffles and lotteries in accordance with the provisions of Iowa Statutes. (For further information on the Policy for Solicitation of Funds, see Appendix A)

13. **Gambling** – Gambling, other than community organized games not involving money, is forbidden, and any student involved in such will be fined \$50.00 and placed on disciplinary probation for one complete semester.
14. **Smoke detectors** – Detectors are installed throughout the College to protect lives and property. Anyone disarming or attempting to disarm smoke detectors (by covering, by shutting off electricity, etc.) shall be subject to immediate dismissal. It is illegal to pull a fire alarm and the Fire Marshall may charge you with a crime. During fire drills, the fire/smoke alarm system is tested by maintenance, at least twice per semester.
15. **Class absence/health** - The Deans of Students, Director of Health, or in the case of the Senior/Associates living in Megan Hall, the Pre-Novitiate Director may excuse students from class attendance for health reasons.
16. **College Facilities** - The gym and pool are for the use of the students, staff, faculty and SVDs. Permission for the use/rental of the gym, pool and/or all other campus facilities by other individuals or groups must be obtained from the Vice President for Operations who will consult with the Dean of Students. All groups using such facilities must be properly supervised and provide proof of their own insurance endorsed for activities on Divine Word College property. Permission for the rental of classrooms, meeting rooms, etc., must be obtained from the Vice President for Operations, who will consult with the Vice President for Academic Affairs and the Dean of Students before granting such permission.

Student activities which involve the use of facilities by non-College personnel or groups should be cleared through the Dean of Students and the Vice President for Operations.

17. **Personal Property** – Divine Word College does not assume liability for the personal property of faculty, staff or students lost by theft or damage due to fire or other causes. Students and employees should lock their offices and rooms. They should not keep cash in their rooms or offices; they should not keep valuables in their desks or cabinets except as these may be needed for short-term use related to instructional purposes. Students and employees should report the loss of personal items to the Dean of Students, the Vice President for Academic Affairs or the Vice President for Operations. If the loss of an item appears to have resulted from theft, College authorities will inform the Dubuque County Sheriff's Department immediately. While reserving the right to do so, College officials will not ordinarily engage in a search of the premises for missing items. The Emergency Committee maintains a record of reports regarding missing or stolen items and their recovery.

18. **Health and Accident Insurance** - Health and accident insurance for students are the responsibility of the student and/or their parents (or legal guardians).
19. **Computer Lab Fees**
  - 19.1 All students pay a comprehensive fee each semester for computer and Internet use. The Information Systems Committee recommends the amount for this student fee to the Board of Administration.
  - 19.2 The semester fee is payable to the Business Office along with other published College fees.
  - 19.3 All computer fees are credited to the computer science supplies and expenses account.
  - 19.4 Use of portable equipment such as the overhead computer projector or CD-ROM is for instructional use only and must be signed out of the lab by the faculty supervisor.
  - 19.5 The computer lab schedule will be posted each semester by the computer science instructor. The instructor and assistants will open and close the lab at the appropriate times.
20. **Intercultural Celebrations** - Divine Word College promotes intercultural celebrations and encourages its students to take pride in celebrating their uniqueness while appreciating the differences of others.
21. **Fax Machine and Copy Machine** - Both the fax machine and the copier are available only for faculty, staff and students of Divine Word College. Faxes sent for non-school business may be sent between the hours of 8:00 a.m. and 4:00 p.m. These generally should be given to the secretary to the President who will send the fax. The cost for sending a fax is \$2.00 for the first page and \$1.00 for each additional page. Students may arrange for a personal access number for the copier machine through the Business Office. Otherwise, all personal copying should be paid to the Business Office.
22. **Pre-Novitiate Program** - The Pre-Novitiate Program shall normally last for two semesters. Students who will graduate at the end of the first semester should begin participation in the program two semesters prior to the expected graduation date. If, for some reason, students cannot or do not complete the two-semester program requirement, they shall be involved in an alternative pre-novitiate experience which shall form part of the basis of their eventual evaluation for novitiate. This evaluation will be completed by someone specially designated for this responsibility.

23. **Application for Novitiate** – Students receive a clear outline of the process for applying to the SVD novitiate prior to the second semester of the final year at Divine Word College.
- 23.1 The student interested in applying to novitiate for the following year informs the Senior/Associate Formation Director of his intention by February 1.
- 23.2 The candidate proceeds with the pre-novitiate process which includes: a medical exam; a self-evaluation; evaluations by Formation Director, peers, faculty, and SVDs; proof of baptism and confirmation; and vote by House Council sent to the Provincial Superior of the Chicago Province.
- 23.3 All candidates have a right to apply for novitiate. If a candidate is displeased with the results of the evaluations, he may appeal to the Rector of the SVD community in writing.
24. **Tranquility Weekends** – One weekend in September, October, January, February, and April is set aside as "Tranquility Weekends." From Friday at 5:00 p.m. and extending through the entire weekend, various activities are curtailed. Even activities for which attendance is not required are not scheduled. The very scheduling of such events imposes a certain obligation on students to attend. The following lists, while not exhaustive, suggests ways to ensure that designated weekends remain tranquil.
- 24.1 No "Cultural Events Calendar" activities are scheduled, e.g. art gallery openings, recitals, special liturgical celebrations, and other cultural events. International nights are not scheduled.
- 24.2 Special lectures and presentations will not be scheduled by formation, academic departments, Special Events Committee, Student Senate, or other groups which occasionally plan such activities.
- 24.3 Sporting activities with outside groups are not scheduled.
- 24.4 College facilities will not be rented so that extra cleaning and dish-washing will not be required.
- 24.5 No banquets are scheduled.
- 24.6 Student College cars will be available as usual for use to Dubuque, etc..
- 24.7 Formation groups may plan a non-required, optional community outing using College cars.
- 24.8 Academic requirements are not affected by Tranquility Weekends.

These dates will be published and approved by the Board of Administration in consultation with the formation team and the instructional faculty before May 1 of each preceding year.

25. **The Pourhouse** - The purpose of the Divine Word College Pourhouse is to provide a clean, pleasant environment for faculty, staff and students to gather for recreation and conversation. The Pourhouse director is to assure that prices for food and refreshments are reasonable as to cover Pourhouse costs and at the same time be affordable for the students. The Pourhouse is only for the use of faculty, staff and students and their guests. There are special nights for invited guests.
  - 25.1 On those special occasions on which alcoholic beverages are served, bartenders have the right and obligation to make sure that those who served alcoholic beverages are of legal drinking age by checking their ID. Bartenders serving alcoholic beverages must be 21 (*Legal age to serve is 18 years of age*) years of age. The bartenders have a right to refuse service to anyone they believe to be intoxicated or ask anyone who is acting in an inappropriate manner to leave the Pourhouse.
  - 25.2 The Pourhouse is not an alternate TV room. TV viewing is to be limited to sporting events, music videos, special TV movies, or news coverage, and weekend movies sponsored by the Pourhouse management.
  - 25.3 The Pourhouse shall be opened according to the schedule determined by the Dean of Students and the Pourhouse Coordinator.
  - 25.4 On Fridays and Saturdays the Pourhouse is normally open until 11:00 p.m. Any exceptions for special occasions are to be determined by the Dean of Students and the Pourhouse Coordinator.

## **591 ACADEMIC HONOR CODE**

1. As members of an academic community that places a high value on truth, ethical conduct, and the pursuit of knowledge, Divine Word College students and faculty are expected to be honest in every phase of their academic life.
2. Higher education encourages the free and open exchange of ideas. Divine Word College, therefore, recognizes the value of learning collaboratively and building on the work of others. When practiced honorably, collaboration and synthesis provide opportunities to deepen understanding, create new knowledge, and develop one's own voice. To effectively facilitate this dialog, participants have an ethical responsibility to appropriately cite all outside sources of information, and to take credit for only the work that is theirs alone.

3. Unless otherwise specified by the instructor, students must complete assignments by themselves (or if on a team assignment, with only their team members). If students use sources of any kind, they are expected to cite these sources accurately and appropriately. Each student has the responsibility to maintain the highest standard of academic integrity and to refrain from plagiarism, cheating, falsification or fabrication of data, or any other form of academic dishonesty.
  - 3.1. Plagiarism is a major form of academic dishonesty. Acts of plagiarism are acts of theft and fraud because they involve the misrepresentation of another's work as one's own to earn academic credit. Plagiarism also interferes with learning to the extent that the offender circumvents the required learning processes. Acts of plagiarism include but are not limited to the following:
    - 3.1.1 Submitting as one's own the work of another -- a report, lab report, examination paper, computer file, research papers, articles, drawings, or other forms of intellectual property obtained from any other person, agency, or source, including the Internet.
    - 3.1.2 Direct copying of any source that is someone else's, such as written or verbal material, computer files, audio disks, video programs, or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgment.
    - 3.1.3 Paraphrasing of another's work or ideas without proper acknowledgments.
  - 3.2 Other forms of academic dishonesty include, but are not limited to:
    - 3.2.1 Presenting as one's own work materials translated from sources in other languages.
    - 3.2.2 Presenting copyrighted or trademarked materials without obtaining proper permissions
    - 3.2.3 Copying some or all of a presentation from a academic website such as a TED talk or YouTube video
    - 3.2.4 Cheating on a test by copying from the paper of another student
    - 3.2.5 Using unauthorized sources of information such as crib notes or a smart phone during a test
    - 3.2.6 Having another student take an online test, or working together on an online test
    - 3.2.7 Submitting the same paper for different courses
    - 3.2.8 Falsifying data or fabricating evidence
4. Instructors at Divine Word College have a responsibility to ensure that our students are educated about policies on plagiarism and ways of avoiding it. Instructors should include in their course syllabi a helpful statement about plagiarism. Incidents of academic dishonesty among students at Divine Word College will be handled initially by the instructor of the course in which the violation occurs. The instructor may consult with the student's academic advisors and/or the Department Chair prior to

taking appropriate action. The penalties for the infractions will depend on the severity of the incident, and the frequency of the infractions. For the purposes of determining severity and appropriate sanction, plagiaristic offenses are classified into two levels:

5. Level 1 offenses are generally based on ignorance of the rules for citing sources.
  - 5.1 Examples include:
    - Improper citation
    - Copying any part of any source with only minor changes in wording and syntax, even with acknowledgment of the original source
    - Unauthorized collaboration with another student on an assignment
  - 5.2 Possible Sanctions for Level 1 offenses:
    - Face-to-face meeting with student and instructor to educate the student about plagiarism (within 1 week)
    - Verbal warning and policy review
    - Loss of credit for the assignment (partial or total)
    - Possibility of making up the assignment for a lower score (at discretion of instructor)
    - Written notification of incident, including evidence placed in the students file
6. Level 2 offenses are seen as deliberate attempts to deceive the instructor and take credit for the work of others. The Department Chair, the Vice President for Academic Affairs, and the Dean of Students will receive written notification from the instructor of all level 2 incidents of academic dishonesty, including evidence.
  - 6.1 Examples include:
    - Substantial amount of plagiarism (more than one sentence, or more than one instance per paper)
    - Translating material from foreign language sources without citation
    - Copying and pasting from several outside sources without citations
    - Copying part or all of a presentation from a video posted online
    - Turning in work that was partially or wholly done by someone else
    - Turning in the same paper for more than one class
    - Falsifying data or making up data to support claims
    - Cheating on a test
    - A second reported Level 1 offense
  - 6.2 Sanctions for the first Level 2 offense:
    - Face-to-face meeting with student, instructor, and student's advisors (within 1 week)
    - Written warning with evidence placed in student's file
    - Loss of credit for the assignment



- No possibility of making up the assignment
- 6.3 A second Level 2 offense, in the same course or another, will lead to academic probation. A third Level 2 offense in any course will lead to failure in the course and a grade of WF on the transcript. A fourth Level 2 offense in any course will lead to dismissal from Divine Word College.
7. Students who feel they have been unfairly accused of academic dishonesty have the right to petition for review to the Department Chair. The Department Chair will meet with the student and the faculty member and examine the evidence to make a judgment about the fact of plagiarism and the sanction imposed. If the student is dissatisfied with the Chair's decision, the student has the option of petitioning the Vice President of Academic Affairs to request a review of the case and the evidence. Students must make the request within 2 weeks of the incident. The Vice President of Academic Affairs will refer the case to the Academic Appeals Committee which will make a recommendation to the Vice President of Academic Affairs to uphold the sanction, modify the sanction, or dismiss the sanction. In any disputed case, the decision reached by the Vice President of Academic Affairs is final and binding. In the case of a sanction that involves the student's dismissal from the College, the Dean of Students and the President will be consulted.

Approved: 5/1/16

## **592 ACADEMIC PROBATION**

1. Failure to maintain the following minimum cumulative grade point average automatically places a student on academic probation: 1.7 for freshmen at the end of the first semester; 1.8 for freshmen at the end of the freshmen year; 1.9 for sophomores at the end of the first semester; 2.0 for sophomores at the end of the sophomore year; 2.0 for all juniors, seniors, and special students.
2. A student on academic probation is to be given a written warning by the Vice President for Academic Affairs as to his/her status together with a statement of procedure. If a student is under 18 years of age, parents or guardians are notified concerning probationary status.
3. Students should not take more than 16 credit or non-credit hours during semesters in which they are on academic probation. For an exception, the student must appeal to the Vice President for Academic Affairs.
4. A student's academic advisor may recommend that a student take fewer than 15 credit hours during the semester(s) of academic probation. The student may appeal the advisor's decision to the Vice President for Academic Affairs.
5. Whenever a student is placed on academic probation, the Vice President for Academic Affairs (VPAA) will:

- 5.1 Consider the student's case promptly.
  - 5.2 Consider non-academic talents, and especially vocational growth of the student, in establishing the conditions for remaining as a student at the College.
  - 5.3 Establish the conditions under which the student may return to good standing.
  - 5.4 Determine automatic refusal of registration to be effective at the end of any semester in which the student fails to satisfy the conditions set by the VPAA.
  - 5.5 Determine immediate dismissal if it is obvious that the student will not satisfy the conditions set by the VPAA.
  - 5.6 Reconsider the student's case at the beginning of each succeeding semester in which the student is on probation.
6. After being placed on academic probation, the student has a maximum of two semesters to attain the required minimum cumulative scholastic average. If there are compelling extenuating circumstances, the student has three semesters to attain the required minimum cumulative scholastic average.
  7. A student may appeal the decision of the Vice President for Academic Affairs to the President.
  8. Dismissal is automatic if the student does not attain the minimum cumulative grade point average for the student's classification by the end of:
    - 8.1 Two consecutive semesters after being placed on academic probation, unless the student is given a one semester extension, by the VPAA, for compelling, extenuating circumstances.
    - 8.2 Three non-consecutive semesters on academic probation in the case of extenuating circumstances as determined by the VPAA.
  9. A student must meet the standards of satisfactory progress for continued eligibility in the federal student aid programs. These are listed in the Student Financial Resources section.

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## **600 STUDENT CHANNELS OF COMMUNICATION**

This section of the Student Handbook is designed to give students an outline of the available channels of communication. Open dialogue and communication of ideas and concerns are encouraged.

## 610    **FORMATIONAL/SPIRITUAL**

The purpose of this program is to enable students to be healthy, integrated persons, committed to a life formed after Jesus Christ, so that they can then make a free and mature decision regarding their life's vocation.

### **1.    Vice President for Formation**

The Vice President for Formation of the College, who may or may not be concurrently the Dean of Students, is appointed by the President for a period of three years.

The Vice President for Formation is responsible for implementation of the Religious Formation Program. He coordinates the efforts of the formation personnel in the harmonious achievement of the aims and purposes of the Religious Formation Program.

### **2.    Formation Group System**

Each Formation group consists of a small number of students who meet together once a week with their formation director for the purpose of their development according to the Religious Formation Program. The Formation Directors are immediately responsible for the development of the students in their groups. The Formation Directors carry out this responsibility in the following ways: group activities, individual counseling, referral, end of the year evaluations, and cooperation with disciplinary policies.

### **3.    Dean of Students/Associate Dean/Assistant Dean**

The Dean of Students is immediately responsible for the supervision of the students: exercises general supervision over social and cultural activities; communicates with the faculty, student body, and administration on matters concerned with student life; implements the regulations of the Student Handbook in terms of deportment; works closely with the Student Senate; refers students for non-academic counseling; maintains ultimate supervision over students involved in the College Work-study Program; he is the Director of Health Services or delegates such responsibilities to another qualified person, and is responsible for student safety. The Associate Dean and Assistant Dean share responsibility with the Dean of Students.

### **4.    Formation Directors/Team**

The Formation directors work together with and are responsible to the Vice President for Formation. Together the Formation team evaluates the progress among the students so that a viable program is maintained in achieving the objectives of the College (Adm. Man., 230). Three student representatives serve on the Formation Team as non-voting members; one must be female.

### **5.    Coordinator of Spiritual Life**

The Coordinator for Spiritual Life addresses the personal dimensions of spiritual formation through the implementation of the faith-development program for ESL, Freshmen, and Sophomores, which prepares students for one-on-one spiritual direction in the Junior and Senior year (Admin. Man. 227). Associate spiritual directors are under the direct

supervision of the Coordinator for Spiritual life. They help students establish sound habits of personal prayer. They assist the students to mature in their commitment to religious life. They assist students to cope with the stresses of college seminary environment, aid in the development of responsibility, and help instill values that define the religious/missionary life of our students. Their role is in the internal forum

## **6. Counseling Services**

The Counselor provides opportunities for personal counseling, receives referrals from the Vice President for Formation, Vice President of Academic Affairs, Dean of Students, formation directors and other faculty members, and holds a scheduled interview with each new student in the regular College program. The Counselor has available a variety of instruments which can facilitate self-understanding, vocational choice and psychological fitness for religious life. The Counselor is prepared to assist students in the areas of study skills, study habits, and time management. Students at Divine Word College are free to decide whether or not they wish to take psychological tests provided by the Counseling Service. All test results will be strictly confidential and are only to be released with the written consent of the student. The signed release or written consent is to be kept in the Counselor's files. The Counselor shall not hold any position that would in any way involve a threat to confidentiality. The Counselor will in no way be involved in the discipline of the College. Above all, the Counselor has no vote, either for or against, any students of Divine Word College, while they are there, or after they leave without written consent of release from the students concerned (Admin. Man.,229).

## **620. ACADEMICS**

Divine Word College promotes an integrated development of the spiritual, physical, psychosocial and intellectual abilities of the students as maturing persons. The liberal arts program is designed to help students acquire knowledge, attitudes, and skills in both traditional and contemporary studies which can foster the student's growth in personal maturity and committed faith and provide an orientation to future ministerial service among God's people. It strives also to provide for the development of habits of creative and critical thinking as well as a facility in communication. (Catalog, General Information)

### **1. Academic Advisor**

At the time of admission, students are assigned academic advisors by the Vice President for Academic Affairs or the Director of the ESL Institute. The initial advising interview generally follows the student's completion of various placement tests. When students choose a major, the program chair or a faculty member appointed by the program chair, becomes their advisor. (Catalog, Academic Regulations)

### **2. Vice President for Academic Affairs**

The Vice President for Academic Affairs fosters and nurtures growth in academic excellence by assuming leadership and responsibility in shaping the curriculum, course planning, faculty orientation, assignment of teaching load, textbook adoption, presiding at and conducting faculty meetings, and handling all other major academic concerns of the

College and its faculty. The Vice President for Academic Affairs bears immediate responsibility under the authority of the President for the order and conduct of studies and exercise authority over both the instructors and students in academic matters (Admin. Man., 212). For academic concerns, refer to 160.2 of the Student Handbook.

### **3. Library Council**

The function of the Library Council is to advise the Library Director on the allocation of funds, on the acquisition of library material, and on library policies. The Secretary of the Student Senate serves on this committee (Admin. Man., 264).

## **630. STUDENT LIFE/CONCERNS**

As members of the Student Association of D.W.C., all students work together for the common goals of the community. The purpose of the Student Association is to assume a shared responsibility for administration by providing student representation to the various parts of the College organization; to provide a medium in which students have an opportunity to voice concerns which affect them; to lend support and direction to the committees and activities which fall under this organization's jurisdiction; and, to facilitate harmonious relationships within the College and with the surrounding communities (Constitution of the Student Association, 720).

### **1. Student Senate**

The representative government of the Student Association is the Student Senate. The functions of this government includes the administration of all Student Association activities, the interpretation of its Constitution, and the dictation of its financial management. The Senate is composed of one Senator for each formation group, and four officers. The President of the Student Senate shall be recognized as head of the Student Senate (Constitutions, 730).

### **2. Student Coordinator/Committees**

The various student coordinator/committees which fall under the jurisdiction of the Student Senate and which are responsible for various aspects of student life and concerns include:

Dining Room Coordinator (DRC)

Social Coordinator (SC)

Social Justice Coordinator (SJC)

Sports and Recreation Committee (SRC)

### **3. Dean's Forum**

Twice each semester the Deans will address the student body, providing opportunity for students to voice concerns, issues, ideas, etc., that affect student and college life.

**700 THE CONSTITUTION OF THE STUDENT SENATE**

710 Name and Membership

720 Purposes

730 Organization - the Student Senate

740 Election of Officers

750 Election of Student Senators

760 Rights and Responsibilities of Officers and Senators

770 Vacancy and Removal

780 Amending the Constitutions

790 Student and College Committees

## **700 CONSTITUTIONS OF THE STUDENT ASSOCIATION**

### **710. NAME AND MEMBERSHIP**

1. The name of this organization is the Student Association of Divine Word College, Epworth, Iowa.
2. All full-time students are members of the Student Association.

### **720. PURPOSES**

The purposes of the Student Association of Divine Word College are:

1. to assume a shared responsibility for administration by providing student representation to the various parts of the College;
2. to provide a medium in which students have an opportunity to voice concerns regarding issues which affect them;
3. to lend support and direction to the committees and activities which fall under this organization's jurisdiction; and
4. to facilitate harmonious relationships within the College and with the surrounding communities.

### **730. ORGANIZATION - THE STUDENT SENATE**

1. The representative government of the Student Association is the Student Senate. The function of this government includes the administration of all the Student Association activities (as outlined in 720), the interpretation of this Constitution, and the management of the Student Association finances.
2. The representative divisions of this organization are Formation Groups.
  - 2.1 Formation Groups shall be defined according to the official Student Roster produced by the Dean of Students in conjunction with the Registrar's Office at the beginning of each school year.
  - 2.2 Formation Groups are: Senior/Associate, Junior, Sophomore, Freshman, ESL, Special Students. Larger enrollment may require additional formation groups (e.g., additional ESL formation groups)
3. Any student not included in the formation groups listed in 730 is an "Extraordinary Student" who also has a right to vote.
4. The Student Senate consists of the four officers (President, Vice-President, Secretary, and Treasurer) and one Senator from each formation group.

5. The Student Senate meets every three weeks while school is in session, at a time and place designated by the President. The Secretary prepares, posts, and distributes the agenda, as well as any pertinent documents, to Senate members at least two days prior to the meeting.
  - 5.1 All Student Senate meetings shall be “open” unless declared “closed” by the President. “Open” meetings are accessible to all members of the Student Association, College faculty, and community; “closed” are accessible only to members of the Student Senate.
  - 5.2 A quorum of two-thirds of the Senate is required for any meeting. Should a quorum not be present, business of the Senate cannot be conducted and the meeting shall be rescheduled.

#### **740. ELECTION OF OFFICERS**

1. The four officers of the Student Senate are the President, Vice-President, Secretary, and Treasurer.
2. The terms of the officers begin the day after commencement to the next commencement. In case of vacancy, make reference to 770.
3. The election of officers takes place between the beginning of the second semester and the first week of May. The election for the President takes place first. The election for the Vice-President, Secretary, and Treasurer occurs after the new President has been elected.
4. The Election Committee:

The Senate elects four senators to supervise elections. One senator is named chair.

  - 4.1 The President of the Student Senate meets with the Election Committee to explain candidacy requirements and voting procedures (cf.740.)
  - 4.2 Members of the election committee are not eligible to run for any office. Those who accept membership on the election committee automatically decline eligibility as candidates for the election of officers.
  - 4.3 If a member of the election committee decides to run for an office after he has been named to the committee, he will inform the President of his decision.
    - 4.3.1 After consulting with the officers the President will designate another senator to serve on the committee.



- 4.4 The duties of the Election Committee include:
  - 4.4.1 announcing the election schedule
  - 4.4.2 explaining the candidacy requirements and voting procedures to the Student Association,
  - 4.4.3 bringing the candidates' names, between the deadline of declaration and the time of the election, to the Dean of Students and to the Academic Dean to make sure that they are not on any probation,
  - 4.4.4 printing ballots, tabulating the votes, and posting the official results of the election.

5. Candidacy Eligibility

- 5.1 Candidates for offices may not be on academic, formation or disciplinary probation.
- 5.2 A candidate for the office of President of the Student Senate must be a member of the next year's Senior or Junior academic group, as defined in 730.2.2 and 730.3, at the time of election and have a cumulative GPA of at least 2.00.
- 5.3 Candidates for the offices of Vice-President, Secretary and Treasurer must be members of the next year's Senior, Junior or Sophomore academic groups, as defined in 730.2.2, at the time of election and have a cumulative GPA of at least 2.00.
  - 5.3.1 Candidates must post a declaration of candidacy on the student bulletin board, or any other suitable place designated by the Election Committee, at least one week before the election.
  - 5.3.2 During the week before the election, the Election Committee will schedule a meeting of the Student Association. During this meeting each has 5 minutes to deliver a campaign speech. Non-Student Association members are invited to the meeting only as observers.

6. Voting Procedures in the Election of Officers

- 6.1 All members of the Student Association may vote.
- 6.2 Voting will be held through secret ballot.
- 6.3 Voters may only vote for declared candidates, and may only vote for one candidate for each position.

- 6.4 A candidate needs a two-thirds majority on the first ballot. If, after the first ballot, a two-thirds majority is not obtained, a second ballot, also requiring a two-thirds majority, will be held on the next day.
- 6.5 If a two-thirds majority is not obtained, after the second ballot, the Election Committee will designate a time for a third ballots which requires a simple majority (half plus one of the votes).
- 6.6 If, due to extraordinary circumstances, a student is unable to be present for the election, he may be allowed by the Election Committee to enter an absentee ballot. This ballot must be given to the Election Committee in a sealed envelope and shall not be opened until the votes are tabulated.
  - 6.6.1 An absentee ballot can only be used for one (round of voting). If successive ballots are to be held, the voter either has to be present or request another absentee ballot.

## **750. ELECTION OF STUDENT SENATORS**

1. Candidacy Eligibility for Senators
  - 1.1 Candidates for Senators must not be on academic, formation or disciplinary probation.
  - 1.2 Any member of a formation groups, as defined in 730:2.2 and 730:3, is eligible to be elected Senator except those on probation at the time of election, senate officers, and extraordinary students.
    - 1.2.1 Each formation group elects one Senator
    - 1.2.2 If a formation group fails to elect a Senator, the President of the Student Senate appoints a Senator.
2. The terms for Senators begins with their election and lasts until the end of the school year.
3. Voting Procedure for Election of Senators.
  - 3.1 The election shall take place no later than the third week of the first semester of the school year.
  - 3.2 The voting shall be done by either secret or open ballots during a formation conference or at another designated time approved by the Dean of Students or the President of the Student Senate.
  - 3.3 Senators need a two-thirds majority on the first ballot.
  - 3.4 If a two-thirds majority is not obtained on the first ballot, a second ballot, also requiring a two-thirds majority, will be held during the same meeting.
  - 3.5 If a two-thirds majority is not obtained after the second ballot, the third ballot will be held in the same meeting. The third ballot requires a simple majority (half plus one).

## **760. RIGHTS AND RESPONSIBILITIES OF OFFICERS AND SENATORS**

1. President of the Student Senate
  - 1.1 The President of the Student Senate is the head of the Student Association. The president:
    - 1.1.1 has the right to call and address a General Assembly of the Student Association.
    - 1.1.2 represents the Student Association at public events or delegates this responsibility to another Student Senate member, preferably an officer.
    - 1.1.3 works closely with the Dean of Students and informs the Dean of all matters that are under the jurisdiction of the Student Senate.
  - 1.2 The President presides at all meetings of the Student Senate. If, due to extraordinary circumstances, the President is unable to attend a meeting, the Vice-President presides.
    - 1.2.1 The President, as a member of the Student Senate, has one vote.
    - 1.2.2 The President schedules regular Student Senate meetings (every third week) and has the right to call special meetings when necessary.
    - 1.2.3 The President proposes Senate procedures. These procedures require the approval of the Student Senate to be instituted. Once instituted, these procedures apply to all Student Senate meetings (regular and special). A Student Senate member may propose changes in procedures, but they require approval by the Student Senate.
    - 1.2.4 The President and Secretary sign official documents.
    - 1.2.5 The President has the right to spend a total of \$50.00 per semester without the approval of the Student Senate. The President must inform the Treasurer of such expenditures.
  - 1.3 At the beginning of the school year, the President of the Student Senate recommends nominees for the student and College committees (refer to 790.3 and 790.4) Recommendations of the President are subject to approval by the Officers and the Dean of Students. For approval procedures refer to 790.1.
    - 1.3.1 The President and the Vice-President meet with student representatives on Student and College committees to discuss the objectives set forth in 790.
    - 1.3.2 The President oversees the Student committees (refer to 790).
    - 1.3.3 If the President has any objection to the work of any student representative on the Student/College Committees, he shall bring the situation to the attention of the Student Senate.
  - 1.4 The President of the Student Senate represents the Student Association on the following College committees (cf 790.4.4, 790.4.5, 790.4.8):
    - 1.4.1 the Formation Appeals Committee, along with one other student;

## 2. Vice-President

- 2.1 The Vice-President, as a member of the Student Senate, has one vote and serves as chief advisor to the President in matters concerning the Student Senate and Student Association.
  - 2.1.1 The Vice-President must be ready and willing to perform tasks delegated by the President throughout the year.
- 2.2 If, due to extraordinary circumstances, the President of the Student Senate is unable to fulfill the responsibilities, the Vice-President shall assume these responsibilities until the President regains his/her full capability (e.g., presiding at Student Senate meetings).
  - 2.2.1 If the President is unable to resume the responsibilities, the Vice-President becomes President and a new Vice-President shall be elected (refer to 780).
- 2.3 The Vice-President, along with the President, shall meet with student representatives on the Student and College Committees to discuss the objectives set forth in 790.3 and 790.4.

## 3. Secretary

- 3.1 The Secretary, as a member of the Student Senate, has one vote.
  - 3.1.1 The Secretary, along with the President signs Senate minutes and all other official documents.
  - 3.1.2 At the beginning of the year, the Secretary prepares the Student Senate calendar. This calendar includes all dates pertinent to the Senate. Officers must approve the final calendar before it is distributed.
  - 3.1.3 The secretary maintains Senate files.
- 3.2 The Secretary:
  - 3.2.1 after each Student Senate meeting prepares minutes and distributes them to Senators at least two days prior to the next meeting. The Senate must approve all minutes and the Secretary is responsible for making any approved changes.
  - 3.2.2 The Secretary posts all approved minutes of open Student Senate meetings.
  - 3.2.3 The Secretary maintains a file of all Senate meetings and transfers this file to the next Secretary at the end of the term. The file also includes an official copy of all documents produced by the Senate.
- 3.3 The Secretary prepares and posts the agenda for all regular and special Student Senate meetings.
  - 3.3.1 Any member of the Senate may propose items for the agenda prior to its publication.

4. Treasurer
  - 4.1 The Treasurer, as a member of the Student Senate, has one vote.
  - 4.2 The Treasurer is responsible for the financial management of all Student Senate funds. Funds are only kept on account in the College Business Office.
    - 4.2.1 The Treasurer shall perform only the transactions directed by the Student Senate, except in reference to 760,1.2.5.
    - 4.2.2 All financial transactions over \$50 require signatures of the Treasurer, the Dean of Students, and the person to whom the funds are entrusted.
    - 4.2.3 The Treasurer is responsible for keeping record of income and expenses, making sure receipts for all expenditures are turned into the Business Office, and depositing unused in the Senate accounts.
  - 4.3 The Treasurer prepares a budget at the beginning of each semester for approval by the Student Senate. Any adjustments to the budget must be approved by the Student Senate.
    - 4.3.1 Student Senate committees which require budgets must submit an itemized budget proposal to the Treasurer at the beginning of each semester.
    - 4.3.2 If the Treasurer has any questions or objections to management of any committee funds, he shall bring the situation to the attention of the Student Senate.
  - 4.4 The Treasurer is responsible for preparing and presenting a monthly, itemized financial report to the Student Senate. This report can be viewed by any student upon request.
5. Senators
  - 5.1 Each Senator has one vote.
  - 5.2 The primary responsibilities of a Senator are to:
    - 5.2.1 accurately represent the views of his/her formation group to the Senate;
    - 5.2.2 effectively communicate information from the Senate back to the student body.
    - 5.2.3 actively attend all Student Senate meetings. In extraordinary cases, a Senator may secure a substitute for a particular meeting; however, that Senator forfeits the vote at that meeting as their substitute cannot vote on any issue.

## **770. VACANCY AND REMOVAL**

1. Officers

- 1.1 A process of removal of any of the four Officers of the Student Senate may be initiated with a petition signed by a majority of the members of the Student Association.
  - 1.1.1 Such a petition for removal must contain the reasons for the requested removal and must be publicly posted.
  - 1.1.2 If a petition for removal receives the required number of signatures, the President must call a special Senate meeting within 24 hours. Two Senate members, not the subject of the petition, are designated by the Senate to organize a Student Association vote for removal within one week. A two-thirds majority vote is required for the removal of any officer.
- 1.2 Vacancy in an office as a result of removal or other circumstances requires that the remaining officers organize a special election. If the Presidency is vacant, refer to 760,2.2.1.
  - 1.2.1 If all four offices are vacant, the Senators shall serve as the Election committee and among themselves vote for the chair. Then, the Election Committee shall organize the special election.
  - 1.2.2 The special election must be held no later than two weeks after the vacancy.
  - 1.2.3 Election procedures and candidacy requirements follow those set down in 740.
2. Senators
  - 2.1 The process of removing a Senator may be initiated with a petition signed by a majority of the members the Senator's formation group.
    - 2.1.1 Such a petition for removal must contain the reasons for the requested removal and be made public to the members of the formation group.
    - 2.1.2 If a petition for removal receives the required number of signatures, the President must call an assembly of that formation group at its earliest convenience to vote for removal.
    - 2.1.3 A two-thirds majority vote is required to remove any Senator from the Senate.
  - 2.2 A vacancy in the Senate, as the result of removal or other circumstances, requires the President to organize a special election.
    - 2.2.1 The special election must be held no later than two weeks after the vacancy occurs.
    - 2.2.2 Election procedures and candidacy requirements follow those set down in 750.
3. Committee Members
  - 3.1 Any student representative on any committee can be removed through a two-thirds majority vote of the Student Senate.

- 3.1.1 Officers serving on College committees as part of their office can only be replaced by another officer.
- 3.1.2 Removal from a Committee is automatic in the case referred to in 790,4.2.
- 3.2 A vacancy on a Student or College committee, as a result of removal or other circumstances, requires that a replacement be made at the earliest convenience by the appropriate authority.
  - 3.2.1 Appointments to committees follow regulations set down in 790,1.
  - 3.2.2 While a position is vacant, the President fills the position until the vacancy has been properly filled.

## **780. AMENDING THE CONSTITUTIONS**

- 1. Amendments to the Constitution may be proposed by any member of the Student Association or the Dean of Students.
  - 1.1 In order to be presented to the Student Association for a final vote, a proposed amendment must be approved by a two-thirds majority of the Student Senate and by the Dean of Students.
  - 1.2 Students are invited to an open meeting for the discussion and approval of the proposed amendment. A quorum of the Student Senate must be present at this open meeting. The proposed amendment must then receive a two-thirds majority of votes of only the students present in order to become part of the Constitution.
    - 1.2.1. If, due to extraordinary circumstances, a student is unable to be present at the open meeting for the voting, he may be allowed to enter an absentee ballot. This ballot must be given to the President of the Student Senate in a sealed envelope before the open meeting and shall not be opened until the time of tabulation of the votes.
  - 1.3 The proposed amendment approved by the Student Association is submitted to the Board of Administration through the Dean of Students for its final approval.

## **790. STUDENT AND COLLEGE COMMITTEES**

- 1. All student representatives on Student and College Committees must be members of a formation group.
- 2. At the beginning of the school year, the President of the Student Senate recommends members of the Student Association for the Student and College Committees.
  - 2.1 Normally the President first consults with the nominees of his choice to serve on Student and College Committees. Nominees are approved by the Student Officers and Dean of Students.

- 2.2 However, in the case of the Student Pourhouse Board (the manager only) and the Formation Team, because of their special and confidential nature, the President first seeks the approval of the Dean of Students, then consults with the approved nominees.
  - 2.3 After the nominees have been approved, the President and Vice-President meet with student representatives on the Student and College Committees to discuss the objectives set forth in 790.3 and 790.4.
  - 2.4 Each student representative must follow the guidelines set down in 790.3 and 790.4.
3. Student Coordinator/Committees.
    - 3.1 **Dining Room Coordinator (DRC)** - The DRC is responsible for supervising the general maintenance of the dining room, including scheduling dish crews, food service crews, and dining crew. The DRC signs work-study sheets for work in the dining room. He/she works in conjunction with the Dean of Students, the Work-study Coordinator, the kitchen staff, school administrators, and the SC in preparing the dining room for special events. The DRC has an assistant.



- 3.2 **Social Coordinator (SC)** - The SC is responsible for planning and coordinating various College social events. The Dean of Students and the Rector may ask the SC to plan additional activities. The SC receives a budget from the Student Senate.
- 3.3 **Social Justice Coordinator (SJC)** - The SJC is responsible for raising students' awareness of social justice issues on the local and world level. The SJC provides information and suggests courses of action. SJC receives a budget from the Student Senate.
- 3.4 **Sports and Recreation Committee (SRC)** - The SRC is responsible for organizing, promoting, and supervising intramural and extramural sports and other recreational activities. It is under the supervision of the Sports Coordinator and has a budget independent of the Student Senate. Two students serve on SRC.

#### 4. College Committees

- 4.1 All Officers automatically serve on at least one College Committee by nature of their office. Refer to 760,1.5, 760,2.5, 760,3.4, and 760,4.5.
- 4.2 Since College committees frequently deal with confidential information, any breach of that confidentiality by a student representative is a serious matter. Such a breach of confidentiality by a student representative automatically results in that student's prohibition from serving on any Student or College committee and the Student Senate, for the rest of the school year and for a period of two full years thereafter. The College may impose its own sanctions.
- 4.3 **Formation Team** - The Formation Team consists of the Vice President for Formation, the Dean of Students, Formation Directors, Counselor, the Ministries Coordinator, and the Spiritual Life Coordinator. The Formation Team evaluates student progress and ensures that a viable program is maintained in achieving the objectives of the College (Administration Manual, 230). Three student representatives serve on the Formation Team as non-voting members; one must be female.
- 4.4 **Library Council** - The function of the Library Council is to advise the Library Director on the allocation of funds, acquisitions and policies. The Secretary of the Student Senate serves as student representative on this Committee (Administration Manual, 264).
- 4.5 **Sustainability Committee** – The Sustainability Committee's purpose is to transform the SVD commitment to sustainability into a lived and witnessed reality at Divine Word College—in the academic and formation curriculum, in

student life, and in institutional management. Two student representatives serve on this committee for a two-year term. (Administration Manual, 259)

## **800. HANDBOOK APPROVAL**

1. The Student Handbook is the official code governing the student affairs of the College.
2. Changes and official interpretations of the policies of this Student Handbook are the prerogative of the Board of Administration. Proposed changes or new policies should be submitted to the Board through the Dean of Students.
3. The Board of Administration of Divine Word College reserves the right to make changes in this Handbook without prior notice. This Handbook is not to be regarded as a contract between the student and the institution.

## **900 POLICIES OF DIVINE WORD COLLEGE**

- 901
- 902 Admission of Students Who Lack a high School or General Educational Development (GED) Diploma
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- 933 Honorary Degrees from Divine Word College
- 935 Injuries/Workers Compensation
- 936 Intercultural Celebrations
- 937 Key Distribution Procedure
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- 941 Personally Owned Property
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- 949 Smoke Detectors/Fire Alarm
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- 959 SVD Students in Temporary/Perpetual Vows
- 961 Telephone/Cell Phones
- 963 Tranquility Weekends
- 965 Whistleblower Policy

## **902 ADMISSION OF STUDENTS WHO LACK A HIGH SCHOOL OR GENERAL EDUCATIONAL DEVELOPMENT (GED) DIPLOMA**

Divine Word College, while strongly committed to providing support resources to students, particularly to students from immigrant and refugee backgrounds, recognizes the limits of such support. Students' ability to sustain motivation over several years of study and seminary formation at the pre-novitiate level is a necessary consideration.

1. Admission to the regular College undergraduate degree programs requires evidence of satisfactory completion of a high school course of study. This is ordinarily demonstrated by possession of a high school or General Educational Development (GED) diploma.
2. In special circumstances, admission to the English as Second Language Institute is possible without a high school or GED diploma. "Special circumstances" include:
  - Lack of a family support network or sufficient financial resources that would in ordinary circumstances enable the student to pursue and complete the GED prior to admission.
  - Prior completion of four of the five GED area tests.

Admission without a high school diploma or GED is intended as the exception rather than the rule.

3. A student admitted to the DWC ESL program and lacking a GED is expected to complete the GED within a two-year period after being declared qualified to begin GED studies by the Director of the ESL Institute.
4. A GED student in ESL Level Six may enroll in "adjunct" courses in the traditional special status arrangement and under the direction of his ESL instructor.
5. A student completing the ESL program before completing his GED will be required to participate in special non-credit courses designed to aid his preparation for GED testing and future study in regular College courses.
6. A student lacking a high school diploma or GED is ineligible for federal or state financial aid.
7. Failure to complete the GED within the two-year time allotment will ordinarily mean dismissal from the College. Exceptions to this two-year time limitation will be made on evidence of strong participation in the seminary formation program and a reasonable expectation of success on remaining tests within a short time.

## 903 AMERICANS WITH DISABILITY ACT (ADA) POLICY

Divine Word College is committed to complying fully with the Americans with Disability Act (ADA) and ensuring equal opportunity in employment for qualified persons with physical or mental disabilities. All employment practices and activities are conducted on a non-discriminatory basis and are periodically reviewed with an external Human Resource Consulting Agency.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

The College will make reasonable accommodation(s) to the duly established physical or mental limitations of the qualified applicants or employees with disabilities to enable them to perform the essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the College. If an employee requires a change in the accommodations, this constitutes a new ADA Claim and thus the process begins anew.

Qualified individuals with disabilities are entitled to equal treatment in regards to pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, and position descriptions. Leave of all types will be available to all employees on an equal basis.

The College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The College will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

The College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### **Accommodation Procedures**

1. Any employee with a disability, in need of an accommodation, shall report it to the external Human Resource Consultant.
2. The external Human Resource Consultant will set up a confidential file for the employee separate from the employee's personnel file. The external Human Resource Consultant will communicate with the employee to discuss the disability and the accommodation process.
3. The external Human Resource Consultant will request the employee to obtain medical documentation of the disability, along with duration of the disability and recommended accommodation(s) for the disability. The College requires a second

medical opinion in order to process the accommodation request if the medical documentation is insufficient.

4. In light of the medical information, the external Human Resource Consultant evaluates the request for accommodation(s) and provides the Human Resource Liaison their recommendation for accommodation(s) (if any).
5. Members of the Board of Administration, not including the College President and the employee's immediate supervisor, will form a Review Committee to consider the recommendation for accommodation. The Review Committee will determine what accommodation(s) (if any) will be made. The Review Committee will consult with the employee's supervisor to determine if the accommodation(s) will cause a hardship to the College.
6. The Review Committee will communicate its recommendation to the Board of Administration. The Board of Administration makes the decision concerning accommodations, if any. The Human Resource Liaison will relay the information to the employee, the employee's immediate supervisor, and other appropriate individuals.
7. The employee will report to the external Human Resource Consultant when there is a change in the status of the disability.
8. If the decision of the Board of Administration is unsatisfactory to the employee or to the immediate supervisor, either may appeal, in writing, the College President to review the documentation and determine what accommodation(s) (if any) will be made. The decision of the College President is final.

Approved 5/17/14

#### **904 ANTI-BULLYING POLICY**

Divine Word College is committed to providing all students and employees a healthy and safe work and academic environment. The College will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved.

Divine Word College considers bullying unacceptable and will not tolerate it under any circumstances. This policy applies to all students and all employees, regardless of his or her employee status (i.e. managerial vs. hourly, full-time vs. part-time). Any employee or student found in violation of this policy will be disciplined, up to and including termination or dismissal.

##### **A. Definition of Bullying**

Bullying is unwanted offensive and malicious behavior which undermines an individual or group

through negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

Examples of behaviors that meet the definition of bullying include, but are not limited to:

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- Being held to a different standard than the rest of an employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks (angry outbursts, excessive profanity, or name-calling);
- Encouragement of others to turn against the targeted employee;
- Sabotage of a coworker's work product or undermining of an employee's work performance;
- Stalking;
- Invasion of another person's personal space;
- Unreasonable interference with an employee's ability to do his or her work (i.e. overloading of emails);
- Use of electronic devices to convey a message (text, image, audio, video) that defames, intimidates, harasses, stalks; posting sexually explicit photos or harassing comments on social media sites;
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- Abusive and offensive language;
- Trivializing of work and achievements;
- Criticizing continually in front of others;
- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property;
- Nonverbal threatening gestures;
- Conduct that a reasonable person would find hostile, offensive, and unrelated to the employee's work.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Persons who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

## **B. Reporting Bullying Actions**

1. Students – A student who believes he or she has been the subject of bullying, or an individual who believes a student has engaged in bullying behavior should report the behavior to the Dean of Students or to his or her formation director. The student should report the acts of bullying to the person they feel most comfortable with and that is most appropriate to the situation.
2. Staff – An individual who believes he or she has been the subject of bullying, or an individual who believes a staff member has engaged in bullying behavior should report the behavior to his or her supervisor, the College Counselor or a member of the Board of Administration. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.
3. Faculty – A faculty member who believes he or she has been the subject of bullying, or an individual who believes a faculty member has engaged in bullying behavior should report the behavior to the Department Chair, the Counselor, or the Vice President for Academic Affairs. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

## **C. Procedure for Dealing with Bullying**

It is advantageous to all members of the College community for allegations of bullying to be resolved promptly through the use of informal process whenever possible. Therefore, a complainant is strongly encouraged, but not required, to pursue an informal resolution first.

### **1. Informal Resolution**

Any person who feels that he or she has been subjected to bullying should contact an administrator of the College with whom that person feels comfortable lodging the complaint. This contact should ideally occur as soon as possible after recognition of the problem. The contact person with the consent of the complainant is responsible to carry the complaint on behalf of the complainant. The contact person should contact the Human Resource representative. The Human Resource representative will assign a mediator to help mediate the complaint. The mediator is responsible to attempt an informal resolution of the complaint directly with the accused person. The Human Resource representative shall keep the name of the complainant, the accused person, and the mediator on file. If a pattern of repeated names emerges, the Human Relations representative may decide on some other or further course of action.

At this informal level, discussions must remain confidential in order to protect the rights and



identity of both the complainant and the accused person. No formal, written record of these discussions should be kept.

If the matter cannot be resolved to the complainant's or accused person's satisfaction through this informal process, one should proceed with the following grievance procedures.

## 2. Formal Grievance Procedures

Any person who believes he or she has been subjected to bullying should report the complaint to the academic or administration department head under whose supervision the person being charged works. If the person being charged with bullying occupies a supervisory position, the complaint should be reported to that person's immediate supervisor. If the matter cannot be resolved to the complainant's or accused person's satisfaction, through the formal mediation of the supervisor, then a formal complaint should be filed with the Human Resource representative. If no supervisory or power relationship exists, and the alleged bullying occurs between two individuals of equal status/rank/authority, then the formal complaint should be filed with the Human Resource representative. The Human Resource representative shall take immediate steps to investigate the complaint and decide on the validity. The Human Resource representative may form a subcommittee to hear the charges and conduct an administrative hearing to decide on the validity of the complaints. If the complaint is determined to be valid, appropriate disciplinary action will be taken up to and including discharge for college employees and expulsion for students.

2.1 Supervisors or department chairpersons observing such bullying shall take immediate action to stop it and report the incident to the Human Resource representative.

## 3. General

3.1 All employees and students shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint of bullying or assisting in an investigation.

3.2 All members of management, i.e., academic department chairpersons and administrative supervisors, are held accountable for the effective administration of this policy.

Approved: 6/30/15

## 905 AWARDS

### 1. Brother Leonard Bauer Service Award

This award is named after Bro. Leonard Bauer, SVD, who gave tirelessly of his time and talents in service to the mission of Divine Word College.

The President, in consultation with the Board of Administration, honors one or

more graduating students with the Brother Leonard Bauer Service Award (previously the Presidential Service Award). Awardees are chosen for loyal, selfless service to Divine Word College “beyond the call of duty.”

The recipient must be a graduate (two or four years). The award need not be given every year if no graduate meets the requirements. The recipient(s) is acknowledged during the commencement exercises.

## **2. Service Recognition Program**

Divine Word College recognizes employees, faculty members, and SVD priests and brothers for their years of service to the College.

- 2.1 Service pins are awarded to employees according to their years of service, beginning with the completion of ten years, and in ten-year intervals, i.e. 10, 20, 30. Service pins are usually presented as part of a prayer service opening the academic year.
- 2.2 A special recognition gift is presented to employees who have served the College for 25 years. Recognition gifts are usually presented at the recognition lunch held in the spring of each academic year.
- 2.3 The College offers to host a special recognition meal for employees who have served the College for 30 years.

## **3. Employee Retirement**

The College may host a retirement reception for an employee retiring after 20 or more years of service to the College. The reception is in common for those employees retiring in a given year. The College sets the date for and manages the details of the reception.

## **4. Donaghey Service Award**

Divine Word College established the *Donaghey Award for Outstanding Service* to recognize and thank special friends, who through their service, have helped strengthen Divine Word College in its important mission. The award is named for Fr. John Donaghey, SVD, a dedicated and long-time Divine Word College faculty member and administrator.

Eligible recipients include any friends of the College who have given of their own free will, whether through service, their personal resources, or a combination thereof to the betterment of Divine Word College. Members of the Divine Word College Board of Trustees, employees, students, and members of the Society of the Divine Word are not eligible recipients.

The award ceremony usually takes place during a Sunday liturgy in the fall. The recipient receives a plaque and is honored at Sunday brunch with the College community and the recipient's invited guests. A photo of the recipient is displayed in a place of honor within the College.

**5. Matthew 25 Award**

The Matthew 25 Award is an annual award by which Divine Word College recognizes a person engaged in front-line ministries with the "least among us," in the spirit of the Gospel of St. Matthew, Chapter 25. Recipients are men and women who minister among immigrants and refugees, street people, AIDS victims, inner-city youth, prisoners, among those who live at the "margins" of our society and still lack their own public voice. Recipients are individuals who are rooted somehow in our local church – i.e. either working within the Archdiocese of Dubuque or with religious or family connections within the greater Tri-State area.

Recipients will be persons who are not members of the Divine Word College Board of Trustees, employees, students, or members of the Society of the Divine Word.

Award recipients receive an honorarium of \$500 to support their particular ministry. A special recognition ceremony is held usually in the month of March. The evening includes a vesper service, followed by a banquet, speeches and presentation of a plaque to the recipient. The recipient invites a limited number of personal friends and family members to the ceremony. The recipient's photo is displayed in a place of honor within the College.

**6. Charles Malin Excellence in Teaching Award**

The Charles Malin Award honors a particular teacher for excellence in teaching. The award is presented during the commencement exercises. The recipient's name is inscribed on a plaque honoring all Charles Malin Award recipients.

Faculty eligibility and the selection process is outlined in the Faculty Handbook.

**7. Rev. Michael Hutchins, SVD, Excellence in Leadership Award**

The College established this award in honor of Fr. Michael Hutchins, SVD, who led the College for 18 years as President. Fr. Hutchins exemplified servant leadership informed by a passion for justice, integrity, and dedication to the Mission of Divine Word College.

All current staff, faculty, and administrators are eligible for the award. It honors

those employees who demonstrate exceptional leadership in advancing the mission of the College.

The Board of Administration receives nominations during the month of January from within the College community. The Board will make the selection according to the established criteria. It is not necessarily an annual award.

The award recipient is announced and presented at an annual event organized by the College. The recipient's name and award year are added to the College plaque permanently displayed at the College.

#### **8. Donna Puccio Distinguished Service Award**

The College established the Donna Puccio Distinguished Service Award to honor a staff member for his or her outstanding service to the College community.

All full-time staff members employed by the College for a minimum of three consecutive years as full-time are eligible. The president and members of his Board of Administration are not eligible.

The Vice President for Operations receives nominations during the month of March. Nominations for the award may be made by any member of the College community (faculty, staff, and administrators).

A subcommittee of the Board of Administration selects the recipient. The President will present the award during the Spring Recognition and Award Luncheon. The recipient's name and award year are added to the College plaque permanently displayed at the College.

### **906 ANTI-HARRASSMENT/SEXUAL MISCONDUCT POLICY**

Divine Word College is a Catholic college seminary that reflects the values and heritage of the Society of the Divine Word. The College is committed to creating and maintaining a safe and respectful environment for all of its students, employees and visitors. All forms of harassment and sexual misconduct by members of the Divine Word College community will not be tolerated. This policy refers not only to a supervisor's actions with subordinates, or to a professor's/professional staff's actions with students, but also applies to actions between co-workers, co-students, and others with whom students and workers interact during the course of their education or employment at Divine Word College. Disciplinary sanctions will be taken up to and including discharge of College employees and expulsion of students.

Divine Word College strives to provide equal employment opportunity, equal educational opportunity, nondiscrimination in programs/services and use of facilities, and an affirmative action program.

## **HARASSMENT**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity or other protected group status. The College will not tolerate harassing behavior that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Harassment is not always intentional, and does not have to be intentional to be illegal. It is the behavior that counts, not the identity of the participants. A person can feel harassed even if he or she is not the intended target of the behavior. While not all harassing behavior meets the standard of illegal conduct, any workplace harassment is inappropriate and will not be tolerated. Someone who feels harassed or is aware of incidents of harassment at Divine Word College, has a right and a responsibility to communicate and address the situation.

**Sexual Harassment:** Sexual Harassment is defined under this policy as severe, persistent or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies a student's ability to participate in or benefit from the College's education programs or activities, or creates a hostile working environment when:

- Submission to, or rejection of, the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- The conduct has the effect of unreasonably interfering with a person's work, professional or educational performance, productivity, physical security, participation in living arrangements, extracurricular activities, academic or career opportunities, services or benefits – or of creating an intimidating, hostile, or offensive learning or work environment.

Examples of sex discrimination and sexual misconduct may include, but are not limited to the following examples of unwelcome acts:

- **Verbal:** Insults, threats, jokes or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors; corruption of a minor; importuning or public indecency.
- **Nonverbal:** Posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, or whistling; making obscene gestures; corruption of a minor; importuning; voyeurism or public indecency.
- **Physical:** Touching, pinching, squeezing, patting or brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape or sexual battery; sodomy or assault with an object; corruption of a minor; importuning; public indecency; felonious penetration including oral penetration, penetration with a body part, or penetration with an object no matter how slight; or prostitution.
- **Social Media:** Posting sexually explicit photos or harassing comments on social media sites.

**Sexual Abuse:** Iowa law, Code 709.1 (1992), defines sexual abuse as any sexual act between any persons including non-consensual sexual intercourse (rape); non-consensual sexual contact (sexual assault and sexual exploitation) by either one when the act is performed with the other participant in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent or acquaintance of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep, or is otherwise in a state of unconsciousness or the act is done against the will of the other.
- When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- The other person is a child (under age 18 and not married).

Iowa law defines “sex act” as follows:

The term sex act means any sexual contact between two or more persons by penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, . . . or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus. Iowa Code 701.17 (1992)

**Dating Violence:** Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in the College community and should be reported.

**Domestic Violence:** Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Section 4002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a).) (Roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above.) Violent behavior is unacceptable in the College community and should be reported.

**Stalking:** Divine Word College is determined to provide an atmosphere free of violence for all members of the college community. The college does not tolerate stalking, and will hold students or employees who engage in stalking behaviors accountable and will report them to local authorities. The College is committed to supporting victims of stalking through the College counselor who can assist with referrals to community-support services. This policy applies to all members of the College community.

The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear

- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering information about a victim from family, friends, co-workers and/or classmates
- Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim, defamation or slander against the victim. Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions.

Consent is informed, through mutually understandable words, which indicate a willingness to participate in mutually agreed upon sexual activity. At any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. From the point of refusal; previous consent is rendered invalid.

### **PROTECTION AND SAFETY TIPS**

- **Educate** yourself about the realities of sexual assault. Knowledge can be a powerful tool in abuse prevention.
- **Argue** against dangerous gender roles and stereotypes that can lead to and perpetuate sexual violence.
- **Trust** your instincts. Pay attention and listen to your "inner voice" that tells you when something is wrong or feels unsafe.
- **Communicate** physical and sexual boundaries clearly and assertively. Your body belongs to you. You never lose the right to say "no" and can withdraw your consent in a sexual situation at any time.
- **Be cautious** when choosing to use alcohol or drugs, as they can increase the risk of sexual violence.
- **Stay** in well-lit areas when walking at night. Walking alone is not recommended. If a person must walk alone then he/she should let someone at the destination know when to expect him/her.
- **Locks** to cars and living areas should be in working order and always used.
- **Be aware** if someone suspicious is in the residence hall or walking around outside, call the Dean of Students or another College officer.
- **Know** that sexual assault is never the victim's fault, regardless of the situation they were in.

### **REPORTING SEXUAL ASSAULT**

Anyone who believes he/she is the victim of sexual abuse at Divine Word College should

immediately contact the Dubuque County Sheriff at 911 and the President of the College or appropriate administrator. Sexual assault may be reported to the College Counselor, who will maintain strict confidentiality unless the student or employee releases the information to other authorities.

- The victim has the right to choose to remain anonymous or keep a report confidential when reporting an incident.
- Do not wash, douche, shower or launder your clothes after an assault, as such could result in destroying evidence.
- Report to a hospital emergency room as soon as possible for treatment and evaluation.
- Cooperate with police and College officials who will contact you for information to proceed with the case.
- Contact the College Counselor to receive assistance and access to counseling resources from a trained advocate.
- In compliance with Title IX Law, a person accused of assault while residing at the College may be relocated or may be asked to leave the College pending investigation of the complaint as all students have the right to housing free of sexual or physical intimidation,
- If allegations of sexual assault are, through investigation, demonstrated, appropriate action for the complaint will be taken up to expulsion or termination of employment (title VII, Pub. L. 88-352, 78 Stat.253 (42 U.S. C 2000e et sez.)
- The College has a number of Campus Security Authorities (CSAs). These individuals, by law, must report any incident for the College to be in compliance with the Jeanne Cleary Act. Mandatory reporters include but are not limited to the President, Dean of Students, Vice President for Operations, Vice President for Academic Affairs, and the Rector of the SVD religious community.

**Retaliation:** Retaliation against anyone reporting or thought to have reported sex discrimination/sexual misconduct behaviors or who is a witness or otherwise is involved in sex discrimination/sexual misconduct proceeding is prohibited. Such retaliation is a serious violation of the policy and will be investigated as an independent act of sex discrimination. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to:

- Unfair grading, evaluation or assignments
- Unfair changes to conditions of employment
- Information being withheld or made difficult to obtain
- Ridicule (public or private)
- Oral or written threats or bribes

The fact that someone did not intend to sexually harass an individual is not necessarily a defense to a complaint of sex discrimination. Regardless of intent, it is the duration, effect and characteristics of the behavior that determine whether the behavior constitutes sex discrimination. Harassing conduct may be disciplined even if the complaining person is not the intended target of the conduct.

This policy covers all members of, or visitors to, Divine Word College and those otherwise associated with the College to include but not limited to: administrators, faculty, staff



(administrative, professional and hourly), students, vendors, contractors, and volunteers.

## **SECURITY AWARENESS**

Divine Word College safety and security policies are reviewed with all students during the orientation period when school begins in the fall and with new students arriving for the spring semester. All College policies are available in the Student, Faculty, and Employee Handbooks and Administration Manual. Policies are also reviewed with new employees.

General information about sexual harassment and abuse are available in the College Counselor's Office. Information is also disseminated on area workshops regarding safety and security and sexual abuse.

## **COMPLAINT AND REPORTING PROCEDURES**

It is the College's intent to investigate all complaints in accordance with the procedures identified in this policy. Complaints that may be addressed under this policy include complaints based on the conduct of students, faculty and staff members, and other persons acting in College capacities. To the fullest extent practicable, the College will keep complaints and the terms of their resolution confidential.

1. Individuals who believe they have been harassed or discriminated against and wish to file a formal complaint should address their concerns to the appropriate administrative official at the College as set forth below.

A Faculty Member reports to the Vice President for Academic Affairs

A Staff Member reports to the Human Resource representative

A Student reports to the Dean of Students

A Vice President reports to the President

2. If the complainant feels uncomfortable going to their appropriate administrator above, or the appropriate administrator is the subject of the harassment or discrimination allegations, the complainant should direct the complaint to one of the other appropriate administrators.
3. Official allegations of harassment or discrimination are to be made in writing to the appropriate administrator as soon as possible and not later than thirty (30) calendar days from the date of the alleged harassing or discriminatory event. The complaint must include the following information: 1) name, address and telephone number of the complainant; 2) the nature of the complaint; 3) date(s) and location(s) of the alleged occurrence(s); 4) evidence on which the complaint is based; and 5) and the redress sought by the complainant.
4. The appropriate administrator will have twenty (20) calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as the investigator in the matter. The purpose of

the investigation is to establish (1) whether there is reasonable basis for believing the alleged and a violation of the policy has occurred, and (2) the factual circumstances surrounding the claim.

5. In extreme cases where the safety of individuals, the protection of property, or the continuity of the educational process may be in danger, the appropriate administrator, in consultation with the President, can decree the immediate suspension of an individual or individuals. In these cases, the individual must respond to the charges within 72 hours of notification, or waive his/her right to further appeals process.
6. The investigator will interview the complainant, the person against whom the complaint is made, and may interview any other persons believed to have pertinent factual knowledge. A copy of the College's anti-harassment policy and complaint procedure will be provided to both complainant and accused. At all times, the investigator will take steps to maintain strict confidentiality to the fullest extent practicable. The parties and any notified administrator of the College or supervisor will maintain strict confidentiality as well.
7. The investigation will afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator will be in communication with the complainant until the complaint is resolved. The complainant will be informed of general actions taken but will not be informed of specific conversations held with the person against whom the complaint is made.
8. Both the complainant and the accused have the same right to have an advocate present during the interviews. This would be a person of the student or employee's choosing.
9. The standard of evidence used by the investigator is preponderance of evidence standard of proof. This means that the College resolves complaints based on what they believe is more likely than not to have happened.
10. Upon the expiration of the twenty (20) calendar day period the investigator will have an additional ten (10) calendar days to produce a written report summarizing the findings of fact. This report will be provided to the appropriate administrator of the College or supervisor and to the Title IX Coordinator, currently the Vice President for Operations. The Title IX Coordinator will review the report within ten (10) days and determine appropriate sanctions if any. Both parties involved will then be notified concerning the determination of facts and any sanctions imposed.
11. Sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. If sanctions are imposed this report will become part of the personnel file of the individual against whom the complaint is made.

At the present time Divine Word College does not have a trained investigator on staff so a trained person with expertise will be contracted from an area organization in the Dubuque area to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes” accountability.

## **APPEALS**

If either part disputes the findings or is dissatisfied with the sanctions, they may appeal by filing a written appeal with the President of the College within fifteen (15) calendar days of notification of the findings. The President of the College will review the record of the matter and will reach a final determination as to any action to be taken within ten (10) calendar days of receipt of the appeal.

The determination of the President in the appeal is final.

Approved: 6/30/15

## 907 BEREAVEMENT AND ILLNESS NOTICES

The Divine Word College community will ordinarily want to offer support to a member of the community during a time of loss, illness, or tragedy. In doing so, however, it is important that we respect the wishes of those going through the painful experience. Therefore, the Board of Administration has developed the following guidelines in response to a recent injury.

1. When employees will be absent from work because of the death of a loved one, illness or tragedy, they should inform their supervisor or the person they would ordinarily inform regarding an absence from work. This would be the ordinary channel through which most employees would first inform the College community about a death, illness or tragedy. This will also ensure that someone will cover employees' responsibilities while they are away.
2. If employees wish to inform additional members of the College community of the death, illness or tragedy affecting them, communicate that information to their supervisor or another co-worker or colleague, requesting that person to furnish the information to the President's Office. Unless specified otherwise, the President's Office will make a general communication of that information to the College community. If employees wish to inform only part of the community (e.g. SVD members only), or if they wish to restrict the information in any way, they should so specify.
3. The Business Office will ordinarily arrange to send flowers on behalf of the College to employees who undergo surgery or are hospitalized. The Business Office will also send flowers to the funerals of family members of our employees according to an established policy.
4. Various groups within the College (e.g. the Student Senate, certain offices, coffee break groups, and others) frequently send cards to those going through painful experiences. These are spontaneous gestures, and the College administration does not coordinate or regulate them. The various programs and offices work out their own procedures for representations that go beyond what is described in no. 3 above.
5. Death notices within the local area are published daily in the obituary section of the Dubuque Telegraph-Herald. Employees can always consult the newspaper for the time and location of wake and funeral services.
6. Regarding SVD members, the Rector's Office will communicate any illness or bereavement information to the member's family, the SVD provincial administration, and the College community.

## 908 CHILD ABUSE – MANDATORY REPORTER

### Purpose

Divine Word College believes in the value of human life and the safety of children. Therefore, college employees will comply with Iowa law as it pertains to reporting suspected child abuse for employees of post-secondary schools.

### Procedures

1. Any Divine Word College employee (including Divine Word Missionaries) who suspects a child (see definitions below) may have been physically or sexually abused is required under Iowa law to report the abuse.
2. Employees must report suspected child abuse to both College Administration and to the police.
  - 2.1 Employees must immediately notify their appropriate administrator by phone. If he/she is not available, the employee can contact any other members of the Board of Administration, including the College President, by phone. Employees must make this contact prior to the end of their workday.
  - 2.2 If imminent danger exists for a child, employees must contact 911 immediately. If imminent danger is not present, employees must contact the Epworth Police Department at 563-876-3050 or the Dubuque County Sheriff Department at 563-583-1711 before the end of their workday.
  - 2.3 Following the standard procedures of the Chicago Province, the President or Rector of the SVD community should inform the Provincial Superior of the Chicago Province.
3. The Board of Administration will review verbal reports and decide on a case-by-case basis if the employee reporting the suspected abuse must make a written report.
4. College administration will cooperate with the local police department, county sheriff and the Department of Human Services regarding child abuse investigations.
5. Priests and religious will also follow the policies of Canon Law, the Society of the Divine Word Chicago Province and the Archdiocese of Dubuque as they pertain to reporting child abuse.

### Definitions

1. Child

Iowa Code section 232.68 defines a child as any person under the age of 18 years. A victim of child abuse is a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa law.

## 2. What Is Child Abuse Under Iowa Law?

DHS has the legal authority to conduct an assessment of child abuse when it is alleged that:

- The victim is a child.
- The child is subjected to one or more of the nine categories of child abuse defined in Iowa Code section 232.68:
  - Physical abuse
  - Mental injury
  - Sexual abuse
  - Denial of critical care
  - Child prostitution
  - Presence of illegal drugs
  - Manufacturing or possession of a dangerous substance
  - Bestiality in the presence of a minor
  - Allows access by registered sex offender
  - Allows access to obscene material

August 24, 2012 – Approved by Board of Administration

## **909 CHILDREN IN THE WORKPLACE**

1. Faculty, staff employees, and students should not bring minor children to the College during regular work/academic hours. The potential for injury and the resulting legal liability for Divine Word College, as well as the possible disruptive effect on colleagues in carrying out their regularly assigned duties, require this policy.
2. Divine Word College students may not function as baby-sitters or child caregivers while on the College premises without the explicit permission of the Dean of Students or the Associate Dean of Students. The College will not be responsible for any mishaps which may occur under such circumstances. Divine Word College is not a facility designed to ensure the safety of young children.
3. During informal visits, liturgical or social events, faculty, staff employees, and students should use discretion when bringing minor children to the College. On these occasions children should be closely supervised by the parents or adult

chaperons who have brought them to the College. Children must remain in the safe and public areas of the College, e.g. the kitchen is an area strictly off bounds to visiting minor children.

## **911 COLLEGE FACILITIES - USE OF**

College facilities are designed and constructed to carry out the Divine Word College instruction program and to serve the needs of the College community. Care must be taken in scheduling the use of facilities, in order to respect the established use of facilities by certain groups (e.g. student use of athletic facilities from 5-6 p.m. on weekdays). The College also extends the use of its sports and athletic facilities to the immediate family members of faculty and staff employees, according to the same scheduling requirement described below.

The College also aims, when possible, to serve the community at large by making College facilities available for recreational, cultural and educational purposes. Again, scheduling of these events is on a non-interference basis with other College activities.

### **1. SWIMMING POOL:**

Any person or group not associated with Divine Word College as students, members of the faculty or staff or their immediate family, who use the College swimming pool are required to secure independent liability insurance naming Divine Word College as an additional insured location. The liability must be at least one million dollars (\$1,000,000) and the College must have the insurance certificate in hand before the group uses the pool. All federal and state laws and regulations regarding the use of swimming pools must be adhered to.

Persons or groups from the local community who wish to use the swimming pool shall make their requests to the Vice President for Operations, usually at least 14 days prior to the date on which they wish to use the swimming pool. Since the State of Iowa requires that a certified lifeguard be on duty, the group must hire a lifeguard(s) and provide photocopies of the lifeguard's license. The Business Office Director handles these requests.

The College gives priority use to the City of Epworth for a weekly swimming program for its citizens

Special consideration is also afforded to local service groups with which the College staff and faculty are often associated. These groups may include, but are not limited to, scouting organizations, Church groups, etc.

The College also wishes to extend consideration to groups which have benefited and supported the College.

When the pool is not being used by these groups it is occasionally made available to other groups.

**2. GYMNASIUM, OTHER INDOOR FACILITIES, AND OUTDOOR SPORT AREAS:**

College facilities are reserved primarily for the use of students, religious community, faculty, and staff.

Every attempt is made to make the gymnasium, other indoor facilities, and outdoor sports areas available to others in the local community while balancing the College need to safeguard its facilities, to preclude interference or restriction of its own programs, and to assure that the uses of its facilities are consistent with the philosophy and objectives of Divine Word College.

It is the responsibility of each group to assure adherence by its members and visitors to the safety, health, and security regulations of the College.

In order to insure coordination of requests by non-college groups with the College's own needs for its facilities, and to exercise appropriate control on their use by others, the following rules shall apply:

- 2.1 Requests for use of facilities by non-college groups shall normally be received by the College not less than 14 days prior to the date of the proposed program or event.
- 2.2 Applications shall be directed to the Business Office for initial review. If sports facilities are requested, approval of the dates must be given by the Dean of Students. If academic facilities, such as classrooms or Harold Rigney Hall, are requested, the Vice President for Academic Affairs must give approval. After dates have been approved the request may be processed. No request shall be accepted by the College until the applicant has established to the reasonable satisfaction of the Vice President for Operations that:
  - 2.2.1 The applicant has taken reasonable steps to insure, without cost to the College, that no person is likely to receive personal injury, and that no College property is likely to be damaged or destroyed as a result of use of College facilities;
  - 2.2.2 The applicant has taken reasonable steps to insure, without cost to the College, that upon completion of the program, such facilities and any College property affected will be restored to the same condition as when received by the applicant, including, but not limited to clean-up; and



- 2.2.3 The program or event intended to be conducted by the applicant will not unduly interfere with or restrict, normal operations and conduct of Divine Word College.
- 2.3 Non-college groups will agree to indemnify and to hold the College harmless from any loss, damages, liability expense, claim, or demand that may arise from or be caused in any way by such use of College facilities.
- 2.4 Non-college groups shall be held responsible for any damage to College property.
- 2.5 Sales, possession or consumption of alcoholic beverages shall not be permitted without approval of the College.
- 2.6 No College facility shall be used for any program or event which, in the judgment of the Administration, is inconsistent with maintaining the tax-free status of the College.
- 2.7 The College reserves the right to reject the application of any group if that group on any previous occasion has misused, damaged or destroyed College facilities or property, or has failed to pay proper indebtedness to the College, or has breached any agreement with the College relative to the use of College facilities.
- 2.8 As a condition of approval, non-college groups may be required to furnish evidence of insurance coverage deemed necessary by the College.
- 2.9 The College may assess reasonable fees for use of College facilities.

**3. PRIORITY GIVEN:**

- 3.1 The College gives priority to programs which are sponsored by the City of Epworth for the benefit of its citizens.
- 3.2 Local service groups with which the College staff and faculty are associated are given priority.
- 3.3 The College also extends consideration to groups which have benefited and supported Divine Word College.

**4. OVERNIGHT GUESTS:**

- 4.1 The College makes its facilities available for retreat groups who also wish to use overnight accommodations. The College will set reasonable rates, comparable to other facilities, to defray these additional costs.
- 4.2 Youths require special supervision, and because the College can neither provide it

nor adequately guarantee that these conditions will be met by others, the College does not ordinarily allow groups to sponsor overnight events for persons under age 18.

## **913 COMPUTER/INFORMATION TECHNOLOGY POLICIES**

### **913.1 COLLEGE NETWORK – USE OF AND SECURITY**

The Information Systems staff adheres to the following privacy policy.

1. The Information Systems staff will only enter private rooms when the resident has requested service, unless network services are affected, then they will enter along with another individual.
2. When normal network services are affected or potential policy violations are suggested, the Information Systems staff will collect and review relevant data with the permission of the Information Systems Director.
3. In all other cases, the Information Systems staff must have the permission from the President in order to monitor any particular user.
4. Without permission, no individual users are allowed to collect and review any other network user's private data.

### **913.2 COMPUTER HARDWARE AND SOFTWARE ACQUISITION POLICY**

All computer systems, peripherals, and software programs need to be approved by the Information Systems Director before purchase. This approval should be in written form via an email or document stating the manufacturer, software version (if applicable) and the purpose for use.

### **913.3 COMPUTER LAB**

1. All students are required to pay a comprehensive fee each semester for computer and internet use. The Information Systems Committee recommends the amount for this student fee to the Board of Administration.
2. The semester fee is payable to the Business Office along with other published college fees.
3. All fees will be credited to the computer science supplies and expenses account.

4. Use of portable equipment such as the overhead computer projector or CD-ROM is for instructional use only and must be signed out of the lab by the responsible faculty member.
5. The computer lab is open 24 hours a day.

#### **913.4 COMPUTER RESOURCES AND TECHNOLOGY POLICY**

Computing resources and technologies are for use by students, faculty, employees, and other authorized users. The College insists on appropriate, ethical, and legal use of these systems. Authorized users agree to abide by all relevant policies as well as current federal, state, and local laws. Violations are grounds for sanctions that may include suspension or loss of computing privileges and disciplinary action. Users with access to College resources are responsible for any use they knowingly facilitate of their accounts.

Authorized users of College resources are responsible for the content of their personal communications. The College accepts no responsibility or liability for any personal or unauthorized use of its resources.

The College respects the privacy of authorized users. System administrators endeavor to ensure the integrity of technology, resources, and data for the benefit of all users. They may therefore investigate security-related issues and with cause review users' files, resources, and data for potential or actual policy violations.

Computer users are prohibited from the following activities wherein they utilize in any way the computing media (such as computers, software, and network devices) of the College to:

1. transmit threatening or defamatory communications or persist in sending or posting unwanted communications to other users and groups,
2. gain access to passwords, files, resources, and computing devices without proper permission or authorization,
3. distribute, disseminate, use, or storing on durable media copyright programs and multimedia files without appropriate licenses or the copyright holder's permission,
4. disclose or transfer passwords and privileges of the College network to other parties without permission,
5. assume or falsify computing identities with the intent of concealing actions prohibited under the above regulations,
6. exploit technology resources for personal profit or gain, or

7. exploit technology resources for an organization or group that is not authorized to use those resources.

### **913.5 COMPUTER/WIRELESS NETWORK POLICY**

College personnel and students who intend to use a personal computer or wireless device (including PDA, cell phone, IPOD, etc.) on the College network are required to have the computer or device registered by the Information Systems department before access to the network is permitted.

### **913.6 INFORMATION SYSTEMS - WASTE DISPOSAL**

The Information Systems Committee is responsible for the proper disposal of electronic waste materials.

1. The policy for electronic devices that the Information Systems department has judged to be of no further value to the College:
  - a) All hard drives are erased before devices are donated or sold to employees.
  - b) In consultation with the Vice President for Operations, these electronic devices of potential value will be offered for sale to or through the College community.
  - b) These devices might also be either donated or disposed of through reputable organizations.
2. Empty ink and toner cartridges should be brought to the Front Desk, and the Information Systems department will coordinate disposal of these items with the Business Office.

An important part of environmental stewardship is community awareness and education. Although the Committee cannot be responsible for the proper disposal of students' personal electronic devices, the department does support educational efforts that encourage students to dispose of their electronic waste responsibly.

### **913.7 INFORMATION TECHNOLOGY EMERGENCY SERVICES**

1. Rationale

Divine Word College's information technology services are subject to occasional

failures that are either beyond our control or are unavoidable within cost limitations. Failures are to be expected to occur during off-hours, that is, outside regular business hours. The College maintains a wide range of technology services that are available to SVD personnel, students, and employees of the College. The College maintains systems with the best equipment that is still affordable. Cost considerations prevent maintaining systems completely free from failures, for example, by having on hand spares of all critical devices. The continuity of these services is dependent not only on the fail-safe capacities of campus equipment but also on the fail-safe capacities of the Internet line and utility services. Whenever any of the external services are inoperable or degraded, they are beyond the College's control, but the effects are immediately felt in campus services.

## 2. Definition of Information Systems Emergency

An emergency in this context is a failure of servers or ancillary network equipment or software that threatens to impair the performance of essential services or duties within the College by administration, faculty, staff, or students. Failures in individual computers other than servers are not emergencies. Off-hours emergencies are those failures that occur outside regular business hours, where repairs are best not left until regular business hours. Possible reasons would be that the failure would seriously impair the resumption of essential services at the start of regular business hours or that these services are required in off-hours due to unusual circumstances, for example, a need to exchange critical e-mails pertaining to College business, off-hours completion of registration, very heavy demand by faculty and students during finals week, or the auditing of the Business Office.

## 3. Action in Case of Emergency

Individuals who feel that there is an off-hours emergency should not directly contact Information Systems department personnel at such times. They should wait until regular business hours or notify any one of the following persons who may be on campus: the President, Vice-President for Academic Affairs, Vice-President for Formation, Dean of Students, or Associate Dean of Students. Any one of those persons may decide that there is a bonafide off-hours emergency and contact Information Systems personnel.

Information Systems personnel determine whether services can be restored during off-hours on a case-by-case basis. They attempt to restore services if the failure can be resolved with existing tools and equipment in a three-hour working period. If the failure cannot be corrected within three hours, they restore services at the earliest practicable time during regular business hours.

## **913.8 DIGITAL MILLENNIUM COPYRIGHT ACT COMPLIANCE**

Divine Word College adheres to the provisions of the Higher Education Opportunity Act, the Digital Millennium Copyright Act (DMCA) and all other applicable legal protection of intellectual property rights.

1. The Information Systems Director is the school's Digital Compliance Officer (DCO). Matters of compliance may be addressed to publicly posted email address available on all Divine Word web presences.
2. In the event of a DMCA notice of violation or other licensing violation the following steps shall be taken:
  - a. The Digital Compliance Officer will meet with the alleged offender asking the individual to remove the offending material, explaining the potential legal ramifications of non-compliance, and encouraging the removal their file sharing program.
  - b. A second notice triggers a written warning from the DCO to the alleged offender, with a copy to the appropriate administrators (Dean of Students, VP for Academic Affairs, or the VP for Operations). Appropriate bandwidth restrictions will be applied to the account of the alleged offender.
  - c. A third (and any subsequent notices) will be referred directly to the appropriate administrator for possible disciplinary action.
3. The school prohibits the use of peer-to-peer file sharing or non-legal exchange of intellectual property, including but not limited to movies, videos, music, still images, text or software.
4. Only properly licensed software owned by the institution will be installed on the DWC network. All installations must be done by the technology staff. The Digital Compliance Officer will maintain an inventory of all the software and printed copies of all documents to prove licensing, including actual license agreement.
5. Annually, during the week following Christmas break, an email will go out from the Information Systems Department informing students and employees about the college policy related to the use of copyrighted material and the steps the College will take to enforce its Digital Millennium Copyright Act obligations.
6. The IS Department will monitor overall bandwidth usage and will use bandwidth shaping and such other methods as are required to lessen the likelihood of illicit traffic. As a class of service, all P2P sites and traffic will be blocked from use on campus.
7. The DWC Intranet will host pages of legal alternatives to illicit media downloading and informational pages on copyright law as it applies to software and media acquisition.

## 915 CONDUCT OF EMPLOYEES

The personal conduct and job performance of each employee reflect directly upon the reputation of Divine Word College. The success of the College in attaining its various objectives, spiritual and material, depends in no small part on the readiness of all employees to comport themselves in a manner consonant with the College's mission and objectives. In addition to following the principles and guidelines set forth in the College Handbooks, employees are expected to honor basic requirements regarding student discipline as set forth in the Student Handbook, the Religious Formation Program documents, and all other College publications and pronouncements regarding student behavior.

Enumerated below are several illustrations of employee conduct that the College considers inappropriate and unacceptable. These illustrations provide specific exemplary causes for the initiation of disciplinary actions and alert employees to certain types of employee conduct violations. This list is not meant to be exhaustive.

### 1. Attendance

- 1.1 Excessive absenteeism, regardless of reason, the effect of which disrupts College operational effectiveness.
- 1.2 Repeated unauthorized late arrival or early departure from work or being absent without authorization.

### 2. Behavior

#### 1.1 General

- 1.1.1 Theft, embezzlement, misapplication of funds, false entries in any book, report or statement with intent to defraud, and falsification of expense accounts.
- 1.1.2 Knowledge that a misdemeanor or crime has been committed. Failure to report such actions could make the faculty member an accessory after the fact.
- 1.1.3 Willful or negligent violation of the Faculty Handbook or related directives.
- 1.1.4 Conduct that discredits the employee or the College. *See Academic Freedom Policy.*
- 1.1.5 Knowingly falsifying, removing or destroying information related to employment, payroll or job-related records or reports.
- 1.1.6 Discourteous treatment of other employees or the public the College

serves; this includes harassing, coercing, threatening or intimidating others.

1.1.7 Unauthorized removal or use of any College property.

1.1.8 Any act or conduct that is discriminatory in nature toward another person because of race, creed, color, national origins, gender, age, religious beliefs, or political affiliations not related to job requirements.

1.2 Regarding Students

1.2.1 Dating students or giving the appearance of romantic and/or sexual involvement with students.

1.2.2 Illegally providing alcoholic beverages, tobacco, or controlled substances for students.

1.2.3 Participating with or encouraging students in the violation of established curfew.

1.2.4 Sharing College information of a confidential or restricted nature with students.

3. Performance

1.1 Careless, negligent, or improper use of College property, equipment or funds. The College's physical properties, information, and influence are not to be used for the private advantage of any employee or third person. This includes correspondence in the College's name or unauthorized use of the College's letterhead and stationery.

1.2 Unauthorized release or use of confidential information or records. Confidential information must not be divulged to third parties except with proper authorization of the individual concerned or due regard for legal requirements.

1.3 Only the President and the Vice President for Operations may authorize disclosure of College financial information and policies to external public agencies.



## **916 DISPOSAL OF COLLEGE PROPERTY**

### **Property & Equipment Disposal Policy**

#### **General Policy:**

The purpose of policy is to insure the protection of the College assets and to provide a guideline for the College community when considering surplus/disposal of College property. All property and equipment purchased with College funds (including unrestricted College funds, grants, endowments or gifts), donated to the College, or acquired for College use through other means are the property of Divine Word College, and remains with the College at all times until asset disposal. The following describes the procedures to be followed to dispose of any College property (with a value over \$100).

#### **Surplus Definition**

Surplus property is property that is either no longer in use or for which there is no further plan for use. It includes all tangible assets such as equipment, materials, supplies and furniture.

#### **Operating Procedures**

Effective asset management encourages recycling within the College community. Recycling limits liability and costs associated with disposal and provides continued use of the property to other departments within the College. When a department seeks to declare property as surplus, the department head should contact the Vice President for Operations (VPO) for advice and determination of proper disposal procedures.

College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the VPO. The VPO acts on behalf of the College President, in consultation with the appropriate Vice President. Special standing arrangements exist for computers, as outlined below, and for vehicles.

Disposal of the College property will be at the lowest possible cost to the College. The following methods may be considered for the disposal of surplus property:

#### **Disposal by internal departmental transfer**

Priority is given to College departments in an attempt to repurpose surplus items. The only cost to a department for an internal transfer of goods is the costs of moving and installing the item(s).

#### **Disposal by sale**

If the item is deemed to have some value, it will be sold on a first come, first serve basis at a set price or open for best offer. Items will be sold "as is" for pickup. Personal purchase requests from members of the College community will have priority over those from outside parties. All funds collected from the sale of surplus items will be deposited into the college income/expense account.

## **Disposal by donation**

Items that cannot be reused internally or sold may be donated upon written approval from the VPO. Preference is given to not-for-profit institutions.

Donation requests from various sources will be considered. The following guidelines address these requests.

- Items may be donated if they are not sold after two (2) surplus sales or the donation may result in intangible (i.e. good will) benefits to the College.
- A proposal to donate equipment or supplies no longer needed by the College must be reviewed by the VPO.

Once a donation request is approved, the recipient will receive an acknowledgement letter from an authorized College Representative.

## **Disposal as Waste**

Items that cannot be sold or donated will be discarded through the College's normal waste removal process. Under no circumstances should items with a value over \$100 be discarded without the approval of the VPO.

## **Asset Disposal/Transfer Form Required**

For all of the above actions, an Asset Disposal/Transfer form shall be submitted to the VPO for approval.

## **Computers**

All college computers and computer related items require approval from the Information Systems Director prior to being declared surplus equipment. Computers and other electronic devices may have sensitive business or personal information and must be disposed of properly. The IS director, in consultation with the VPO, will work with the appropriate department to determine the best disposal method on an item-by-item basis. The IS director should be contacted for disposal information and approval.

(Approved 12/01/17)

# Divine Word College Asset Disposal/Transfer Form

Date: \_\_\_\_\_ Dept. \_\_\_\_\_

Asset Description: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

Serial Number or VIN # \_\_\_\_\_

Disposal: Check appropriate box

\_\_\_\_\_ Donation – Agency \_\_\_\_\_

Agency Signature \_\_\_\_\_

\_\_\_\_\_ Sold: Date & To Whom: \_\_\_\_\_

\_\_\_\_\_ Interoffice Transfer: To Whom: \_\_\_\_\_

\_\_\_\_\_ Replacement: \_\_\_\_\_

\_\_\_\_\_ Discarded (Where) \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Traded Information: VIN # \_\_\_\_\_

\_\_\_\_\_ Vehicle Sale to Third Party: VIN # \_\_\_\_\_

\_\_\_\_\_ Lost (when give details) \_\_\_\_\_

\_\_\_\_\_ Stolen – Give details – attach police report \_\_\_\_\_

Vice President for Operations Authorization:

Signature: \_\_\_\_\_

## **917 DRUG FREE WORKPLACE AND COLLEGE**

No employee or student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules "I" through "V" of Section 202 of the "Controlled Substances Act (21 U.S.C. 812).

Workplace is defined to mean the site for the performance of work including any college building or any college premises; any college owned vehicle used to transport students to and from college or college-sponsored or College approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the College.

As a condition of employment each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction.

As a condition of matriculation each student shall notify the Dean of Students of his conviction of any criminal drug statute for a violation occurring in the workplace a defined above. Such notification shall be provided no later than 5 days after such conviction.

As a condition of employment or matriculation, each employee or student shall abide by the terms of the College policy respecting a drug-free workplace.

Counseling for any drug problem and/or violation is available at the College Counseling Office. In addition, counseling is available from Substance Abuse Services, Dubuque, IA 52001, 563-582-3784 or the Turning Point, Dubuque, IA 52001, 563-589-8290.

An employee or student who violates the terms of this policy may have his/her employment/matriculation suspended or terminated in accordance with College policy as defined in the Employee Handbook, Administration Manual, and Student Handbook.

## **919 COLLEGE SAFETY AND SECURITY**

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report and an annual security report. These reports outline fire safety systems, policies, practices, statistics, and emergency responses and procedures.

Divine Word College has an established Emergency Team in place to respond to any

emergency. They are the President, Dean of Students, and the Rector of the SVD Religious Community. Students, faculty, staff and the SVD community are reminded that security is a shared responsibility and any emergency should be reported immediately to a member of the Emergency Team.

The Dean of Students is available 24 hours a day to assist students for any emergency on campus by calling extension 215 from within the building or from Megan Hall. The Dean of Students, in an emergency, will contact the Dubuque County Sheriff, fire, or medical services by dialing 9-911 from any phone.

## **SECURITY**

Students, faculty, and staff are asked to exercise reasonable caution on-campus and to be alert to suspicious persons or activities. You are reminded to be certain that exit doors are not propped open and that you do not give the access code or keys to the building or your private room to anyone. Entrance doors are locked 24 hours a day in all residences for your protection.

Divine Word College complies with the requirements of the “Campus Crime Awareness and Campus Security Act of 1990” and makes available information describing College policies related to fire safety, security and crime statistics to its students, faculty, and staff and to prospective students, faculty, and staff. These reports are available online from the *Student Life* link.

- **Reporting** – Divine Word College does not have security officers but has assigned personnel who do have access to the county sheriff and ambulance service. If you are the victim of a crime or have information regarding a crime, report the crime immediately to the President, Dean of Students, or Rector of the Religious Community.
- **Phones** – In an emergency, students living in the main College dorms and Megan Hall must contact the Dean of Students from the phone in their room or in the corridors by dialing 215. Students living in off-campus housing will inform their supervisor, who resides in the house, or call 9-876-3353, ext. 215.
- **Timely Notice** – In cases where an emergency or criminal activity is reported, whether within one of the College buildings or outside the College campus, that may pose a threat to others, the President or Dean of Students will use appropriate means to provide a general warning to the College community. This may include an email notice, intercom announcement, or bulletin board notice. It is your responsibility to be attentive to these announcements and act prudently when warned.
- **Dorms/Residence Halls** – Students are asked to be particularly careful about keeping all exterior doors closed and locked. For your safety and the safety of others, you should not permit non-residents into the dorm areas of the College, Megan Hall, or off-campus housing.

- **Security Awareness** – It is the responsibility of the Dean of Students and appropriate staff members to provide information to the students about security procedures and fire safety at least once each semester.
- **Contact Person** – At the beginning of each semester, students register for courses with the Registrar. At that time, students are asked to update their personal information. Students are also asked to list a contact person in the event of an emergency. This information is confidential and is only available to authorized personnel.
- **Entrance/Exit Doors** – All doors are locked twenty-four hours a day and require a code to enter. Please do not prop these doors open.
- **Classrooms** – In the event of an intruder or hostile environment, all classrooms, labs, library, offices, etc. lock from the inside. If an announcement is made for a lockdown, you are to proceed to the nearest room, lock the door, and remain until law enforcement individuals or College personnel come to get you.
- **Photo IDs** – Everyone at DWC is provided with a photo ID for security reasons. You are asked to wear your ID at all times. Should there be an emergency situation at the College, law enforcement officials will recognize you as being a student or employee of the College.
- **Visitors** – Visitors who come to the College are asked to sign in at the front desk and to wear a visitor pass. If you see someone in the building without a visitor pass or believe they may not be an invited guest, inform the Dean of Students immediately.

## **EMERGENCY PROCEDURES**

The Emergency Planning Committee and Emergency Team assist the administration of Divine Word College in providing for the welfare and safety of the College community. The Dean of Students reviews the emergency procedures with the student body at the beginning of each semester. Fire and tornado drills are conducted each semester according to state fire regulations.

### **Fire:**

1. Pull the nearest fire alarm if you see a fire/smoke.
2. When the fire alarm goes off leave the building immediately through the nearest exit! Walk fast, do not run!
3. Proceed to the soccer field and gather by your formation groups.
4. Stay on the field until the fire department gives the “all-clear” signal. If you are unable to return to the main building, proceed to Megan Hall. If you reside at Megan Hall and are unable to return to the building, proceed to the main building.
5. Contact persons are assigned to each formation group. They are to inform the fire

department if someone is missing in their group. No one but the Fire Department is to go back into the building to look for someone who is missing.

**Tornado:**

1. When a tornado warning is announced over the PA system, go immediately to the basement corridor (near the art room). Megan Hall residents go to the south end of the Megan Hall basement (green game room).
2. Gather in your formation group.
3. Remain there until the “all-clear” signal sounds.

**Intruder:**

1. When the announcement “THIS IS A LOCK DOWN” sounds over the PA system, remain where you are at. Shut/lock the door and remain quiet. Stay away from the windows.
2. Remain where you are until you hear the “all-clear” call or the police notify you that it is safe to leave the room.
3. After the emergency is over, everyone gathers in the gym for a person count.

**Bomb Threat:**

1. When the PA system announces a bomb threat, leave the building immediately through the nearest exit.
2. Go to the soccer field and line up in your formation group.
3. Remain on the field until the “all clear” signal is given.

**Severe Weather or Electrical Storm:**

1. The lifeguards or Dean of Students should evacuate the swimming pool, soccer field and tennis courts immediately.

**MISSING STUDENT**

If an employee or student suspects or knows that another student is missing, he/she should report the situation to the Dean of Students immediately. The Dean of Students and the President of the College will work to substantiate that the student is missing and then proceed to contact area law enforcement. When a student is confirmed missing, the President will then inform the student’s contact person about the missing student. If the student is under 18 years of age, the parent or guardian will be notified immediately.

**921 EQUAL OPPORTUNITY EMPLOYMENT**

Divine Word College employs the most qualified person for a position based on training, education, experience, credentials, character, integrity, and ability. Divine Word College does not discriminate against anyone on the basis of race, color, creed, sex, ethnic origin, age, disability or physical handicap who meets the qualifications established for the position

for which application is made. This basic policy of non-discrimination applies to all aspects of employment, including promotion, transfer, assignment and termination.

The College is committed to complying with all federal, state, and local laws providing equal employment opportunities.

As a Catholic educational institution sponsored by the Society of the Divine Word, the College may grant employment preferences to members of the Society of the Divine Word. The College may seek qualified members of the Society for faculty positions without advertising these positions. The College may favor a qualified SVD applicant over a qualified but non-SVD applicant for an advertised staff position.

## **923 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

NOTICE OF COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 - Divine Word College pledges complete cooperation to the provisions of Section 513 of the "Family Education Rights and Privacy Act of 1974," commonly known as the Buckley Amendment. The amendment protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and/or formal proceedings. The administrative rules and regulations to implement compliance procedures are available to interested parties, and may be reviewed during ordinary business hours in the Registrar's Office or the Dean of Students' Office.

The College observes the policy that no one outside the institution has access to a student's educational records without the written consent of the student. However, in accordance with the provisions of the Family Education and Privacy Act of 1974, the College establishes the right to publish directory information which includes:

- Name and Address
- Telephone listing
- Electronic mail address
- Enrollment status (e.g., undergraduate or graduate)
- Photograph
- Major field of study
- Honors and awards received
- Grade level
- Date and place of birth
- Full-time or part-time
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- The most recent educational agency or institution attended



The student directory is shared with other college offices on a need-to-know basis. During Orientation Week each semester, new students will sign the College's FERPA release form. Each student has the option of withholding "directory information" and/or identifying individuals to whom the college may disclose specific information. While the release form is valid as long as a student is a student at Divine Word College, the student may revoke consent at anytime by completing a new form.

## **925 FOOD AND BEVERAGES**

1. Eating and drinking are not permitted in the following areas: gym, swimming pool, music rooms, lecture hall (room 107), chapel and chapel areas (including the organ loft, sacristies, crypt), computer room, classrooms, front entrance, and all corridors.
2. Only by special arrangement may food and drink sometimes be permitted in the crypt for special meetings, recollections, and retreats.

## **927. GRADUATION POLICY**

In recognition of their successful fulfillment of the academic requirements, the Board of Trustees, upon the recommendation of the faculty, grants to each graduate either a Bachelor of Arts Degree or an Associate of Arts Degree in the particular field of his/her concentration.

This recognition and conferral takes place at the commencement ceremony.

## **OBJECTIVES OF COMMENCEMENT EXERCISES**

The Board of Administration specifies certain objectives for the commencement exercises to:

- 1.1 Welcome the graduates into the community of scholars; to encourage them to continue their intellectual endeavors.
- 1.2 Encourage those graduates who are continuing in their commitment to Divine Word Missionaries; to encourage those not continuing with Divine Word Missionaries in their dedication and commitment to the Church, its world-wide mission and service to the people of God.
- 1.3 Encourage the student body in its pursuit of learning and vocational commitment.
- 1.4 Foster a closer union between Divine Word Missionaries and the relatives and friends of our students.
- 1.5 Say "farewell" officially and formally.

## 2. **CONDUCT OF COMMENCEMENT**

The Board of Administration is the deciding body regarding the various aspects of the graduation ceremonies. It is free to consult with others and to delegate various responsibilities either to an individual or a committee. To ensure an orderly and joyful graduation, the Board of Administration has the right to establish the principles which guide the conduct of the graduation ceremonies.

- 2.1 The Vice President for Academic Affairs organizes and oversees the commencement activities. The Public Relations Director, in a timely fashion, informs the Vice President for Academic Affairs of the persons selected to serve as marshals, invocation, benediction, etc.
- 2.2 The College President, in consultation with the Board of Administration, has the right to decide the following:
  - 2.2.1 Select the commencement speaker.
  - 2.2.2 Brief the commencement speaker on the purposes of graduation ceremonies in the light of the mission of the College.
  - 2.2.3 Establish the date and time of the Commencement ceremony.
    - 2.3.3.1 Commencement is held at 10:30 a.m. on the Friday of final exam week of the spring semester.
    - 2.3.3.2 Commencement is followed by a light lunch for all guests.
  - 2.2.4 Approve the selection of the Valedictorian. The Valedictorian is a member of the graduating class who, in addition to above average academic achievement, exemplifies positive leadership in word and action. The graduates may select and propose to the Board of Administration their recommendation for the Valedictorian no later than February 15.

## 3. **POLICIES GOVERNING COMMENCEMENT**

The Board of Administration establishes the following policies:

- 3.1 The graduates, faculty, administration, trustees, and commencement speaker wear academic robes for the commencement ceremony.
- 3.2 The College does not pay for motel rooms for families and friends of the graduates.

- 3.3 The families and guests of the graduates may not use rooms at the College for overnight stays at graduation time. Guest rooms at the College are reserved for guests of the College and of the SVD members assigned to the College. Requests by alumni or other guests for accommodations in the student dorms require the approval of the Dean of Students per established College policies.
- 3.4 The College underwrites much of the expense pertaining to graduation. Included in these expenses are the cost of printing invitations and the commencement program, the stipend and travel for the commencement speaker, and the luncheon following commencement.
- 3.5 The College sets the Student Graduation fee.
- 3.6 Students pay the rental fee for their own caps and gowns.
- 3.7 The College pays for the academic regalia of the faculty.

#### **4. COMMENCEMENT ACTIVITIES**

The Public Relations Director, in consultation with the College President and Vice President for Academic Affairs, will arrange and oversee the details of the Commencement Ceremony.

- 4.1 She/he will consult and work with the College Chaplain, the Liturgical Music Coordinator, a representative of the graduating class, the Dean of Students, and the Vice President for Academic Affairs.
- 4.2 Duties will include:
  - Design and print the invitations.
  - Provide invitations for the graduates to send to their family and friends.
  - Design and print the Commencement Program.
  - Select individuals who will take part in the commencement – marshals, readers, etc.
  - Organize set up and clean up.
  - Work with the Liturgical Music Coordinator and the College Chaplain for the selection of cantors, music, etc.
  - Work with the Vice President for Academic Affairs to provide information on the Commencement.
  - All other necessary details for the commencement ceremony.

(Revised/Approved October 9, 2015)

## **929 GUESTS (OVERNIGHT) OF DWC STUDENTS**

1. SVD guests are always welcome and are not covered by this policy. Official guests of the College, are, of course, welcome to stay overnight at the College and are not covered by this policy.
2. Students who wish to request overnight accommodations at the College for guests must first secure the permission of the Dean of Students for each visit. Students may not offer visitors overnight accommodations in the student dormitories, the third-floor guest rooms or Megan Hall without the explicit permission of the Dean of Students.
3. Students who wish to request overnight accommodations for visitors requiring a separate guest room on the third floor of the main building (e.g. family members, female visitors, married couples, families with children, elderly visitors, etc.) must secure the assistance of the Dean of Students in making such arrangements. The same procedure applies for requests for overnight accommodations for visitors at Megan Hall.
4. The Dean of Students alone will present the student's request to the Rector of the SVD community who is responsible for coordinating the assignment of guest rooms for visitors. After conferring with the Rector of the SVD community, the Dean of Students will inform the student whether or not overnight accommodations will be provided.
5. Accommodations for the non-SVD overnight guests during the Lunar New Year celebration will be coordinated through the office of the Dean of Students and approved by the Rector.

## **931 HIV/AIDS POLICY**

### **General Statement**

The primary response of a College to the Human Immunodeficiency Virus (HIV) infection epidemic is education since the most effective way to prevent primary infection with HIV and to relieve irrational fears and anxieties about HIV infection is education about its nature, how it is and is not spread, and how to prevent its transmission. Such education is part of the responsibility the College has to protect the physical and mental well-being of its members, to foster a compassionate environment for a person with HIV infection, and to help students, faculty and staff for a world in which HIV infection continues to play an ever more influential role.

The Catholic mission of the College calls us to exercise compassion, prayer and concern

for all persons affected by HIV infection. At the same time, each individual must accept ultimate responsibility for his or her own health. Within this context, each person must also refrain from endangering or risking endangerment of another's health and well-being.

### **Rights of the Individual**

1. HIV infection will not be a consideration in admission or employment decisions.
2. The College will not require newly admitted or current students to be screened for the HIV antibody; neither will mandatory screening of employees be implemented.
3. With a physician's recommendation, those who are known to be immunologically compromised may be excused from institutional recommendations for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those with poorly functioning immune systems.
4. Human rights legislation prohibits discrimination on the basis of a disability. From a human rights standpoint, HIV infection will be treated as a disability.
5. Students and employees, whether symptomatic or not, will be allowed access to any campus common area or classroom and be permitted to attend classes or work in an unrestricted manner as long as they are physically able to attend classes or perform their duties and take appropriate precautions related to secondary infections. Because of secondary infections, restrictions may be necessary on a case-by-case base.
6. There is no medical necessity to advise others living in college housing of the presence of residents with a positive HIV antibody test. Whenever possible, an immuno-compromised individual should be offered the option of a single room to decrease his exposure to contagious diseases.

### **Resource Services**

1. The Dean of Students and formation directors will provide appropriate information to students who have concerns about HIV infection. These services may include counseling, referrals to health professionals and support groups, or referrals for blood testing and medical care.
2. The Vice President for Operations will provide appropriate information to faculty and staff who have concerns about HIV infection. These services may include referrals for counseling, referrals to health professionals and support groups, or referrals for blood testing and medical care.
3. The President will be the official spokesperson to handle external inquiries regarding the institution's policies concerning HIV infection.

4. Instructors are encouraged to incorporate information and discussion about HIV infection in courses as appropriate.

## **933 HONORARY DEGREES FROM DIVINE WORD COLLEGE**

### **A. Objectives**

The primary objective for awarding an honorary degree at Divine Word College is to recognize and encourage a standard of excellence that is exemplary to the Christian community, especially the Divine Word College Community, its friends, benefactors and students. A secondary objective is to promote the reputation of the College as an institution that recognizes and promotes such excellence.

### **B. Selection Criteria**

1. Consideration of candidates for honorary degrees includes the nominee's scholarly achievements, charitable works, community service, and other life achievements.
2. Candidates are exemplars of the values imbedded in the mission of Divine Word College.
3. Candidates for honorary degrees may be chosen from a variety of fields including public service, ministry, theology/philosophy, the social sciences, science, the humanities, education, and business.
4. Candidates may include not only those who have gained a reputation as one of the best in their field but also those who have not yet reached the pinnacle of their achievements. Those who may never be famous but who perform outstanding service quietly may be worthy candidates.

### **C. Selection Procedures**

1. Any person may nominate a candidate for this degree. The nominations are submitted to the President of the College by February 15 of the year prior to the anticipated awarding of the degree.
2. The President submits the name(s) of nominee(s) for review by the Faculty Committee on Rank and Tenure. This Committee's role is advisory. The President makes the final decision as to which name(s) he will present to the Committee for Academic Affairs of the Board of Trustees.
3. The Committee for Academic Affairs of the Board of Trustees votes on the nominee(s) and presents the name(s) of the nominee(s) to the full Board of

Trustees.

4. The Board of Trustees is responsible for the final approval of the nominee(s).  
Approved by the Board of Trustees: 10/05/02

### **935 INJURIES/WORKER'S COMPENSATION**

Employees injured on the job who are off work for three days or fewer days:

1. Regardless of the nature or severity, all injuries sustained while on the job must be reported to the Business Office and the supervisor at once, on the day the injury occurs.
2. The College insures employees against accidental injuries under the Worker's Compensation Act of the State of Iowa.
3. An injured employee who is sent home by the Vice President for Operations or his/her immediate supervisor, will be paid for the remainder of the workday.
4. Divine Word College pays regular wages up to three (3) days for work connected injury, but if the employee is disabled for more than fourteen (14) days, the amount of worker's compensation actually received for the first three (3) days shall be refunded to the College.
5. Worker's Compensation payments begin to accumulate on the fourth day of absence from work due to a work-related disability. The employee will receive payments directly from the Worker's Compensation insurance company as the information is processed. The benefits also provide payments to the doctors and hospitals involved.
6. The employee is required to submit a written medical release from the treating physician before returning to work. The employee should report to their supervisor before beginning work.

### **936 INTERCULTURAL CELEBRATIONS**

Divine Word College promotes cultural celebrations, and encourages students to celebrate their heritage and to learn about and appreciate the culture of others.

1. The College celebrates Mission Sunday, inviting the public to attend and enjoy the celebration with the College community.
2. Such celebrations are scheduled with the approval of the Dean of Students for the following academic year.

3. The Dean of Students may also schedule internal celebrations with the College community for Lunar New Year, Our Lady of Guadalupe, Martin Luther King, Jr., St. Josephine Bakita, etc. Each celebration will be coordinated by the Dean of Students, who will also administer the budget. Some events may be more elaborate owing to the number of students involved in the celebration.
4. Groups or individuals may volunteer or be asked to assist in the planning and production of the celebration. Designated groups will be responsible for their assigned tasks. Outside assistance is permitted with the approval of the Dean of Students.
5. Attendance at these events is mandatory for all students.

### **937 KEY DISTRIBUTION PROCEDURE**

1. When an employee of the College, SVD member, or student needs a key, he/she should request the key from one of the following administrators:
 

VP for Academic Affairs	-	Faculty
VP for Operations	-	Staff
Rector	-	SVD Member
VP for Recruitment & Adm.	-	Recruiters
Dean of Students	-	Any Individual needing dorm keys, Infirmery, or Megan Hall keys
Work-Study Coordinator	-	Work-Study Students
2. The above administrator will provide a request form to the Business Office for the requested key one week in advance of the date the key is needed. The Business Office will correspond with the maintenance department to make sure the keys are supplied to the Business Office.
3. The Business Office will supply the key(s) to the administrator along with a form listing the key(s). The administrator and the recipient sign the form acknowledging receipt of the key(s). The form will be returned to the Business Office and kept on file.
4. The Dean of Students will provide any student, Formator, Spiritual Director and Director of Health keys needed for the dormitory, Megan Hall, etc. For any other keys needed, i.e. master keys, the Dean of Students will provide the request form to the Business Office and follow the same procedures as above.
5. It is the responsibility of the administrative office requesting the keys to make sure the keys are returned to them when an employee is leaving the employment of the College or when a faculty member goes on sabbatical. These keys should then be returned to the



Business Office and recorded on the original form.

### **939 MEALS**

During the work week, the College invites faculty and staff to share one meal (normally lunch) each day with the rest of the College community.

Standard meal charges apply when faculty members wish to have an additional meal or to invite family members or other guests for meals. The faculty member should make payment directly to the Business Office.

### **941 PERSONALLY OWNED PROPERTY**

Divine Word College does not assume liability for the personal property of faculty, staff or students lost by theft or damage due to fire or other causes. Students and employees should lock their offices and rooms. They should not keep cash in their rooms or offices; they should not keep valuables in their desks or cabinets except as these may be needed for short-term use related to instructional purposes. Students and employees should report the loss of personal items to the Dean of Students, the Vice President for Academic Affairs or the Vice President for Operations. If the loss of an item of significant value appears to have resulted from theft, College authorities will inform the Dubuque County Sheriff's Department immediately. While reserving the right to do so, College officials will not ordinarily engage in a search of the premises for missing items. The Emergency Committee maintains a record of reports regarding missing or stolen items and their recovery.

### **943 PROTECTION OF THE HUMAN SUBJECT OF RESEARCH**

Divine Word College encourages faculty, staff, and students to engage in research and creative activities consistent with its educational mission. When human subjects are involved as subjects of such research, the College recognizes and complies with the ethical principles and standards contained in Federal Regulations and declarations that include: The Nuremberg Code (1948); The Belmont Report (1974); Code of Federal Regulations, 45 CFR 46; Declaration of Helsinki (last revised in 2000). In accordance with these standards, the following policy is intended to ensure that the privacy, welfare, and safety of the human subjects are protected while conducting research involving such subjects.

Research is defined as a "systematic investigation ... designed to develop or contribute to generalizable knowledge." (45 CFR 46). When such investigation involves collecting information about living persons through any form of intervention, observation,

interaction or through the use of identifiable private information, it requires review and approval by an Institutional Review Board.

**Institutional Review Board (IRB): Appointment and responsibilities:**

- The IRB will consist of four members and a Chair, and it will be appointed by the President of the College in consultation with the Vice President for Academic Affairs.
- The IRB is charged with the responsibilities of assuring the protection of the human subject of research by faculty, students, staff, or others at Divine Word College.
- Develops and implements procedures and provide training and education for researchers as may be needed.
- Determines whether or not a proposed activity qualifies as research.
- Assures that informed consent given by human subjects conforms to appropriate standards.
- Has authority to approve, disapprove, or require modifications to the research proposal.
- Communicates its decision in writing and explains the reason(s) for disapproval if a proposal is disapproved.
- Reviews and approves/disapproves changes to the research proposal.
- Reviews annually a research that lasts over one calendar year.
- The IRB Chair may decide whether or not a research proposal qualifies for exemption, expedited review, or a full review.
- The IRB Chair has authority to grant expedited review of the proposal that involves no more than minimal risk to human subjects.
- The IRB Chair will maintain all documentation associated with the IRB actions.

When in doubt as to whether or not an activity counts as research, the IRB shall be consulted. Researchers shall not make that determination for themselves.

Researchers shall assure that risks to the human subjects are minimized. This can be accomplished by constructing a sound research methodology, carefully designed procedures for data collection, assuring informed consent, and protecting the privacy and confidentiality of the human subject. Research involving especially vulnerable population such as children, mentally handicapped individuals, and prisoners must comply with additional requirements as stipulated by law.

**Procedure**

The principal investigator(s) will submit the detailed research proposal to the IRB Chair prior to collecting any data on human subjects. The Chair determines whether or not the proposal qualifies for an expedited review or a full review by the entire Board. Expedited review may be conducted by the Chair without involving the full Board.

If the researcher changes the approved research protocol during the course of the research, the

changes must be immediately submitted to the IRB for review. If the project last over a year, continuing review will be necessary. The Chair will determine whether a full or an expedited review is appropriate to approve the proposed changes.

**Informed and Voluntary Consent**

Whenever a human subject is involved, the researcher is required to obtain the subject’s informed consent prior to collecting data. Care shall be taken to assure that the prospective subject fully understands the purpose of the research, the procedures to be followed, and the expected duration of the research. Any foreseeable risks, discomforts, or any potential benefits shall be fully explained prior to obtaining consent. The prospective subject shall be given sufficient opportunity to consider whether or not to participate in the research and there shall be no pressure or influence coercing his or her participation.

**Confidentiality of Records**

In most instances, researchers are required to maintain all identifying and private information about the subject confidential. Only investigators or individuals directly associated with the study should be permitted to identify the subjects. Confidentiality is usually assured by using numbers rather than names on all forms and instruments.

**Informed Consent Form**

You are being asked to participate in a study of:

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The purpose of the study is to:

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If you agree to participate, you will:

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Risks and benefits of the study:

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Compensation:

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**Confidentiality:**

Records of this study will be kept in a secure place; only researchers will have access to the records. If the results of the study are reported in any form, the report will not contain information that will make it possible for others to identify you.

**Voluntariness:** Your participation in this study is completely voluntary. You are free to withdraw from the study at any time.

If you have any questions, you can contact me at (Office address, telephone, and email)

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**Consent to participate:**

I have read and understood the above information, and I have no further questions at this time. I consent to participate in the study:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Your name (printed) \_\_\_\_\_

*A copy of the signed consent form must be given to the participant, and the original must be kept for a minimum of three years beyond the termination of the study.*

## **949 SMOKE DETECTORS/FIRE ALARM**

Smoke detectors are installed throughout the College to protect property and, most importantly, to protect the lives of students and staff. Anyone attempting to disarm smoke detectors (by covering, by shutting off the electricity, etc.) shall be subject to dismissal.

Pulling a fire alarm in an intentionally foolish or careless way will lead to disciplinary action.

During fire drills, the fire/smoke alarm system is tested by maintenance, at least once per semester.

## **951 SMOKING POLICY**

1. In compliance with the Iowa Smokefree Air Act (HF-2212 142 D.1), and to protect the health of our students, faculty, staff and visitors, Divine Word College prohibits the use of tobacco products on its campus. Campus includes all College buildings, grounds, parking lots, College vehicles (regardless of location), athletic fields, dock areas and personal or commercial vehicles while on the DWC campus.
2. Tobacco products include, but are not limited to: cigarettes, cigars, pipes, e-cigarettes, vaping, and all smokeless tobacco products such as chew and snuff.
3. This policy extends to employees, residents, visitors and students.
4. The policy applies at all times, including school-sponsored and non-school-sponsored events.
5. Under no circumstances may any tobacco product be sold on campus.

## **953 SOLICITATION OF FUNDS**

Divine Word College is responsible for the correct and legitimate use of funds raised in its name or for goals associated with the College's mission and purpose.

To carry out its obligations in this matter, the College must be fully aware of and give its approval for any solicitation of funds, either by an individual or a group, to initiate or complete a project or projects, as well as to support, partially or totally, the needs of an individual or individuals.

The heading "Project(s)" includes, but is not limited to, the following:

1. Solicitation of funds for equipment, academic and non-academic;

2. Solicitation of funds for missionaries, whether in this country or other countries; and
3. Solicitation of funds for the personal, legal, or extraordinary needs and expenses of a member of the faculty, staff or a student.

All fund raising of Divine Word College for whatever purpose, falls under the purview of the Development Director. Any member of the faculty, staff or a student who solicits funds for any of the above mentioned projects will be considered by the one solicited as representing Divine Word College. Therefore, before any outside organization or individual may be approached for a contribution, the following procedures must be adhered to.

1. For academic equipment or programs, after consultation with the Vice President for Academic Affairs, the permission and approval of the Development Director must be secured.
2. For equipment related to student activities, e.g., sports equipment, gym equipment, etc., the Dean of Students must be consulted before approaching the Development Director for approval and permission.
3. To solicit funds for the needs, whether personal or otherwise, of a student or students, the approval and permission of the President is required.

## **955 STUDENT COMPLAINTS**

### **1. Processing Student Concerns**

Individuals in human organizations are sometimes the victims of unfair treatment or perceive themselves to be the victims of unfair treatment. Students in schools and seminaries experience this same reality. At Divine Word College, where respect for the individual person is a core value, processes are in place to ensure that students receive fair treatment in their dealings with faculty members, formation personnel, administrators, staff employees and other students.

Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. All College personnel, including students, are encouraged to resolve differences and problems by discussing them personally and informally with the individuals or parties concerned. Students are encouraged to seek the assistance of their formation directors, spiritual directors, the College Counselor, appropriate administrators and other staff members toward an informal resolution of a difficult issue or perceived grievance.

When a student feels unable to achieve satisfactory resolution of a problem, the student

may resort to a formal process. Examples of formal processes available to students include but are not limited to the process for resolving a grade dispute between a student and an instructor (*College Catalog*); appeals to the Formation Appeals Committee; “Fair Process” protections afforded students in the administration of discipline (*Student Handbook No. 140 and 160.2*); actions of the Student Senate (*Student Handbook No. 720*); and written requests to either the Vice President for Academic Affairs or the Dean of Students.

A record of student issues addressed through a formal procedure should be kept in the minutes of the committee or office primarily responsible for the resolution of the issue.

It is possible that in some instances, after having exhausted both informal and formal processes, a student or students may feel that they have failed to achieve a satisfactory resolution of a problem. In such instances a student or students may submit a written request for review of the issue to the College President. The request should include a description of the problem and the actions already taken toward its resolution. The College President will act on the request within ten working days.

## **2. Record of Student Complaints**

Divine Word College, in accord with the expectations of higher education accrediting bodies, maintains a record of all formal, written complaints filed by students. This record is available in the President’s Office for review by authorized personnel. The Vice President for Academic Affairs and the Vice President for Formation are the College officials who will ordinarily forward such records to the President’s Office.

## **3. Filing Student Complaints**

Student complaints about Divine Word College can be filed with the Iowa College Aid Commission, a state agency that accepts complaints from students attending an Iowa college or university. The Iowa College Aid Commission:

Iowa College Student Aid Commission  
430 East Grand Ave, FL 3  
Des Moines, IA 50309-1920  
Phone: 877-272-4456  
Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Students can also file complaints with the Higher Learning Commission:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
Phone: 800-621-7440  
Website: <https://www.ncahlc.org>

957 **Divine Word College - *Student Leave of Absence (See No. 332)***

A student with good reason and with approval, by both the Vice President for Formation and the Vice President for Academic Affairs, may request and be granted a leave of absence for a period up to one year without withdrawing from the College. S/He may re-enroll after communicating directly with the Vice Presidents for Formation and Academic Affairs. The Dean of Students will maintain contact with the departing student during his/her absence. If the student does not return to the College within two semesters, s/he must re-apply to Divine Word College under the "Readmission" section.

The leave of absence policy may be used by students who have compelling reasons for stopping out of DWC for a short period of time. The Leave of Absence is not intended as an escape or easy way out, but rather as a mechanism for students with compelling reasons to take a one or two-semester hiatus from the college. This hiatus is not intended for students with major academic or formational issues, but for a student to address a situation which keeps him/her from applying him/herself completely at DWC. Action on the part of the student that is necessary to deal with a particular situation prior to returning to DWC could be listed on the Leave of Absence Request form.

A compelling reason for a student to take a leave includes situations like: a family illness where the student is needed either for financial support or personal care; family financial trouble; personal illness. Taking courses at another institution or conflict with DWC faculty or administration is not sufficient grounds for granting a request for leave. A student should take a maximum of one Leave while a student at DWC. Denials of a Leave of Absence by the Deans may be appealed in writing to the President within one week. The President's decision is final.

**Criteria Assessed at by Academic Dean:**

- Student is in good academic standing (not on probation).
- Student meets the criteria for Satisfactory Academic Progress.
- Student has cumulative GPA of at least 2.50.
- Student has not failed courses due to unexcused or unexplained absences.
- Student has compelling reason for leave.

**Criteria Assessed at by Dean of Students:**

- Student is in good formation standing (not on probation).
- Student has had no disciplinary action brought against him/her for at least one year.
- Student has compelling reason for leave.



**Divine Word College**  
***Application for Student Leave of Absence***

I, \_\_\_\_\_, request permission for a leave of absence from Divine Word College for a period of no longer than one year.

My reason(s) for obtaining a leave of absence are:

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While away from Divine Word College, I will do the following to deal with the reason(s) above, so that I can return to the College ready to complete my program:

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At least six weeks prior to the semester of return, I will contact the Dean of Students and Vice President for Academic Affairs of my intention to return to the College.

If I do not return to Divine Word College within the period of my leave, I will need to follow the readmission process as stated in the Divine Word College Catalog.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Students Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs

\_\_\_\_\_  
Date

## 959 SVD STUDENTS IN TEMPORARY/PERPETUAL VOWS

Divine Word College welcomes SVD students in perpetual vows to study in the College's English as a Second Language Institute. The College is eager to share with them its substantial resources for learning English. The College also welcomes SVD students in temporary vows. The College's expectations for students in perpetual and temporary vows are similar in some aspects but vary in others. The purpose of this statement is to clarify the aspects that vary for students in perpetual vows.

1. SVD students of Divine Word College, whether in perpetual or temporary vows, will strive to live their religious, missionary way of life in an exemplary manner. They will serve as role models for our pre-novitiate candidates. As such, they will live according to the spirit of the SVD constitutions, other Society directives, and local community customs.
2. SVD students, whether in perpetual or temporary vows, will participate in SVD community activities, like days of recollection, house assemblies, vow renewal and anniversary celebrations, and regularly scheduled conveniats.
3. SVD students, whether in perpetual or temporary vows, will take full advantage of the learning opportunities available to them at Divine Word College. They will use their time and resources well, in order to achieve their particular educational objectives. They will abide by all specified academic requirements and conform to other traditional academic practices.
4. SVD students in temporary vows will participate in structured religious, spiritual formation during their period of study at Divine Word College. Students in perpetual vows, who are responsible for their own ongoing formation, will not be required to participate in a structured formation program of the College.
5. Following the mandate of the provincial superior of the Chicago province, students in both temporary and perpetual vows will participate in housework or other assigned tasks as part of their service to the Divine Word College community. Those in perpetual vows will normally be responsible for tasks in the parts of the College reserved for the SVD community.
6. SVD students in perpetual vows are excused specifically from the following: the weekly liturgical preparation period, student retreats and recollections, etc.
7. SVD students in perpetual vows ordinarily reside in the SVD residence as assigned by the Rector. SVD students in temporary vows usually reside in the student dorms as arranged by the Dean of Students and the Rector.

Revised: 8/24/12

## **961 TELEPHONE/CELL PHONES**

College phones are primarily for College business. Students needing to make long-distance calls on College phones must first seek the permission of the Dean of Students.

The College does not provide cell phones for employees or students. Personal calls should occur during break periods or at lunch time. Use of cell phones in the college seminary environment requires respect for others in the community, thus no calls in the dining room, during classes, in places where others are studying or expect quiet.

## **963 TRANQUILITY WEEKENDS**

One weekend in September, October, January, February, and April is set aside as a "Tranquility Weekend." From Friday at 5:00 p.m. and extending through the entire weekend, various activities are curtailed. Even activities for which attendance is not required are not scheduled. The very scheduling of such events imposes a certain obligation on students to attend.

The following list, while not exhaustive, suggests ways to ensure that designated weekends remain tranquil.

1. No "Cultural Events Calendar" activities are scheduled, e.g. art gallery openings, recitals, special liturgical celebrations, and other cultural events. International nights are not scheduled.
2. Special lectures and presentations will not be scheduled by formation, academic departments, Special Events Committee, Student Senate, or other groups which occasionally plan such activities.
3. Sporting activities with outside groups are not scheduled.
4. College facilities will not be rented so that extra cleaning and dish-washing will not be required.
5. No banquets are scheduled.
6. Student cars will be available as usual for use to Dubuque, etc.
7. Formation groups may plan a non-required, optional community outing using College cars.
8. Academic requirements are not affected by Tranquility Weekends.

These dates will be published and approved by the Board of Administration in consultation with the formation team and the academic departments before May 1 of each

preceding year.

## 965 WHISTLEBLOWER POLICY

1. **The Whistleblower Policy** is intended to encourage and enable Divine Word College employees and others to raise serious concerns within the college prior to seeking resolution outside the college. As employees and representatives of the college, employees are expected to practice honesty and integrity in fulfilling their responsibilities, and to comply with all applicable laws, regulations, and college policies.
2. **Reporting Violations**  
Divine Word College seeks to have an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if employees are not comfortable speaking with their supervisor and are not satisfied with the supervisor's response, they are encouraged to speak with anyone in the administration whom they are comfortable. Administrators and supervisors shall report violations to the Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations.
3. **Accounting and Auditing Matters**  
The Financial Affairs Committee of the college shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Financial Affairs Committee of any such complaint and work with the Committee until the matter is resolved.
4. **No Retaliation**  
Anyone who in good faith reports a violation of college policies shall not suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation is subject to disciplinary action, up to and including termination of employment.
5. **Acting in Good Faith**  
Anyone filing a complaint concerning a violation or suspected violation of college policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
6. **Confidentiality**  
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**7. Handling of Reported Violations**

The Compliance Officer or the person responsible for carrying out the Compliance Officer's role will acknowledge receipt of the reported or suspected violation by writing a letter or (e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved: May 18, 2016

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