

STUDENT HANDBOOK



Divine Word College

Epworth, Iowa

August 2010

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**Divine Word College
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.

TABLE OF CONTENTS

100 GENERAL RIGHTS AND OBLIGATIONS

- 110 Student Rights
- 120 Non-Discrimination
- 130 Privacy of Records
- 135 Student Complaints
- 140 Fair Process
- 150 Proscriptions Stated
- 151 Other Causes for Dismissal
- 160 Sanctions Defined
- 170 Appeals
- 180 Jurisdiction
- 190 Substance Use and Abuse
- 195 Dorm Room Entry

200 STUDENT RESPONSIBILITIES (MINIMAL EXPECTATIONS)

300 RESIDENCE AND ROOM POLICIES

- 310 Residence Hall Contract
- 320 Atmosphere for Study
- 330 Room Care
- 340 End of the Year Clean-Up
- 350 End of the Year Check-Out
- 360 Damage and Costs
- 370 Keys
- 380
- 390 Dining Room and Kitchen
- 391 Food Services

400 APPEARANCE

500 GENERAL COLLEGE POLICIES

- 510 College Language
- 520 Visitors
- 530 College Cars
- 540 Emergency/College Safety and Security
- 550 Vacation Periods at the College
- 560 Policy on HIV Infection
- 570 Sexual Harassment
- 580 Sexual Abuse
- 590 Miscellaneous

600 STUDENT CHANNELS OF COMMUNICATION

- 610 Formational/Spiritual
- 620 Academics
- 630 Student Life/Concerns

700 THE CONSTITUTIONS OF THE STUDENT SENATE

- 710 Name and Membership
- 720 Purpose
- 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

800 HANDBOOK APPROVAL

APPENDIX A: POLICIES OF DIVINE WORD COLLEGE

Awards

Admission of Students Without High School Diploma or GED

Children in the Work Place

College Facilities – Use of

Computer/Information Technology Policies

1. College Network – Use of and Security
2. Computer Hardware and Software Acquisition
3. Computer Lab Policy
4. Computer Resources and Technology
5. Computer Virus Policy
6. Information System – Waste Disposal
7. Information Technology Emergency Services

Cross-Cultural Celebrations

Drug Free Work Place and College

Emergency - College Safety and Security

Food and Beverages

Graduation Policy/Committee

Guests (Overnight) at DWC

HIV/AIDS Policy

Key Distribution Procedure

Protection on the Human Subject of Research

Sexual Abuse

Sexual Harassment Policy

Smoking Policy

Solicitation of Funds

Student Complaints
Student Leave of Absence

Appendix B
Information Related to Academic Probation

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 Student Activities and Welfare Committee (SAW) 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*); appeals to the Student Activities and Welfare Committee (*Administration Manual No. 263 and Student Handbook No. 170*); "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.

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 SAW 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.
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 SAW 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 SAW 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 SAW Committee to the President within three days.

180. JURISDICTION

1. The SAW 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 SAW 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 SAW 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 SAW 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 Student Activities and Welfare Committee (SAW) if there are mitigating circumstances warranting consideration. The decision to consider an appeal rests with the SAW 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, First Street House, and the Center Avenue Residence. 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 First Street House, Megan Hall, and the Center Avenue Residence.

5. Any damage either from normal or careless use should be reported to the Dean of Students.
6. Megan Hall, First Street House, and the Center Avenue Residence 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. (Adm. Manual, 607)
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.

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, Appendix A)
9. Students who want to remove or borrow anything from the kitchen must seek permission from the Dean of Students and the Director of Food Services.

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 Director of Food Services 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 Director of Food Services and the Vice President for Finance.

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 expected to use English in public areas. English is also the common language to be spoken in groups of individuals from different language backgrounds or in the presence of those who may not share their first language. Use of a common language helps build the sense of community, a priority of Divine Word College, while using languages other than English can easily make others feel excluded. Also, many students are learning English, and regular conversation in English is critical for mastering the language, a necessity for doing well in college courses. Finally, for the SVD missionary, using the language of the country is an important sign of respect for the people and culture around him. For all these reasons, the College encourages the regular use of English.

The Dean of Students shall explain the language expectations to all students during the orientation, at the beginning of each semester, and periodically as needed.

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 Finances. 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.
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 use
- If 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 Finances 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 SAW 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.

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. SEXUAL HARASSMENT

1. Divine Word College will attempt to provide students and employees a campus environment free from all forms of sexual harassment. The policy on sexual harassment refers to sexual harassment which may occur on all levels including student to student.
2. Definition: "Sexual Harassment" includes any unwelcome sexual advances, requests for sexual favors, and other verbal (for example, sexually explicit derogatory statements, or sexually discriminatory remarks) or physical conduct of a sexual nature when:
 - 2.1 submission to such contact is made either verbal or nonverbal a term or condition of instruction, employment, or participation in other college activity; or
 - 2.2 submission to or rejection of such conduct by an individual is used as a basis for evaluation in making or personnel decisions affecting an individual; or
 - 2.3 such conduct by an individual occupying a position of power, influence, or authority over another has the purpose or effect of unreasonably interfering with

that other individual's performance or creating an intimidating hostile or offensive college environment; or

- 2.4 such conduct, occurring in the classroom, the workplace or other college setting, is offensive, causes the recipient discomfort or humiliation and/or interferes with the recipient's education or job performance.
3. "Consent" shall be defined as positive cooperation in act or attitude, pursuant to an exercise of free will. The person consenting must act freely and voluntarily and have knowledge of the nature of the act or a transaction involved. The fact that an individual was intoxicated at the time may be considered in determining whether that person consented to the act in question. While consent may be implied from silence or passivity alone, in determining whether consent has occurred, consideration shall be given to the record of the incident as a whole, and to the totality of the circumstances, including the context in which the alleged incidents occurred.
4. If you believe that you have been subjected to sexual harassment by anyone (faculty, staff, fellow student, or administrator) please follow the informal resolution which is in Appendix A of this Handbook.
5. If the matter cannot be resolved to the complainants or the accused person's satisfaction through this informal process, one should proceed with the grievance procedure found in Appendix A of this handbook.

580. SEXUAL ABUSE

1. Sexual abuse of students, faculty or staff is criminal behavior and is not tolerated at Divine Word College. It is the policy of the College to provide education to help prevent sexual abuse. For information on reporting procedures, prevention suggestions and counseling, please see Appendix A of this handbook.
2. Iowa Law defines "sexual abuse" as follows:

"Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

 - 2.1 The act is done by force or against the will of the other. If the consent or acquiescence 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 inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
 - 2.2 Such other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

- 2.3 Such other participant is a child (under age 18 and not married)." Iowa Code 709.1 (1992)."

585. HEALTH SERVICES

The Director of Health Services, 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 Director ensures that health and vaccination records are in place and regularly updated. The Director enjoys assistance from staff in the scheduling of medical and dental appointments and the transportation of students to such appointments.

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 Finance 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 Finance, 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 Finance.
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 Finance. 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. **Cross-Cultural Celebrations** - Divine Word College promotes cross-cultural celebrations and encourages its students to take pride in celebrating their uniqueness while appreciating the differences of others. (see Appendix A)
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.

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). Two student representatives serve on the Formation Team.

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. Educational Council

The Education Council shares with the President, subject to his veto, the interpretation and development of academic policies insofar as these are within the framework of the broad policies set down by the By-laws and the Board of Administration. The Education Council also provides a forum for the discussion of formation issues as these relate to and impinge upon the academic program. (Admin. Man., 206)

4. Committee on Academic Affairs (CAA)

The CAA supervises the development of the curriculum courses and syllabi, reviews and makes recommendations concerning specific requirements for the various degree programs, reviews all course offerings at the time of the issuance of each new Catalog, and upon appeal decides requests to assume an overload. One student representative serves on this committee (Admin. Man., 261).

5. 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. Committee on Student Activities and Welfare (SAW)

The SAW Committee provides a forum for open exchange and understanding between faculty and students in areas of concern to both . The Committee

- 3.1 evaluates student performance against the norms found in the College Administration Manual, the Faculty Handbook, the Student Handbook, the Religious Formation Program, and the College Catalog to foster self-mastery and self-discipline;
- 3.2 assures integrity in all academic endeavors by promoting the highest standards of honesty through reviewing alleged instances of cheating, plagiarism, submission of work which was not done by the student, and other instances of dishonesty;
- 3.3 evaluates all student formational and academic probation and determines whether all terms agreed upon are being met;
- 3.4 encourages those situations and programs which foster student morale through promoting an atmosphere which is conducive to personal and emotional growth and by anticipating times and/or conditions which are destructive to a positive atmosphere. This is done by reviewing on a regular basis, the rhythm of student life and the effects of academic, formation, and personal requirements upon the students' academic success, vocational growth, and personal health.
- 3.5 any member of the College community, through a SAW Committee member, can bring an issue to the SAW Committee.

The SAW Committee has the right to place on probation or to dismiss a student according to the procedures described under “Probation” in the Faculty Handbook (650) and “Fair Process” in the Student Handbook. The President of the Student Senate and one other student representative serve on the SAW Committee (Admin. Man., 263).

4. 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 Student Activities and Welfare Committee (SAW), along with one other student;
 - 1.4.2 the Education Council, along with the vice-president.

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.
- 2.4 The Vice-President, along with the President, represents the Student Association on the Education Council (cf. 790.4.4).

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.
 - 3.4 The Secretary represents the Student Association on the Library Council (cf. 790,4.7)
- 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, except in section 790,3.5, 790,4.6 and 790,4.9. 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), the Formation Team, and the Student Activities and Welfare Committee (SAW), 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 Director of Athletics 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 **Academic Affairs Committee (AAC)** - The AAC supervises the development of the curriculum courses and syllabi, reviews and makes recommendations concerning the specific requirements for the various degree programs, reviews all course offerings at the time of issuance, and upon appeal decides requests to assume an overload. One student representative serves on this committee (Administration Manual, 261).
- 4.4 **Education Council** - The Education Council shares with the college President, subject to his veto, the interpretation and development of academic policies insofar as these are within the framework of the broad policies set down by the Administration Manual and the Board of Administration. The Education Council also provides a forum for the discussion of formation issues of our students as these relate to and impinge upon the academic program. The President and the vice-president of the Student Senate are student representatives on the Education Council (Administration Manual, 206).
- 4.5 **Formation Team** - The Formation Team consists of the Vice President for Formation, the Dean of Students, Formation Directors, Counselor, the Director of Ministries, and the Coordinator of Spiritual Direction. The Formation Team evaluates student progress and ensures that a viable program is maintained in achieving the objectives of the College (Administration Manual, 230). Two student representatives serve on the Formation Team.
- 4.6 **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).
- 4.7 **Student Activities and Welfare Committee (SAW)** - The SAW Committee provides a forum for open exchange and understanding between faculty and students in areas of concern to both. The SAW Committee has the right to place students on probation or dismiss students, according to the procedures described under "Due Process" in the Student Handbook. The President of the Student Senate and one other student representative serve on the SAW Committee (Administration Manual, 263).
- 4.8 **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.

APPENDIX A
POLICIES OF DIVINE WORD COLLEGE

Awards

Admission of Students Without High School Diploma or GED

Children in the Work Place

College Facilities – Use of

Computer/Information Technology Policies

1. College Network – Use of and Security
2. Computer Hardware and Software Acquisition
3. Computer Lab Policy
4. Computer Resources and Technology
5. Computer Virus Policy
6. Information System – Waste Disposal
7. Information Technology Emergency Services

Cross-Cultural Celebrations

Drug Free Work Place and College

Emergency - College Safety and Security

Food and Beverages

Graduation Policy/Committee

Guests (Overnight) at DWC

HIV/AIDS Policy

Key Distribution Procedure

Protection on the Human Subject of Research

Sexual Abuse

Sexual Harassment Policy

Smoking Policy

Solicitation of Funds

Student Complaints

Student Leave of Absence

APPENDIX B

Information Related to Academic Probation

AWARDS

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.

Service Recognition Program

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

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. 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.
3. The College offers to host a special recognition meal for employees who have served the College for 30 years.

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.

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.

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.

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 Administration Manual, No. 308.

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.

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.

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.

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 Finance, 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 Manager 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 Academics 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 Finances 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.

COMPUTER/INFORMATION TECHNOLOGY POLICIES

1. COLLEGE NETWORK – USE OF AND SECURITY

The Information Systems staff adheres to the following privacy policy.

1. The Information System 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 Director of Information Systems.
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.

2. COMPUTER HARDWARE AND SOFTWARE ACQUISITION POLICY

All computer systems, peripherals, and software programs need to be approved by the Director of Information Systems 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.

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.

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.

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.

6. INFORMATION SYSTEM - WASTE DISPOSAL

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

1. The policy for electronic devices that the Information System 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 VP for Finance, 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 System 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.

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 Services 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 Services personnel.

Information Services 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.

CROSS-CULTURAL 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 and Lunar New Year, inviting the public to attend and enjoy these celebrations 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 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.

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.

EMERGENCY - 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 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, or the First Street House.
- **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.

FOOD AND BEVERAGES

1. Eating and drinking are not permitted in the following areas: gym, swimming pool, music rooms, science lecture hall, 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.

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 in the particular field of his/her concentration or an Associate of Arts Degree in Cross-Cultural Studies.

This recognition and conferral take place at the commencement ceremony.

OBJECTIVES OF COMMENCEMENT EXERCISES

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

- 1.1 To welcome the graduates into the fraternity of scholars; to encourage them to continue their intellectual endeavors.
- 1.2 To 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 To encourage the student body in its pursuit of learning and vocational commitment.
- 1.4 To foster a closer union between Divine Word Missionaries and the relatives and friends of our students.
- 1.5 To say "good-bye" officially and formally.

2. CONDUCT OF GRADUATION CEREMONIES

To ensure an orderly and joyful graduation, the Board of Administration has the right and so establishes these principles to guide the conduct of graduation ceremonies:

- 2.1 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.
- 2.2 The President, with the Board of Administration or its delegate, has the right to decide the following:
 - 2.2.1 To select commencement speakers, after eliciting recommendations from the faculty and students.

- 2.2.2 To choose and prepare the invitations. The invitation takes two forms.
 - 2.2.2.1 A general invitation to the Saturday commencement.
 - 2.2.2.2 A general invitation with an insert to special College guests invited to the Friday Mass of Thanksgiving and banquet (Trustees, faculty, staff, F.A.N. Club, etc).
 - 2.2.2.3 The graduates themselves extend invitations to the Mass and banquet based on the number of seats allotted to each (up to 10 guests).
- 2.2.3 To choose the presider and homilist for the final Mass of Thanksgiving which closes the school year and celebrates the graduation of our seniors.
- 2.2.4 To provide guidance to the emcee of the banquet in the interests of a crisp program of appropriate length.
- 2.2.5 To brief the commencement speaker on the purposes of graduation ceremonies in the light of the mission of the College.

3. POLICIES GOVERNING COMMENCEMENT

The Board of Administration establishes the following policies:

- 3.1 Criteria for selection of the valedictorian and salutatorian:
 - 3.1.1 VALEDICTORIAN - is a member of the graduating class who, in addition to above average academic achievement, exemplifies positive leadership in word and action.
 - 3.1.2 SALUTATORIAN - is either a graduate or a member of the junior class, who exemplifies the same criteria required of the valedictorian.
 - 3.1.3 Given the criteria listed above, the graduates select and propose to the Board of Administration their recommendations for valedictorian and salutatorian. These selections will be made before February 15.
- 3.2 The graduates, faculty, administration, trustees, and the commencement speaker wear academic robes for graduation ceremonies.

3.3 The College sponsored graduation events are the following:

Friday	5:00 p.m.	Mass of Thanksgiving for the closing of the school year
	6:30 p.m.	Banquet and best wishes
Saturday	10:00 a.m.	Commencement Ceremony
	12:00 noon	Lunch

3.4 The College does not sponsor or sanction parties at the College after the conclusion of the graduation dance/party at 11:00 p.m.

3.5 The College does not pay for motel rooms for families and friends of the graduates.

3.6 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 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.

4. SCHEDULE OF FEES

The College underwrites much of the cost of the expense pertaining to graduation. Included in these expenses are the cost of printing invitations and the graduation program, the stipend and travel for the commencement speaker, the Friday evening banquet and the Saturday lunch following the graduation ceremony.

In addition the College will specify a maximum of \$300 for all items related to decorations for the graduation banquet. This would include table cloths and table decorations. If graduates wish additional decorations, these may be available through the specified budget to the extent that any money remains after the purchase of the essential items. If there is no money available after the purchase of essential items, then the students would be free to purchase other decorations from funds at their disposal.

The Student Activity Fee in part will be used to fund the graduation costs incurred by the students. This would include champagne or special decorations for the banquet and the Friday evening dance/party following the banquet, i.e. sound system, food, drinks, decorations, etc. The Student Senate will determine the amount to be used for these expenses. The Dean of Students will approve all student expenditures for graduation and ensure that students have the funds set aside to cover these expenditures.

The Board of Administration establishes the following schedule of fees:

- 4.1 Student Graduation Fee.
- 4.2 Students pay the rental fee for their own caps and gowns.
- 4.3 The College pays for the stipend and travel for the commencement speaker, for the banquet, and the Saturday lunch.
- 4.4 The Student Senate pays for the graduation dance/party following the banquet on Friday evening, if they decide to host either.
- 4.5 The College pays for academic regalia for the faculty.

5. GRADUATION COMMITTEE

5.1 Membership

The chair and the members of the Graduation Committee (usually four) are appointed by the President no later than the first Friday in December. The graduating class nominates two graduating students for service on the committee.

The committee must complete its work no later than April 30.

5.2 Duties of the Chair:

5.2.1 The chair calls meetings of the Committee and provides for the taking of minutes, copies of which are given to the President.

5.2.2 The chair sees to it that the following are consulted and kept informed of the actions of the Committee as appropriate:

5.2.2.1 the graduating class

5.2.2.2 the College Chaplain

5.2.2.3 the Director of Liturgical Music

5.2.2.4 the Dean of Students

5.2.3 The Chair holds at least three meetings (e.g., at the start of the work, half way through and before the final drafts of the programs) in which the Committee will meet with or communicate with those listed under No. 5.2.2 and others involved in planning the event.

5.2.4 Before printing the final program for the Mass and commencement exercise, the chair in a timely fashion presents these drafts to the President for review and final approval.

5.3 Duties of the Committee

The Graduation Committee shall have the following rights and duties:

5.3.1 To develop, in consultation with the graduating class, the College Chaplain and the Director of Liturgical Music

5.3.1.1 the scripture texts for the Baccalaureate Mass

5.3.1.2 the music selections for the Mass and commencement exercise.

5.3.2 To prepare and oversee the printing of the Mass and commencement

exercise booklets.

5.3.3 To plan physical arrangements for the banquet following the Mass.

5.3.3.1 The committee arranges the Student Dining Room to seat all the guests, reserves tables for the graduates, selects the color scheme and decorations. Ordinarily, there will be no head table; another table is reserved for the speaker, officials, emcee, etc.

The maximum number of guests for each graduate is ordinarily ten.

5.3.4 To plan the graduation dance/party following the banquet on Friday evening.

5.3.4.1 There will be no live music at the graduation dance/party. Graduation comes at the end of a busy time of the year when students are completing final assignments and preparing for exams. Rehearsals and related preparations put undue pressure on the student musicians responsible for the music.

5.3.4.2 If there is a graduation dance/party, it ends at 11:00 p.m.

5.3.4.3 The presence or serving of any alcoholic beverage must have prior approval of the Dean of Students.

5.3.5 The Vice President for Academic Affairs organizes and oversees the commencement activities on Saturday. The Graduation Committee, in a timely fashion, informs the Vice President for Academics of the persons selected by the students to serve as marshals, invocation, benediction, etc.

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.

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 VP for Finance 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.

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 Finance	-	Staff
Rector	-	SVD Member
Vocation Director	-	Recruiters
Dean of Students	-	Any Individual needing dorm keys, Infirmary, 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.

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:

The purpose of the study is to:

If you agree to participate, you will:

Risks and benefits of the study:

Compensation:

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)

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.

SEXUAL ABUSE

Divine Word College policy of sexual abuse includes definitions, reporting procedures, prevention suggestions, and counseling

1. Policy

Sexual abuse of students, faculty or staff is criminal behavior and is not tolerated at Divine Word College. It is the policy of the College to provide education to help prevent sexual abuse. Recommended measures are:

- a. Inform faculty, staff and students of the procedures for reporting sexual abuse to the Dubuque County Sheriff's Department and the President and Dean of Students of the College.
- b. Educate faculty, staff and students as to the common sense practices which may enable them to avoid becoming victims of sexual abuse.
- c. Assure that College administrators are aware of their responsibilities, the College's policy, and the laws when sexual abuse occurs.
- d. Encourage victims of sexual abuse to help punish perpetrators through use of the criminal courts.

2. Definition of Sexual Abuse and Sex Act

Iowa law defines "sexual abuse" as follows:

Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence 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 inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other participant is a child (under age 18 and not married). Iowa Code 709.1 (1992)

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)

3. **Procedures for Reporting Sexual Abuse**

Anyone who believes he/she has been the victim of sexual abuse at Divine Word College should immediately contact the Dubuque County Sheriff at 911 and the President of the College. Sexual abuse victims should not bathe, shower or alter any evidence at the crime scene prior to involving the Dubuque County Sheriff.

4. **Prevention of Sexual Abuse**

All persons, in any situation, are advised to follow some common sense practices to avoid putting themselves in danger. The following guidelines are applicable to many situations and are given here as guides to prudent behavior.

- a. Any person has the right at any time to tell the other person to stop his/her sexual advances. Sexual contact after that point is sexual abuse.
- b. Both partners are urged to talk with each other. The more communication between the two people, the more likely both will be comfortable with each other and their decisions.
- c. Partners should set sexual and touching limits and communicate those limits.
- d. Being drunk is no excuse. Sex with an individual "passed out" is rape.
- e. Alcohol consumption impairs judgment. Individuals should know their limits and stay within them.
- f. It is easier to resist a sexual abuse situation, if individuals have thought in advance how they might react.
 - g. Individuals are urged to 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.
- h. Curtains or shades are to be drawn after dark and persons are never to dress or undress in front of windows.

- i. Locks to cars and living areas should be in working order and always used.
- j. If someone suspicious is in the residence hall or walking around outside, the Dean of Students or another College officer is to be called.

5. **Counseling**

Counseling for sexual abuse victims is available at the College Counseling Office. In addition, counseling is available from local agencies.

SEXUAL HARASSMENT POLICY

1. Policy

Divine Word College will attempt to provide employees and students a campus environment free from all forms of sexual harassment. This policy refers not only to supervisor's actions with subordinates, or to 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.

2. Definition

2.1 "Sexual harassment" shall include any unwelcome sexual advances, requests for sexual favors, and other verbal (for example, sexually explicit derogatory statements, or sexually discriminatory remarks) or physical conduct of a sexual nature when:

2.1.1 Submission to such contact is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other college activity; or

2.1.2 Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

2.1.3 Such conduct by an individual occupying a position of power, influence, or authority over another has the purpose or effect of unreasonably interfering with that other individual's performance or creating an intimidating hostile or offensive college environment; or

2.1.4 Such conduct, occurring in the classroom, the workplace or other college setting, is offensive, causes the recipient discomfort or humiliation and/or interferes with the recipients's education or job performance.

2.2 "Consent" shall be defined as positive cooperation in act or attitude, pursuant to an exercise of free will. The person consenting must act freely and voluntarily and have knowledge of the nature of the act or a transaction involved. The fact that an individual was intoxicated at the time may be considered in determining whether that person consented to the act in question. While consent may not be implied from silence or passivity alone, in determining whether consent has occurred, consideration shall be given to the record of the incident as a whole, and to the totality of the circumstances, including the context in which the alleged incidents occurred.

3. Practice

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

3.1.1 Informal Resolution

Any person who feels that he or she has been subjected to sexual harassment should contact an officer 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 Vice President for Finance. The Vice President for Finance 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 Vice President for Finance shall keep the name of the complainant, the accused person, and the mediator on file. If a pattern of repeated names emerges, the Vice President for Finance 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.

3.1.2 Formal Grievance Procedures

Any person who believes he or she has been subjected to sexual harassment 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 sexual harassment occupies a supervising 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 Vice President for Finance. If no supervisory or power relationship exists, and the alleged sexual harassment occurs between two individuals of equal status/rank/authority, then the

formal complaint should be filed with the Vice President for Finance. The Vice President for Finance shall take immediate steps to investigate the complaint and decide on the validity. The Vice President for Finance may form a subcommittee of the Equal Opportunity Committee 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.

3.1.2.1 Supervisors or department chairpersons observing such harassment shall take immediate action to stop it and report the incident to the Vice President for Finance.

4. **General**

- 4.1 All employees and students shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint of sexual harassment or assisting in an investigation.
- 4.2 All members of management, i.e., academic department chairpersons and administrative supervisors, are held accountable for the effective administration of this policy.

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 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.

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 Vice President for Development. 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 Vice President for Development 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 Vice President for Development 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.

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 Student Activities and Welfare Committee (*Administration Manual No. 263 and Student Handbook No. 170*); “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.

STUDENT LEAVE OF ABSENCE – DIVINE WORD COLLEGE

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 looked 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 looked 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:

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:

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

APPENDIX B

Information Related to Academic Probation

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 Associates. Classification as freshmen, sophomores, etc., is determined by the number of credits earned or accepted toward graduation as indicated under "Student Classification" in the College Catalog.
2. A student on academic probation is to be given a written warning by the Vice President for Academic Affairs as to his 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. A student should not take more than 15 credit or non-credit hours during semesters in which s/he is on academic probation. For an exception, the student must appeal to the Committee on 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 advisor has the right to refuse to sign the student's registration form should the student choose not to follow the advisor's counsel. The student may appeal the advisor's decision to the Vice President for Academic Affairs with right of appeal to the Committee on Academic Affairs.
5. Whenever a student is placed on academic probation, the Committee on Student Activities and Welfare 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 Committee.
 - 5.5 determine immediate dismissal if it is obvious that the student will not satisfy the conditions set by the Committee.
 - 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 Committee on Student Activities and Welfare to the President.
8. Dismissal is automatic if the student does not attain the minimum cumulative scholastic average for the student's classification by the end of:
 - a. two semesters after being placed on academic probation,
 - b. the one semester extension for compelling, extenuating circumstances,
 - c. the sophomore year,
 - d. three semesters on academic probation, whether the semesters are consecutive or not consecutive.
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.

Student Handbook Index

A

Absence from the College	590.9
Academic Advisor	620.1
Academic Affairs Committee	790.4.4.3
Academic Probation	Appendix B
Academics	620
Admission of Students Without H.S. Diploma/GED	Appendix A
Alcohol	150.9, 190.1
Altercation, faculty and student	160.2
Appeals	170
Appearance	400
Atmosphere for Study	320
Awards	Appendix A

B

Bro. Leonard Bauer Service Award	Appendix A, Awards
----------------------------------	--------------------

C

Campus Sustainability Committee	Appendix A
Candles, Burning	330, 4.6
Car Insurance, Proof of	530.20
Causes for Dismissal	150, 151
Cell Phones	590.3
Children in the Workplace	Appendix A
College Cars	530
College Language Policy	510
College Network – Use and Security	Appendix A
Committee Members, Student Senate	770.3
Committee on Academic Affairs	620.4
Communication, Student Channels of	600
Computer Emergency Services	Appendix A
Computer Hardware and Software Acquisitions	Appendix A
Computer Information System – Waste Disposal	Appendix A
Computer Information Tech. Emergency Services	Appendix A
Computer Lab Fees	590.19
Computer Lab Policy	Appendix A
Computer Resources and Technology Policy	Appendix A
Computer Virus Policy	Appendix A

Conduct, On and Off Campus	150.8
Constitution of the Student Senate	700
Constitutions, Amending the	780
Cooking	330, 4.4.1
Coordinator of Spiritual Life	610.5
Copy Machine	590.21
Counseling Services	610.6
Cross-Cultural Celebrations	590.20, Appendix A

D

Damage and Costs	360
Dean of Students/Assoc. Dean/Asst. Dean	610.3
Dean's Forum	630.4
Dining Room	390
Dining Room Coordinator	790.3.3.1
Disciplinary Proceeding	160.4
Dishonesty (cheating, plagiarism, etc.)	150.1
Dismissal from Class	160.3
Disorderly Conduct	150.10
Disruption of teaching	150.3
Dorm Policies	310
Dorm Room Entry	195
Dorms Closed	550
Dress Code	400
Drug Free Workplace and the College	Appendix A
Drugs	150.9, 190.3
DUI Policy	190.2

E

Educational Council	620.3, 790.4.4.4
Election of Officers, Student Senate	740
Election of Senators	750
Eligibility for Candidacy	740.5
Emergency Procedures	540
End of the Year Check-Out	350
End of the Year Clean-up	340

F

Fair Process	140
Family Education Rights & Privacy Act	130
Fax Machine	590.21
Financial Affairs Committee	790.4.4.5
Firearms	150.12, 590.11

Fire Drills	540
Food and Beverages	Appendix A
Food Services	391
Forgery	150.2
Formation Group System	610.2
Formation Responsibilities	200.1-17
Formation Team	610.4, 790.4.4.6

G

General College Policies	500
General Rules and Obligations	100
Graduation Policy/Committee	Appendix A
Guests (Overnight) at DWC	Appendix A
Gym Use	590.15

H

Handbook Approval, Student	800
Health Services	585
HIV Infection, Policy	560, Appendix A

I

Information System – Waste Disposal	Appendix A
Information Technology Emergency Services	Appendix A
Intoxicants	190.1

J

Jurisdiction, Discipline	180
--------------------------	-----

K

Key Deposit	310.3
Key Distribution Procedure	Appendix A
Keys	370
Kitchen	390

L

Language Rule	510
Late Returns to DWC	550.2
Laundry	590.3
Leave of Absence Policy	Appendix A
Library Council	620.5, 790.4.4.7
Lights Out	590.10

M

Megan Hall Room Deposit	310.5
Minimal Expectations	200
Miscellaneous	590
Misconduct	150
Mission Statement	Introduction

N

Non-Discrimination	120
--------------------	-----

O

Officers, Election	740
Officers, Vacancy and Removal	770.1
Officers and Senators, Rights and Responsibilities	760
Overnight Visitors of Students	Appendix A

P

Personal Property	590.17-18
Phones, Pay	590.4
Physical Abuse	150.4
Pool Use	590.15
Pourhouse	380, 590.25
Pre-Novitiate Program	590.22-23
President, Student Senate	760.1
Privacy Act of 1974	130
Proscriptions Stated	150
Protection on the Human Subject of Research	Appendix A

Q

Quiet and Privacy	320
-------------------	-----

R

Residence and Room Policies	300
Residence Hall Contract	310
Room Care	330
Room Deposit	310.4

S

Safety and Security	540
Sanctions Defined	160
Secretary, Student Senate	760.3
Senators, Rights and Responsibilities	760
Senators, Student Senate	760.5
Senators, Vacancy and Removal	770.2
Sexual Abuse	580, Appendix A
Sexual Harassment	570, Appendix A
Smoke Detectors	590.13
Smoking	190.4
Smoking Policy	Appendix A
Social Coordinator	790.3.3.2
Social Justice Coordinator	790.3.3.3
Solicitation of Funds	590.12, Appendix A
Sports and Recreation Committee	790.3.3.4
Student Activities and Welfare Committee	630.3, 790.4.4.9
Student and College Committees	790
Student Association - Name, Purposes	710-720
Student Channels of Communication	600
Student Complaints	135
Student Coordinator/Committees	630.2
Student Leave of Absence	Appendix A
Student Leave of Absence, Application	Appendix A
Student Life/Concerns	630
Student Responsibilities	200
Student Rights	110
Student Senate	630.1
Student Senate, Organization	730
Substance Use and Abuse	190

T

Telephones/Cell Phones	590.3
Theft or Damage to College Property	150.5
Tornado Drill	540
Tranquility Weekends	590.24
Treasurer, Student Senate	760.4

V

Vacancy and Removal, Student Senate Officers	760
Vacation Periods - Dorms Closed	550
Vice President, Student Senate	760.2
Vice President for Academic Affairs	620.2
Vice President for Formation	610.1
Violations of College Property	150.6
Visitors	520
Voting, Election of Officers	740.6

W

Work Days	590.1
-----------	-------