

STUDENT HANDBOOK



Divine Word College

Epworth, Iowa

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100 GENERAL RULES AND OBLIGATIONS

101 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, the SVD and other members of religious congregations 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, formation directors and community
 - a. as will promote physical and mental health, intellectual and spiritual growth, a proper balance between self-identity and social adaptation; and develop interpersonal skills and intercultural community living.
 - b. 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 an intercultural 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 formation 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:
 - a. 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.
 - b. 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.
 - c. The presence of students in a demonstrating group after an oral warning to disperse had been given by the Dean of Students or other appropriate College officials will be considered evidence that the students are a part of the demonstration.
 - 3.4 Any individual or group participating in a disruptive demonstration will be subject to disciplinary action by the Formation and Student Life Committee (FSLC) 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.

102 NON-DISCRIMINATION

1. 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: The Vice President for Academic Affairs, the Vice President for Operations, or Divine Word College, or to: Director, Civil Rights Commission, Washington, D.C.
2. 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.

103 FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED (FERPA)

NOTICE OF COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 - Divine Word College pledges complete cooperation to the provisions of Section 513 of the "Family Education Rights and Privacy Act of 1974," commonly known as the Buckley Amendment. The amendment protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and/or formal proceedings. The administrative rules and regulations to implement compliance procedures are available to interested parties, and may be reviewed during ordinary business hours in the Registrar's Office. (*DWC Policy Handbook, #5.10*)

104 STUDENT COMPLAINTS

1. Processing Student Concerns

- 1.1 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.

- 1.2 Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. See Proceedings for Student Complaints and Disciplinary Matters below.

2. Record of Student Complaints

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

3. Complaint to Outside Authorities

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

Iowa College Student Aid Commission
475 SW Fifth St., Suite D
Des Moines, IA 50309
Phone: [515.725.3400](tel:515.725.3400)
Phone: [877.272.4456](tel:877.272.4456)
Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

- 3.2 Students can also file complaints with the Higher Learning Commission:

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

105 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.

106 RULES FOR DISCIPLINARY PROCEEDINGS

1. **Rules for Disciplinary Proceedings.** Divine Word College, as an institution of higher learning, is committed to respecting the dignity and rights of each individual person. Processes are in place to ensure fair treatment of students by faculty members, formation personnel, administrators, staff, employees and other students.
2. **Complaints.** Any administrative official of the College, any member of the faculty, any staff or any student of the College may file complaints against any student of the College for misconduct. The complaints shall be filed with the Dean of Students. In extraordinary circumstances, the Dean may suspend the student pending consideration of the case.
3. **Informal Procedure.** Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. All parties involved in a misconduct complaint are encouraged to work out the differences, to resolve underlying problems, and to handle grievances by means of dialogue and mediation with the assistance of their formation directors and school personnel, including the college counselor and spiritual directors, faculty and staff members as well as college administrators. At the judgement of the Dean, an investigative process for the purpose of ascertaining the grounds and merit for dismissing the complaint may be initiated.
4. **Formal Procedure.** A formal procedure for handling a complaint may be initiated when all informal means have failed in resolving the differences and handling the grievances to the satisfaction of involved parties. The Dean shall send written copies of the charges to all the concerned parties, documenting the nature of the complaint and explaining all applicable procedures for attaining equitable outcomes to the case. As part of the complaint's

documentation, the Dean shall set a time for the hearing, which shall take place within five working days from the date of notification of the formal complaint.

5. **Possible Withdrawal.** At the end of the formal procedure, the Dean of Students with the consent of members of the Formation and Student Life Committee (FSLC), will make known in writing any recommendations and/or decisions to the student involved and the appropriate Vice President will make known in writing the recommendations and/or decisions to faculty or staff involved. Within five working days of receiving the decisions and/or recommendations, the concerned student may submit a formal letter to the Dean of Students and the Vice President for Academic Affairs (VPAA) requesting formal withdrawal from the College. If the concerned student is a minor (under 18 years of age), the letter requesting formal withdrawal from the College and its programs requires the consent and signature (s) from the parents or legal guardian to be effective.
6. **Appeal.** The student receiving the formal complaint may appeal the recommendations and/or decisions of the Dean of students. Within three working days after the receipt of the decision of the Dean, the student against whom the charges are made will respond in writing to the Dean of Students about his/her intent to appeal. the Dean shall refer the request to the Formation Appeals Committee, which will make a recommendation to the Dean to:
 - 6.1 deny the student registration for the following semester;
 - 6.2 place the student on formation probation;
 - 6.3 be sanctioned by other disciplinary measures as listed in the Student Handbook.
7. **Final Decision.** The Dean of Students shall be responsible for executing the final decision concerning the student, taking into consideration the recommendations and/or decisions of the FAC. The final decision by the Dean shall be binding and subject to no further appeal. In the case of a sanction that involves the student's dismissal from the College, the Dean shall consult with the College President and the Vice President for Academic Affairs.

107 STUDENT MISCONDUCT

1. **Misconduct.** 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:
 - 1.1 **Physical abuse,** verbal and 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.

- 1.2 **Others unacceptable behaviors** are described in Chapter 5 of the *DWC Policy Handbook*. These include sexual harassment and abuse, bullying, stalking, etc.
- 1.3 **Dishonesty**, such as cheating, plagiarism, misuse of electronic media, or knowingly furnishing false information to the College.
- 1.4 **Forgery**, alteration or misuse of College documents, records, or identification.
- 1.5 **Obstruction or disruption** of teaching, research, administration, formation program, or other College activities including its public service functions, or of the other authorized activities on College premises.
- 1.6 **Theft** of or damage to property of the College, or of a member of the College community or campus visitor.
- 1.7 **Use of College cars** without permission (*Student Handbook 804*).
- 1.8 **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.
- 1.9 **Violations of College policies** or of campus regulations concerning the registration of student organizations.
- 1.10 **Misuse** of College facilities.
- 1.11 **Conduct that brings discredit** upon the College, either on or off campus; or conduct 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, sexual harassment, physical assault, pornography, excessive gambling, inappropriate use of computers, etc.
- 1.12 Use, possession, or distribution of **alcohol or drugs** on campus except as expressly permitted by law, or the *Student Handbook*.
- 1.13 **Violation of the Smoking Policy** on Campus, see Smoking Policy (*DWC Policy Handbook, 5.29*).
- 1.14 **Disorderly conduct**, indecent, or obscene conduct or expression on college-owned or controlled property or at college-sponsored or supervised functions.
- 1.15 Any act which violates **federal and/or state law**, local ordinances or College policies whether on or off College property.
- 1.16 **Possession of firearms** or any kind of weapon on campus.
- 1.17 **Unauthorized possession** of a master key.

- 1.18 **Unauthorized entry** of offices, dorms, or buildings.
2. **Additional causes for disciplinary action or dismissal.** What is intended here is ongoing failure which is disruptive and destructive.
 - 2.1 Failure to comply with the values found in the **Religious Formation Program**.
 - 2.2 Lack of evident **vocation/formation motivation**.
 - 2.3 **Failure to respect** differences of nationality, race, gender, sexual orientation, and culture.
 - 2.4 Failure to avoid overt jealousy and aversions, dissensions and all negative criticism that impair fraternity and community togetherness.
 - 2.5 Failure to refrain from anything that brings harm to **a student's or a faculty member's good name**.

108 FORMATION SANCTIONS

1. Students may be subject to any of the following sanctions deemed necessary by the Dean of Students, in consultation with the Formation & Student Life Committee (FSLC), and/or the Formation Appeals Committee (FAC).
 - 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 FSLC 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 **Formation Probation.** Exclusion from participation in privileges or extra-curricular College activities as set forth in the notice of formation probation for a specified period of time; composition of such sanction as may be deemed appropriate.
 - 1.7 **Expulsion.** Expulsion of student for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.

2. **Altercations with faculty or staff.** In case of an altercation between a faculty member 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 Student Intervention form should be sent to: the Dean of Students, the Vice President for Academic Affairs, the Vice President for Operations, the student's Formator, or the Counselor, as appropriate. The student should receive a copy of the Early Student Intervention form. A copy of the Early Student Intervention 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 for Academic Affairs.
- 2.5 After receiving the formal complaint, the Dean of Students, the Vice President for Academic Affairs or the Vice President for Operations will investigate the complaint. (See No. 106, Disciplinary Procedures)
- 2.6 Depending on the outcome of the investigation the following could be done:
 - a. The Student may be required to see the Counselor.
 - b. The student may be put on probation.
 - c. The student may be brought before the Faculty & Student Life Committee and/or the Academic Appeals Committee.
 - d. The student may be expelled from class if the problem is severe enough.

3. **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 Department 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 rules for Disciplinary Procedures (*Student Handbook No.109*) will be used if needed.

109 FORMATION APPEALS COMMITTEE

1. Purpose

The Formation Appeals Committee (FAC) provides an impartial hearing for students who wish to appeal decisions made by the Dean of Students. The FAC assures integrity in formational decisions by upholding standards of fair process and honorable conduct in accord with norms stated in the Student Handbook, the Religious Formation Program, the College Handbook and the College Catalog. The FAC ensures a fair process for review of a decision made by the Dean of Students when a student makes a formal appeal.

2. Membership

The Formation Appeals Committee consists of the Associate Dean of Students as chair, two students one of whom is the President of the Student Senate, the Faculty Representative in the Formation Committee, and an SVD who is not in the Formation Committee. The College President appoints or confirms members of the committee.

3. Process

- 3.1 The student initiates the appeal by submitting a written request for a hearing to the Dean of Students. The student should provide any supporting documentation with the request.
- 3.2 The Dean of Students notifies the FAC and provides relevant material and evidence, including the student's written appeal.
- 3.3 The FAC will review material, evidence and reasons for appeal.
- 3.4 The FAC will meet within five business days of receiving the written material.
- 3.5 The student making the appeal will have the right to appear before the FAC to clarify and/or to present circumstances of his/her case.
- 3.6 At the student's request, any formation director or faculty member of the student's choice may attend the appeal hearing in an advisory capacity.
- 3.7 Within 48 hours after a hearing, the FAC will inform the Dean of Students of its recommendation.
- 3.8 The Dean of Students implements the recommendation, either affirms or rejects it.

110 JURISDICTION

1. The FSLC 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 formation probation.
 - 1.3 Use any or all Sanctions listed in Section 107 of the *Student Handbook*.
2. If students are placed on formation probation, they should be given a written notice that their scholarship is rescinded and 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 being on formation probation, 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 108 of the *Student Handbook*.
 6. The Dean in consultation with the FSLC may place a student on probation when the student violates any of the proscriptions in Section 107.
 7. Toward the end of the probationary period, the students' status is to be reviewed by the FSLC for possible removal from probationary status.

111 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: Pour House, student lounge, TV rooms, Bro. Leonard's House lounge, Megan Hall lounges and TV rooms, Arkfeld House lounges and TV room.
- 1.5 Alcohol is not permitted in any areas unless permission is granted by the Dean of Students.
- 1.6 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 formation probation. If such violations continue, the student will be brought before the FSLC.

- 1.7 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.
- 1.8 The preceding guidelines are to be considered an integral part of formation for a mature Christian and for someone considering the religious, missionary and ministry vocation. They are intended to encourage both responsible enjoyment of alcohol and a gradual self-mastery as well.
- 1.9 A student may not drink alcoholic beverages before or while driving a College-owned vehicle.

2. DUI Policy

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

3. Drugs

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).

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. (DWC Policy Handbook, 5.09)

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

- 4.1 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.

- 4.2 Tobacco products include, but are not limited to: cigarettes, cigars, pipes, e-cigarettes, vaping, and all smokeless tobacco products such as chew and snuff.
- 4.3 This policy extends to employees, residents, visitors and students.
- 4.4 The policy applies at all times, including school-sponsored and non-school-sponsored events.
- 4.5 Under no circumstances may any tobacco product be sold on campus.

200 STUDENT RESPONSIBILITIES

1. **Formation group.** 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 expected to participate in the formation process.
2. **Formation group meeting.** 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 from the Vice President for Formation.
3. **Goal setting.** 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. **Spiritual Direction.** 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. **Eucharistic liturgy.** Daily participation in the Eucharistic liturgy is required, except for Saturday. Two weekdays so designated by the College Chaplain are large 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. **Spiritual life.** Such practices as personal prayer, communal prayer, spiritual and scriptural readings on a consistent basis should be considered to be absolutely necessary if students are to grow in their spiritual life and relationship with Jesus Christ.
8. **Retreat.** Once a year each formation group meets at a location outside the College for a retreat.
9. **Ministries.** Beginning with the second semester as a 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 Ministry Program. ESL students of level 6 and above are required to participate in the Ministry Program several times each semester.
10. **Celibate way of life.** All students in the Formation Program 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. **Religious Formation Program.** 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. **Community functions.** 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. **Curfew.** 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. **Academics.** 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. **Human formation.** Students are to be involved in a formation program whose objective is the good health necessary for active apostolic life. This program includes proper diet, regular exercise, necessary hours of sleep, and creative use of leisure time.
16. **Arriving/Departing.** 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 college Almanac. 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.

201 COLLEGE LANGUAGE

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

3. **Disciplinary Action:**

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

202 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.
2. 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 the Formation and Student Life Committee (FSLC).
3. 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 College, students must be aware of visitors, their expectations and the fact that they are preparing for a ministerial way of life.

203 DRESS CODE

1. **Formal dress for men** - shirt with collar and tie, religious habit for those in vows, dress slacks, cultural attire, sweater or suit, dress shoes.
2. **Formal dress for women** - religious habit, dress, dress slacks, dress shirt, skirts, pant suit, sweater, and dress shoes.

3. **Semi-formal for men** – religious habit, shirt with collar, polo shirt, dress slacks, dress shoes.
4. **Semi-formal for women** - religious habit, dresses, skirts, slacks, casual shirts, dress shoes or dress sandals.
5. **Informal** – shirt with collar, polo shirt, sweatshirt, jeans, dress shoes or tennis shoes or dress sandals, NB: no T-shirt, no slippers.
6. **Casual** – jeans, sweat pants, tennis shoes or casual sandals, T-shirts with appropriate designs or wordings, and slippers can be worn for out-door activities.

204 IMPLEMENTATIONS OF THE DRESS CODE

1. Weekday Eucharistic celebrations and Sunday Vespers:
 - 1.1 For acolytes, lectors, cantors, musicians, and Eucharistic ministers – **semi or formal dress**.
 - 1.2 For all other students – **informal dress**.
2. Sunday and special Eucharistic celebrations:
 - 2.1 For acolytes, lectors, cantors, musicians, Eucharistic ministers, and ushers – **formal dress**.
 - 2.2 For all other students – **semi-formal or formal dress**.
3. Regular Hours (from breakfast to 9:00 p.m.) (except in the living quarters, gym, and swimming pool) – **informal dress**.
4. Any other times not mentioned above (normally after 9:00 p.m.) – casual dress, however, informal dress when there are meetings/ conference/ events.
5. **Hats and shorts** –are only to be worn in the dorms, gym and swimming pool, or in the building only after 9:00 p.m.
6. **Religious garb** (Roman collar and habits) are reserved only for religious. No student is to wear religious garb unless they are in vows.
7. Hair length, color and style should be appropriate for a college seminary.
8. 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.

300 ACADEMICS

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.

301 ACADEMIC HONOR CODE

1. As members of an academic community that places a high value on truth, ethical conduct, and the pursuit of knowledge, Divine Word College students and faculty are expected to be honest in every phase of their academic life.
2. Higher education encourages the free and open exchange of ideas. Divine Word College, therefore, recognizes the value of learning collaboratively and building on the work of others. When practiced honorably, collaboration and synthesis provide opportunities to deepen understanding, create new knowledge, and develop one's own voice. To effectively facilitate this dialog, participants have an ethical responsibility to appropriately cite all outside sources of information, and to take credit for only the work that is theirs alone.
3. Unless otherwise specified by the instructor, students must complete assignments by themselves (or if on a team assignment, with only their team members). If students use sources of any kind, they are expected to cite these sources accurately and appropriately. Each student has the responsibility to maintain the highest standard of academic integrity and to refrain from plagiarism, cheating, falsification or fabrication of data, or any other form of academic dishonesty.
 - 3.1 Plagiarism is a major form of academic dishonesty. Acts of plagiarism are acts of theft and fraud because they involve the misrepresentation of another's work as one's own to earn academic credit. Plagiarism also interferes with learning to the extent that the offender circumvents the required learning processes. Acts of plagiarism include but are not limited to the following:
 - a. Submitting as one's own the work of another such as a report, lab report, examination paper, computer file, research papers, articles, drawings, or other forms of intellectual property obtained from any other person, agency, or source, including the Internet.
 - b. Direct copying of any source that is someone else's, such as written or verbal material, computer files, audio disks, video programs, or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgment.
 - c. Paraphrasing of another's work or ideas without proper acknowledgments.
 - 3.2 Other forms of academic dishonesty include, but are not limited to:
 - a. Presenting as one's own work materials translated from sources in other languages.

- b. Presenting copyrighted or trademarked materials without obtaining proper permissions.
 - c. Copying some or all of a presentation from a website such as a TED talk or YouTube video.
 - d. Cheating on a test by copying from the paper of another student.
 - e. Using unauthorized sources of information such as crib notes or a smartphone during a test.
 - f. Having another student take an online test, or working together on an online test.
 - g. Submitting the same paper for different courses.
 - h. Falsifying data or fabricating evidence.
4. Instructors at Divine Word College have a responsibility to ensure that our students are educated about policies on plagiarism and ways of avoiding it. Instructors should include in their course syllabi a helpful statement about plagiarism. Incidents of academic dishonesty among students at Divine Word College will be handled initially by the instructor of the course in which the violation occurs. The instructor may consult with the student's academic advisors and/or the Department Chair prior to taking appropriate action. The penalties for the infractions will depend on the severity of the incident, and the frequency of the infractions. For the purposes of determining severity and appropriate sanction, plagiaristic offenses are classified into two levels:
5. Level 1 offenses are generally based on ignorance of the rules for citing sources.
- 5.1 Examples include:
- a. Using an improper citation.
 - b. Copying any part of any source with only minor changes in wording and syntax, even with acknowledgment of the original source.
 - c. Collaboration in an unauthorized manner with another student on an assignment
- 5.2 Possible Sanctions for Level 1 offenses:
- a. Face-to-face meeting with student and instructor to educate the student about plagiarism (within one week).
 - b. Verbal warning and policy review.

- c. Loss of credit for the assignment (partial or total).
 - d. Possibility of making up the assignment for a lower score (at discretion of instructor).
 - e. Written notification of incident, including evidence placed in the student's file
6. Level 2 offenses are seen as deliberate attempts to deceive the instructor and take credit for the work of others. The Department Chair, the Vice President for Academic Affairs, and the Dean of Students will receive written notification from the instructor of all level 2 incidents of academic dishonesty, including evidence.

6.1 Examples include:

- a. Plagiarizing a substantial amount (more than one sentence, or more than one instance per paper).
- b. Translating material from foreign language sources without citation.
- c. Copying and pasting from several outside sources without citations.
- d. Copying part or all of a presentation from a video posted online.
- e. Turning in work that was partially or wholly done by someone else.
- f. Turning in the same paper for more than one class.
- g. Falsifying data or making up data to support claims.
- h. Cheating on a test.
- i. A second reported Level 1 offense.

6.2 Sanctions for the first Level 2 offense:

- a. Face-to-face meeting with student, instructor, and student's advisors (within one week).
- b. Written warning with evidence placed in student's file.
- c. Loss of credit for the assignment.
- d. No possibility of making up the assignment.

6.3 A second Level 2 offense, in the same course or another, will lead to academic probation. A third Level 2 offense in any course will lead to failure in the course and a grade of WF on the transcript. A fourth Level 2 offense in any course will lead to dismissal from Divine Word College.

7. Students who feel they have been unfairly accused of academic dishonesty have the right to petition for review to the Department Chair. The Department Chair will meet with the student and the faculty member and examine the evidence to make a judgment about the fact of plagiarism and the sanction imposed. If the student is dissatisfied with the Chair's decision, the student has the option of petitioning the Vice President of Academic Affairs to request a review of the case and the evidence. Students must make the request within two weeks of the incident. The Vice President of Academic Affairs will refer the case to the Academic Appeals Committee which will make a recommendation to the Vice President of Academic Affairs to uphold the sanction, modify the sanction, or dismiss the sanction. In any disputed case, the decision reached by the Vice President of Academic Affairs is final and binding. In the case of a sanction that involves the student's dismissal from the College, the Dean of Students and the President will be consulted.

302 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, and seniors.
2. A student on academic probation is to be given a written warning by the Vice President for Academic Affairs as to his/her status together with a statement of procedure. If a student is under 18 years of age, parents or guardians are notified concerning probationary status.
3. Students should not take more than 16 credit or non-credit hours during semesters in which they are on academic probation. For an exception, the student must appeal to the Vice President for Academic Affairs.
4. A student's academic advisor may recommend that a student take fewer than 15 credit hours during the semester(s) of academic probation. The student may appeal the advisor's decision to the Vice President for Academic Affairs.
5. Whenever a student is placed on academic probation, the Vice President for Academic Affairs (VPAA) will:
 - 5.1 Consider the student's case promptly.
 - 5.2 Consider non-academic talents, and especially vocational growth of the student, in establishing the conditions for remaining as a student at the College.
 - 5.3 Establish the conditions under which the student may return to good standing.
 - 5.4 Determine automatic refusal of registration to be effective at the end of any semester in which the student fails to satisfy the conditions set by the VPAA.

- 5.5 Determine immediate dismissal if it is obvious that the student will not satisfy the conditions set by the VPAA.
- 5.6 Reconsider the student's case at the beginning of each succeeding semester in which the student is on probation.
6. After being placed on academic probation, the student has a maximum of two semesters to attain the required minimum cumulative scholastic average. If there are compelling extenuating circumstances, the student has three semesters to attain the required minimum C-GPA.
7. A student may appeal the decision of the Vice President for Academic Affairs to the President.
8. Dismissal is automatic if the student does not attain the minimum C-GPA for the student's classification by the end of:
 - 8.1 Two consecutive semesters after being placed on academic probation, unless the student is given a one semester extension, by the VPAA, for compelling, extenuating circumstances.
 - 8.2 Three non-consecutive semesters on academic probation in the case of extenuating circumstances as determined by the VPAA.
9. A student must meet the standards of satisfactory progress for continued eligibility in the federal student aid programs. These are listed in the Student Financial Resources section.

303 TEXTBOOKS

1. Book Rental fee is charged to all students per semester. This fee is subject to change (see the College Catalog).
2. No writing, highlighting and markings in rental books.
3. Students may purchase the rental books at the end of the semester for one-half the original cost of the book. Cash only.
4. Books are to be returned to the bookstore after each semester. Students returning books after the bookstore is closed will be charged a \$10 late fee.
5. All fees must be paid before receiving books for the next semester.

400 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.

401 FORMATIONAL/ SPIRITUAL

The purpose of the Religious Formation Program is to enable students to be physically, mentally, and spiritually 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 three-year term. The Vice President for Formation is responsible for the 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. Dean of Students/Associate Dean/Assistant Dean

The Dean of Students is directly 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 Work-study and Community Service Program; and is the Health Services Coordinator 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.

3. Formation Directors and Formation and Student Life Committee

The Formation directors work together with and are responsible to the Vice President for Formation. Together, the Formation directors and Formation and Student Life Committee evaluate the progress among the students so that a viable program is maintained in achieving the objectives of the College.

4. Formation Group System

Typically, students are divided into formation groups according to class, and each formation group meets once a week with their formation director for the purpose of their development according to the Religious Formation Program. The Formation Directors are directly responsible for the students in their groups. The Formation Directors carry out this responsibility in the following ways: group activities, individual interview, referral, end of the year evaluations, and cooperation with disciplinary policies.

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, which prepares all students for one-on-one spiritual direction. Associate spiritual directors work hand in hand with the Spiritual Life Coordinator to help and assist students to grow and mature in their responsibilities, to establish a life of prayer, to deepen their discernment in religious life, to cope with the stresses of the college seminary environment, and to help instill all other values that define the religious/missionary life of the students.

6. College Counselor

The Counselor provides opportunities for personal counseling, receives referrals from the Vice President for Formation, Vice President for 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. The year immediately prior to entering the Pre-Novitiate, students are required to take the designated psychological test which DWC has agreed upon. 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 shall not be involved in the discipline of the College. Above all, the Counselor shall have 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.

402 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 also strives to provide for the development of habits of creative and critical thinking as well as a facility in communication. (Catalog, General Information)

1. 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, 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.

2. Academic Advisor

At the time of admission, students are assigned academic advisors by the Vice President for Academic Affairs or the Director of the Intensive English Language Institute (IELI). 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)

3. Library Council

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

403 STUDENT LIFE/ CONCERNS

As members of the Student Body of DWC, all students work together for the common goals of the community. The purpose of the Student Body is to assume a shared responsibility for administration by providing student representation to the various parts of the College organization. (Constitution of the Student Body, 700).

1. Student Senate

The representative government of the Student Body is the Student Senate. The function of this government includes the administration of all student activities, the interpretation of its Constitution, and the dictation of its financial management. The Senate is composed of the President and Vice-president of the Student Body; the Secretary; the Treasurer; and a Senator from each formation group. The President of the Student Body shall be recognized as Chair of the Student Senate.

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)
Sports and Recreation Committee (SRC)

3. Dean's Forum

Twice each semester the Deans will organize and call a Dean's Forum to address the student body, providing opportunity for students to voice concerns, issues, ideas, etc., that affect student and college life.

500 RESIDENCE AND ROOM POLICIES

501 RESIDENCE HALL CONTRACT

1. The Dean of Students will assign students to either the dormitories or residences in Megan Hall and Arkfeld House. All room changes need to be approved by the Dean of Students.
2. The College Almanac gives the dates for the opening and closing of the dormitories and other residences. Exceptions can be made only with the approval of the Dean of Students.
3. Key Deposit: Upon arrival a room key can be obtained from the Dean of Students' office with a refundable \$10.00 deposit to be paid at the Business Office. Upon departure, the key must be returned to the Business Office. If, at any time, the key is lost, the deposit is forfeited. Another \$10.00 deposit is required for a new key.
4. Room Deposit: A room deposit of \$25.00 is required of each student to be paid at the Business Office. This deposit will be returned to the student after the end-of-year room inspection or at the time of withdrawal. The deposit is forfeited if the student does not follow the end-of-year check out policies (*Student Handbook*, 505). This includes all the rooms at dormitories and residences.
5. Any damage either from normal or careless use shall be reported to the Dean of Students.
6. Megan Hall, Arkfeld House and Bro. Leonard House are not alternative recreation areas for non-residential students. Any visitors to these buildings must be accompanied at all times by the host(s) and must leave the building by 10:00 p.m.
7. Non-College visitors to Megan Hall should ordinarily be met in the main building. As Megan Hall is a women's residence, both male visitors and students should not be invited into Megan Hall. Exceptions require the explicit approval of the Dean of Students for each occasion. Minors children must not be brought into Megan Hall unless accompanied by a parent.
8. All overnight guests must be approved by the Dean of Students in advance. Owing to emergencies that might arise, the Dean needs to be able to account for everyone.

502 ATMOSPHERE FOR STUDY

1. The dormitories and all other residential buildings are first and foremost meant to provide each individual as much privacy as possible, especially for 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. In the main building dormitories, the lavatories, and all residential areas, silence begins each night at 10:30 p.m. The only exceptions are the student lounge and Pour House, and the pool/gym/TV areas. Visiting, conversation, and music can continue in the individual

dorm rooms provided it does not disturb one's roommate and is not heard in the corridor or in the adjacent rooms. Complete silence is observed in the dorm corridors and in the public areas outside the Deans' Offices after 10:30pm.

3. If students feel that their rights to quiet and privacy is being violated, they should first approach and express their concerns to the accountable individual(s). If no amicable solution is found, they should see the Dean on their floor.
4. Megan Hall and Arkfeld House will have silence in the corridors after 10:30 p.m. This allows for those who wish to go to bed early, ~~or to~~ have time for reflection or meditation, or to study.

503 ROOM CARE

1. Students are responsible and expected to keep their room clean and orderly. Do not move desks, bookcases and wardrobes.
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 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, local and College fire and safety ordinances 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 all student rooms.
 - 4.2 Electrical appliances, such as coffee makers, microwave, kettles 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 from 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. Spray snow and the likes may not be used to decorate windows or any other part of the room.
- 4.6 Students are prohibited to light 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 building and from community rooms for use in one's private room. Permission from the Dean of Students is necessary to take out or put extra furniture in the College storage areas.
6. For safety reasons, beds are not to be placed on top of wardrobe or desks. Pop bottles, cans, foodstuffs and other objects are not to be placed between screen and window. No radio/TV aerials are to be strung outside the windows.
7. No animals, except fish, are allowed in the building or on campus.

504 END OF THE YEAR CLEAN-UP

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

1. All wardrobes and desks are to be cleared of personal belongings. No personal belongings are to be placed or stored in the dorm rooms or hallways. They are to be stored in the school storage room if they are neatly packed.
2. All trash and unwanted belongings, etc., are to be personally and properly disposed of. Appropriate places will be designated for those wishing to get rid of clothes and books.
3. Extra furniture, obtained with the Dean's permission, must be returned to its proper/original 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 their adhesive materials, and properly stored.
7. All cups, dishes, silverware need to be returned to the Pour House 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.

505 END OF THE YEAR CHECK-OUT

1. Before leaving, students are to have their rooms inspected by the Deans of Students or the designated staff member. Rooms will be inspected for cleanliness, room care and damage. The room deposit is returned only after this inspection has been satisfied.
2. Students who do not have their room cleaned and in order at the designated time posted by the Dean of Students will forfeit their \$25.00 room deposit.

506 DAMAGE AND COSTS

1. The Business Office will directly charge students or their legal guardian(s) for any damage incurred while at DWC.
2. Students are responsible for all damages, lost property or unnecessary service cost caused by the students to the College because of neglect or intent. Such charges must be paid within seven (7) days after billing. Where two or more students shared the same liability for the damage or loss which might or might not be ascertained by the College, the cost of the damage will be divided and assessed equally between the responsible students, after giving the students the opportunity to explain the damage or loss.
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 \$25 fine. If the damage is excessive, an additional fine will be assessed appropriately.
 - 3.2 For damage of equipment or furniture, the students will be charged for the cost of repair and/or replacement of the equipment/furniture, if deemed necessary.
4. All fines and damages are due before the end of each semester. Students with unpaid accounts will not be permitted to register for the following semester and no transfer of credit will be issued until the debts are paid.

507 KEYS

1. Students who need keys for special purposes because of their responsibilities (e.g., Sports coordinator, Pour House bartender, lifeguard, etc.) can obtain the proper keys from their supervisors.
2. Unauthorized possession of a master key is grounds for immediate dismissal.

508 DORM ROOM ENTRY

1. 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:
 - 1.1 To provide room maintenance inspections, housekeeping, repair service or perform a safety inspection.
 - 1.2 When there is reasonable cause to believe that College regulations or laws are being violated.
 - 1.3 For an emergency situation that requires that the room be entered.
 - 1.4 When a resident vacates a room for a break period, to provide room maintenance, inspections, housekeeping, repair service or to perform safety inspections.
2. 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.
3. 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.
4. 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.

600 HEALTH SERVICES AND SAFETY & SECURITY

601 HEALTH SERVICES COORDINATOR

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

602 HEALTH AND ACCIDENT INSURANCE

Health and accident insurance for students are the responsibility of the student and/or their parents (or legal guardians). The College provides medical insurance for international students who receive full scholarship from the College.

603 STUDENT HEALTH SERVICES POLICY

1. The College receives some limited funds from donors to pay for student medical/dental expenses. These funds will be used on a “case by case basis” to pay for student medical/dental expenses based on the student’s financial needs, the availability of funds, and the seriousness of the medical condition. Medical/Dental services must be approved by the Health Services Coordinator and/or the Dean of Students prior to the services being provided.
 - 1.1 The Health Services Coordinator may approve services up to \$500 in consultation with the Dean of Students.
 - 1.2 The Dean of Students may approve services up to \$1,500.
 - 1.3 The Dean of Students and the Business Office Director must approve services over \$1,500.
2. Medical/Dental expenses the College will pay include:
 - 2.1 Basic dental care that is non-cosmetic in nature, such as cleaning, x-rays, fillings. Major dental care, such as crowns, root canals, and extractions, will be paid 80% by the College and 20% by the student.
 - 2.2 Medical care after reimbursement from medical insurance.
 - 2.3 Single pair of eye glasses not to exceed \$300 every two years.

604 COLLEGE SAFETY

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 which includes the President, Dean of Students, the Rector of the SVD Religious Community, Maintenance Personnel, and Vice President for Operations (VPO). Students, faculty, staff and the SVD community members 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 or Formator on-call is available 24 hours a day to assist students for any emergency on campus.

605 COLLEGE SECURITY

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

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.

1. **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, Arkfeld House and Megan Hall must contact the Dean of Students or the Formator On-Call. Students living in off-campus housing will inform their supervisor.
2. **Timely Notice** – In cases where an emergency or criminal activity is reported, whether within one of the College buildings or outside the College campus, and that may pose a threat to others, the President or Dean of Students will use appropriate means to provide a general warning to the College community. This may include an electronic notice, intercom announcement, or bulletin board notice. It is your responsibility to be attentive to

these announcements and act prudently when warned.

3. **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, and Arkfeld House, or off-campus housing.
4. **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.
5. **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.
6. **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 or share the code to outsiders.
7. **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.
8. **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.
9. **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 or Formator-on-call immediately.

606 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.

1. Fire

- 1.1 Pull the nearest fire alarm if you see a fire/smoke.
- 1.2 When the fire alarm goes off leave the building immediately through the nearest exit!
Walk fast, do not run!

- 1.3 Proceed to the soccer field and gather by your formation groups.
- 1.4 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 or Arkfeld House and are unable to return to your residence, proceed to the main building.
- 1.5 Contact persons are assigned to each formation group. They are to inform the Dean of Students or Formator-on-call or the fire department directly 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.
- 1.6 Beware of emergency equipment that will come on campus.

2. **Tornado**

- 2.1 When a tornado warning is announced over the PA system and/or through texting, go immediately to the basement corridor (near the art room). Megan Hall residents go to the south end of the Megan Hall basement. Arkfeld House residents must go to the basement.
- 2.2 Stay clear of windows.
- 2.3 Gather in your formation group.
- 2.4 Remain there until the “all-clear” signal sounds.

3. **Active Shooter** (SafeColleges Procedure)

- 3.1 **Run**– If possible run to safety and help others to escape without endangering yourself. Call 911 when you reach a safe location.
- 3.2 **Hide**– If running away isn’t an option then shelter in a safe location and look for opportunity to escape. Move to a lockable room and barricade yourself. Move away from doors and windows. Remain quiet and silence your phone. Call 911 immediately.
- 3.3 **Fight**—Fighting should always be a last resort.
- 3.4 After the emergency is over, everyone gathers in the gym for a person count.

4. **Bomb Threat**

- 4.1 When the PA system announces a bomb threat, leave the building immediately through the nearest exit.

4.2 Go to the soccer field and line up in your formation group.

4.3 Remain on the field until the “all clear” signal is given.

5. Severe Weather or Electrical Storm

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

607 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 the 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.

700 THE STUDENT SENATE

The Student Senate represents the Student Body, which is composed of all DWC students.

701 PURPOSES

The purposes of the Student Senate 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.
4. To facilitate harmonious relationships within the College and with the surrounding communities.

702 MEMBERS AND ORGANIZATION

1. The Student Senate consists of the four officers (President, Vice-President, Secretary, and Treasurer) and one Senator from each formation group.
 - 1.1 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.
 - 1.2 Formation groups are comprised of: Pre-Novitiate (in the beginning of each new academic year, the incoming Pre-Novitiate class will choose a name for its formation group), Romans, Ephesians, Colossians, Galatians, St. Therese of the Child Jesus, St. Teresa of Avila, and SVD Jr.
 - 1.3 Any student not included in the formation groups has a right to vote.
2. 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.
3. All Student Senate meetings shall be "open" unless declared "closed" by the President. "Open" meetings are accessible to all students, College faculty, and community; "closed" are accessible only to members of the Student Senate.
4. 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.

703 ELECTION OF OFFICERS

1. The four *ex officio* officers of the Student Senate are the President, Vice-President, Secretary, and Treasurer.
2. The terms of the *ex officio* officers begin the day after commencement to the next commencement. In case of vacancy, refer to 707.
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: Senate elects four senators to supervise elections. One senator is named chair of the committee.
 - 4.1 The President of the Student Senate meets with the Election Committee to explain candidacy requirements and voting procedures (704.)
 - 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 Chair of the Senate of his decision. After consulting with the officers, the Chair of the Senate will designate another senator to serve on the committee.
 - 4.4 The duties of the Election Committee include:
 - a. Announcing the election schedule.
 - b. Explaining the candidacy requirements and voting procedures to the Student Body.
 - c. 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.
 - d. 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 or formation probation.

- 5.2 A candidate for the office of President of the Student Body must be a member of the following year's Pre-Novitiate or Romans formation group, as defined in 702.1.2 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 following year's Pre-Novitiate, Romans, or Ephesians formation groups, as defined in 702.1.2, at the time of election and have a cumulative GPA of at least 2.00.
 - 5.4 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.
 - 5.5 During the week before the election, the Election Committee will schedule a meeting of the Student Body. During this meeting each has 5 minutes to deliver a campaign speech. Non-Student Body members are invited to the meeting only as observers.
6. Voting Procedures in the Election of Officers
 - 6.1 All members of the Student Body 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).
 - 6.6 If, due to extraordinary circumstances, a student is unable to be present for the election, he/she 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.
 - 6.7 An absentee ballot can only be used for one (round of voting). If successive ballots are to be held, the student either has to be present or request another absentee ballot.

704 ELECTION OF FORMATION GROUPS' SENATOR

1. Candidates for Senators must not be on academic or formation probation.

2. Any member of a formation groups, as defined in 702.1.2, is eligible to be elected as a formation group Senator except those who are currently serving as senate officers. Special students are excluded from running for the office of senator.
 - 2.1 Each formation group elects one Senator.
 - 2.2 If a formation group fails to elect a Senator, the President of the Student Senate shall appoint a Senator.
3. The terms for Senators begins with their election and lasts until the end of the school year.
4. Voting Procedure for Election of Senators.
 - 4.1 The election shall take place no later than the third week of the first semester of the school year.
 - 4.2 The voting shall be done by either secret or open ballots during a formation meeting or at another designated time approved by the Dean of Students or the President of the Student Senate.
 - 4.3 Senators need a two-thirds majority on the first ballot.
 - 4.4 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.
 - 4.5 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).

705 RIGHTS AND RESPONSIBILITIES OF OFFICERS AND SENATORS

1. President

The President of the Student Senate is the Chair of the Student Senate, an *ex officio* officer and has one vote, The President:

- 1.1 Has the right to call and address a General Assembly of the Student Body.
- 1.2 Represents the Student Body at public events or delegates this responsibility to another Student Senate member, preferably an officer.
- 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.
- 1.4 Has the right to spend a total of \$50.00 per semester without the approval of the Student Senate. He/she must inform the Treasurer of such expenditures.

- 1.5 Presides at all meetings of the Student Senate. If, due to extraordinary circumstances, the Chair is unable to attend a meeting, the Vice-President of the Student Senate presides.
- 1.6 Has the right to call special meetings when necessary.
- 1.7 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.
- 1.8 Signs official documents together with the Secretary.

2. Vice-President

The Vice-President, as an *ex officio* officer of the Student Senate, has one vote and serves as chief advisor to the President in matters concerning the Student Senate and Student Body.

- 2.1 The Vice-President must be ready and willing to perform tasks delegated by the President throughout the year.
- 2.2 The Vice-President along with the Chair, shall meet with student representatives on the Student and College Committees to discuss the objectives set forth in 703.
- 2.3 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).
- 2.4 If the President is unable to resume the responsibilities, the Vice-President becomes President and a new Vice-President shall be elected (704).

3. Secretary

The Secretary, as an *ex officio* officer of the Student Senate, has one vote.

- 3.1 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.
- 3.2 The Secretary prepares and posts the agenda for all regular and special Student Senate meetings. Any member of the Senate may propose items for the agenda prior to its publication.
- 3.3 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.

- a. The Secretary, along with the President, signs Senate minutes and all other official documents.
 - b. The Secretary posts all approved minutes of open Student Senate meetings.
- 3.4 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.

4. Treasurer

The Treasurer, as an *ex officio* officer of the Student Senate, has one vote.

- 4.1 The Treasurer is responsible for the financial management of all Student Senate funds. Funds are only kept on account in the College Business Office.
- a. The Treasurer shall perform only the transactions directed by the Student Senate, except in reference to 705.1.4
 - b. All financial transactions over \$50 require signatures of the Treasurer, the Dean of Students, and the person to whom the funds are entrusted.
 - c. 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.
- 4.2 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.
- a. Student Senate committees which require budgets must submit an itemized budget proposal to the Treasurer at the beginning of each semester.
 - b. 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.
- 4.3 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. Formation Group Senators

- 5.1 Each Senator has one vote.
- 5.2 The primary responsibilities of a Senator are to:
- a. Accurately represent the views of his/her formation group to the Senate.

- b. Effectively communicate information from the Senate back to the formation group.
- c. 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.

706 STUDENT AND COLLEGE COMMITTEES

1. All student representatives on Student and College Committees must be members of a formation group (702.1.2)
2. At the beginning of the school year, the President of the Student Senate recommends nominees for the Student and College Committees. Recommendations of the President are firstly subject to approval by the Officers and then the final approval from the Dean of Students.
 - 2.1 The President and the Vice-President of the Student Body meet with the nominated representatives for Student and College Committees to discuss the objectives set forth in each committee.
 - 2.2 In the case of the Pour House manager and the Formation and Student Life Committee, 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 Each student representative must follow the guidelines set forth in each committee.
 - 2.4 The President oversees the Student Committees (706.3).
 - 2.5 If the President has any objection to the work of any student representative on the Student/College Committees, he/she shall bring the situation to the attention of the Student Senate.
 - 2.6 The President of the Student Senate and along with one other student represent the Student Body on the following College Committees (706.4.2) and in addition to the Formation Appeals Committee.
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 in preparing the dining room for special events. The DRC may have an assistant.

3.2 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.

3.3 Sports and Recreation Committee (SRC) - The SRC is responsible for organizing, promoting, and supervising intramural and extramural sports and other recreational activities. It is under the supervision of the Sports Coordinator and has a budget independent of the Student Senate.

4. College Committees

4.1 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.

4.2 Formation and Student Life Committee (FSLC) - The FSLC consists of the Vice President for Formation as Chair, the Deans of Students, the Associate Dean of Students, Formation Directors, the College Counselor, the College Chaplain, the Ministries Coordinator, and the Spiritual Life Coordinator.

The FSLC evaluates student progress and ensures that a viable program is maintained in achieving the objectives of the College. Three student representatives, one of whom must be the President of the Student Senate and must include both genders, serve on the FSLC as non-voting members.

4.3 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.

4.4 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.

707 VACANCY AND REMOVAL

1. *Ex Officio* Officers

1.1 A process of removal of any of the four *Ex Officio* Officers of the Student Senate may be initiated with a petition signed by a majority of the members of the Student Body.

- a. Such a petition for removal must contain the reasons for the requested removal and must be publicly posted.
 - b. If a petition for removal receives the required number of signatures, the Chair 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 Body 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 Chair is vacant, refer to 705.2.4
 - a. 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.
 - b. The special election must be held no later than two weeks after the vacancy.
 - c. Election procedures and candidacy requirements follow those set down in 703.
2. Elected 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.
 - a. Such a petition for removal must contain the reasons for the requested removal and be made public to the members of the formation group.
 - b. If a petition for removal receives the required number of signatures, the Chair must call an assembly of that formation group at its earliest convenience to vote for removal.
 - c. 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.
 - a. The special election must be held no later than two weeks after the vacancy occurs.
 - b. Election procedures and candidacy requirements follow those set down in 704.
3. Student and College Committee Members

- 3.1 Any student representative on any committee can be removed through a two thirds majority vote of the Student Senate.
 - a. Officers serving on College Committees as part of their office can only be replaced by another officer.
 - b. Removal from a College Committee is automatic in the case referred to in 706.4.1.
- 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.
 - a. Appointments to committees follow regulations set down in 706.
 - b. While a position is vacant, the Chair fills the position until the vacancy has been properly filled.

708 AMENDING THE CONSTITUTIONS

1. Amendments to the Student Body Constitution may be proposed by any member of the Student Body or the Dean of Students.
 - 1.1 In order to be presented to the Student Body for a final vote, a proposed amendment must be approved by a two-thirds majority of the Student Body 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.

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 Chair 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 Body is submitted to the Board of Administration through the Dean of Students for its final approval.

709 STUDENT ASSOCIATIONS

1. There are different groups, clubs and cultural associations formed by students. These groups are known as the Student Associations. All students are encouraged to organize and/or participate in such Student Associations.
2. The purposes of Student Associations:
 - 2.1 To develop cultural identity, support, friendship and leadership.
 - 2.2 To organize the various cultural activities and events throughout the year.
3. Constitution
 - 3.1 Each Student Association is required to form a Constitution for itself. The Constitution must be approved by the Dean of Students before it can be implemented.
 - 3.2 Each Student Association is encouraged to have a chaplain choosing from the members of the clergy or religious at DWC.

800 MISCELLANEOUS

1. **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 (*DWC Policy Handbook* # 12.04) and complete the Student Leave of Absence Application Form.
2. **Banking** - It is advisable to bank personal money with the Business Office.
3. **Class absence due to health reasons** - The Deans of Students, Health Services Coordinator, or in the case of the students living in Arkfeld House, the Pre-Novitiate Formation Director may excuse them from class attendance for health reasons.
4. **College Facilities** - The gym and pool are for the use of the students, staff, faculty and SVDs. Permission for the use/rental of the gym, pool and/or all other campus facilities by other individuals or groups must be obtained from the Vice President for Operations who will consult with the Dean of Students. All groups using such facilities must be properly supervised and provide proof of their own insurance endorsed for activities on College property. Permission for the rental of classrooms, meeting rooms, etc., must be obtained from the Vice President for Operations, who will consult with the Vice President for Academic Affairs and the Dean of Students before granting such permission.

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

5. **College Property and Use of Portable Equipment** - College materials and property (e.g., sports equipment, tools, etc.) are available for student use with the permission of the person responsible for their supervision. Use of portable equipment such as blue-ray/DVD player may be borrowed from the library.
6. **Copy Machine** - The copiers are available only for faculty, staff and students of Divine Word College. 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.
7. **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.
8. **Food/Beverage** - Eating and drinking are not permitted in the following areas: gym, swimming pool, music rooms, chapel and chapel areas (including the organ loft, sacristies,

crypt), computer room, and ESL Lab. By special arrangement food and drink may be permitted in the crypt for special meetings, events, recollections, and retreats.

9. **Gambling** – Gambling, other than community organized games not involving money, is forbidden, and any student involved in such will be placed on formation probation for one complete semester.
10. **Intercultural Celebrations** - The College promotes intercultural celebrations and encourages its students to actively participate in different cultural celebrations and take pride in celebrating their uniqueness while appreciating the differences of others.
11. **Laundry** - Students take care of their own laundry. The College provides washing machines and dryers free of charge for students' use.
12. **Personal Property** –The 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 should lock their rooms. They should not keep cash in their rooms. Students should report the loss of personal items to the Dean of Students. 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.
13. **Phones** – College phones are primarily for College business. 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.
14. **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.
15. **Public solicitation of funds** - Solicitations are made in cooperation with the Development Office and the approval of the President. 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 *DWC Policy Handbook # 5.30*)
16. **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 the violator with a crime. During fire drills, the fire/smoke alarm system is tested by maintenance, at least twice per semester.

801 DINING ROOM AND KITCHEN

1. Outside of the designated meals students can help themselves to snacks such as sandwiches, bagels, peanut butter, jam, coffee, tea, hot chocolate, juice etc. available in the dining room.
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 no running, shouting, tossing of food, etc. Likewise, sitting on the window sills or tables is not allowed.
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 must be approved by the Dean of Students.
5. Only the dining room student coordinator, food crew, dishwashers, and work-study students are allowed 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 or formation director on call is required for any 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. (*DWC Policy Handbook*, # 5.05)
9. Students who want to remove or borrow anything from the kitchen must seek permission from the Dean of Students and the Food Service Director.

802 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 daily schedule or special diets require the approval of the Dean of Students.
2. The Dean of Students will communicate regularly with the Food Service Director regarding students' needs for any special provisions.
3. Special diets, i.e. those requiring preparation of food items not on the regular menu, are based on documented medical need, not simply on dietary preferences. The organization and supervision of the kitchen itself are under the authority of the Food Service Director and the Vice President for Operations.

803 VISITORS

1. Visitors are welcome. However, since the dorm areas (rooms, stairwells, areas outside the Deans' rooms) are private, 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. Arriving visitors are to be met at the front entrance by the invited host, sign in, and wear a visitor's tag.
3. Before any visitor is invited to have a meal in the dining room, permission is required from the Dean of Students, or the President, or the Vice President for Operations. An offering or some payment for meals is appreciated.
4. Visitors must leave the campus by 10:00 p.m. During special occasions or celebrations visitors must leave campus by midnight.
5. Permission must be first obtained from the Dean of Students if there will be visitors who wish to stay overnight at the College so that room arrangements can be made with the Rector.
6. Permission for the use of the gym or pool by visitors must be obtained from the Dean of Students.
7. Unsupervised minor children are not allowed to be in the student lounge, the dormitories, kitchen or the Pour House unless accompanied by responsible adults.
8. Non-College visitors to Megan Hall and Arkfeld House buildings are asked to meet in the main building.

804 STUDENT COLLEGE CARS

1. 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.
 - 1.1 Divine Word College normally will not provide driver education and training for the students. Driver training may not take place on DWC property.
 - 1.2 For reasons of safety and liability, no students or College personnel may use College-owned vehicles for purposes of driver education and training.
2. The permission of a Dean or a Formation Director 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.

3. 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.
4. The College prohibits student drivers to drive college cars under the influence of alcohol or the use of any drug. The College may conduct random drug/alcohol tests if a student appears to be under the influence of any drug.
5. The College prohibits smoking in any of the college cars.
6. 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.
7. 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:

7.1 Name

7.2 Time duration of use

If any of the information is missing, the student drivers' privileges can be revoked.

8. When cars are taken out, it is the drivers' responsibility to pick up the permission form from the Dean of Students' office. When taking out cars the driver must indicate:

8.1 Unofficial charge to

8.2 Driver

8.3 Official reason

8.4 Destination

8.5 Mileage (when you take the car)

8.6 Mileage (when you return the car)

8.7 Dean's or Formation Director's signature

8.8 Date

8.9 Vehicle number

9. Student College cars are to be returned by midnight. On nights before a free day, this is extended to 1:00 a.m.
10. Officially approved drivers are expected to be available to other students when their services are required.
11. Drivers are responsible for cleaning the cars after each use.
12. Students may lose their driver privileges due to accidents, tickets, drinking, poor driving, and complaints by others about the driver, or not following regulations. The Dean of

Students and the Formation Directors will enforce these regulations and in reviewing such cases determine the proper action to be taken.

13. College mini-van rules: the van is not to be used unless:
 - 13.1 There are five or more people to transport, including the driver.
 - 13.2 There is equipment to transport that will not fit in the other cars.
 - 13.3 There are no other student College cars available.
14. The Dean of Students must be informed immediately when there is an accident.
15. Official business takes precedence over personal use.
16. 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. Students are responsible for paying for the use of the car and for mileage.
17. There is no charge for the use of the student college cars for official business. Official business includes but not limited to: Ministry, doctor appointments, transportation to and from Dubuque airport, bus station at the beginning and the end of the semester, and other non-personal businesses such as Student Senate, Pour House, Sports, etc.
18. Students who own cars must provide proof of insurance and registration in order to park their car on all College properties.

805 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 (3) 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 college Almanac will ordinarily result in the student's being placed on formation probation. A student's need to return later than the calendar specified date should be discussed with the Dean of Students well in advance of the student's departure for the break. The Dean of Students and Formation and Student Life 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 formation 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 College Almanac.
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 college Almanac. Exceptions to this should be cleared with the Dean of Students and the Vice President for Academic Affairs.

806 PRE-NOVITIATE PROGRAM/APPLICATION FOR NOVITIATE

1. **Pre-Novitiate Program** – The Pre-Novitiate Program shall last for two semesters. Ordinarily, SVD candidates must prepare their academic plan in such a way that they should not graduate in December so that the last full academic year will be spent at the Pre-Novitiate.
 2. Students receive a clear outline of the process for applying to the SVD novitiate prior to the second semester of the final year at the College.
 - 2.1 The student interested in applying to novitiate for the following year informs the Vice President for Formation of his intention by February 1.
 - 2.2 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; three (3) recommendations one of which is by a family member; and vote by SVD House Council sent to the Provincial Superior of the Chicago Province.
 - 2.3 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.

807 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.

1. No "Cultural Events Calendar" activities are scheduled, e.g. art gallery openings, recitals, special liturgical celebrations, and other cultural events.
2. Special lectures and presentations will not be scheduled by formation, academic departments, Student Senate, or other groups which occasionally plan such activities.

3. Sporting activities with outside groups are not scheduled.
4. College facilities will not be rented so that extra cleaning and dish-washing will not be required.
5. No banquets are scheduled.
6. Student College cars will be available as usual.
7. Formation groups may plan a non-required, optional community outing using College cars.
8. Academic requirements are not affected by Tranquility Weekends.
9. These dates will be approved and published in the DWC Almanac by the Board of Administration in consultation with the Formation and Student Life Committee and the Chair Council in May of each preceding year.

808 THE POUR HOUSE

1. The purpose of the College Pour House is to provide a clean, pleasant environment for faculty, staff and students to gather for recreation and conversation. The Pour House Coordinator is to assure that prices for food and refreshments are reasonable as to cover Pour House costs and at the same time be affordable for the students. The Pour House is only for the use of faculty, staff and students and their guests. There are special nights for invited guests.
2. Alcoholic beverages are not sold in the Pour House. However, on those special occasions on which alcoholic beverages are served (free of charge), 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 Pour House.
3. The Pour House 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 Pour House management.
4. The Pour House shall be opened according to the schedule determined by the Dean of Students and the Pour House Coordinator.
5. On Fridays and Saturdays, the Pour House is normally open until 11:00 p.m. Any exceptions for special occasions are to be determined by the Dean of Students and the Pour House Coordinator.

809 SUMMER PLACEMENT PROGRAM

2. Goal

- 1.1 Divine Word College students can apply for summer placements at parishes and other ministry settings operated by the Society of the Divine Word, the parent organization of Divine Word College. Prior approval of these summer placements must be given by the Vice President for Formation, after consultation with the Formation and Student Life Committee. International students in F-1 visa status must also receive authorization from DWC's Designated School Official to ensure the student's summer placement complies with the Department of Homeland Security rules on international student employment. Students accepted for summer placements find opportunities to grow in their understanding of the Society's ministries and to experience vowed community living. A better understanding of the demands of ministry and community living prepares the students to make an informed decision about their vocational future. Some DWC students may be able to obtain college credit for this summer placement if they have been approved for and follow the requirements of TRS 295 (Summer Internship).
- 1.2 Students in summer placements ordinarily live within a community of professed members of the Society of the Divine Word. They would be expected to participate in the liturgical and prayer life of the community. Through close daily interaction in the religious, social, and work experience of the religious community, the students increase their knowledge of the history, traditions, and values of the Society. They gain exposure to role models among retired members who have spent their lives in dedicated service abroad and in the U.S. and from active members still engaged in a variety of contemporary ministries.
- 1.3 Under the direction of a designated supervisor, students develop particular ministry skills appropriate to their level of seminary formation. In a parish setting, for example, this might include home visitations to the elderly and infirm, conducting a parish census, working in a food kitchen for the poor, leading a youth group, organizing special youth activities, assisting with the maintenance and upkeep of facilities, supporting parish fundraising activities, preparing liturgical celebrations, and providing other kinds of assistance necessary for the effective operation of a parish. At the Divine Word Missionaries' residences in Techny, IL, Riverside, CA, and East Troy, WI, students assist with providing hospitality to groups making use of their facilities, play a supporting role in outreach to friends and benefactors of the Society, and help meet routine maintenance and housekeeping needs. They also gain experience by assisting in the care of the environmental projects located at these residences. In this way they learn to work together as a religious community under the supervision of an experienced Divine Word Missionary priest or brother.
- 1.4 An important benefit to students participating in a summer placement is the opportunity to increase proficiency in spoken American English. The language demands are immediate and practical. Summer placements also provide students from

other countries an opportunity to live and work in an intercultural community and thus to increase their intercultural competence, which is an important value for members of the Society of the Divine Word. An additional benefit, available particularly at sites in the Eastern United States, is an introduction to significant historical and cultural sites that help inform the students' knowledge of U.S. history and society.

- 1.5 Students may also find a summer placement in a parish under the care of a diocese or another religious order. While these placements do not provide the same direct exposure to SVD community life, they do offer experiences directly related to the students' interest in ministry. Such students would ordinarily work closely with the pastor of the parish and other parish administrators so that they can expand their understanding of the real-life demands of parish ministry.

2. Room and Board

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

3. Vehicles

- 3.1 For those who reside at DWC, only student drivers are authorized to use the DWC's vehicles during the summer. If no student drivers are assigned to work at DWC, then the Dean of Students or Formator-on-call will assign one or two driver(s) for the summer; only those who have a valid U.S. driver's license are eligible for consideration as a summer student driver.
- 3.2 The Student Drivers' policy is also applied during the summer months, that is, within the Dubuque area, the student driver has to complete the "Permission Slip" and have the Formator-on-call sign it. The fee for using a car is 40 cents per mile and 45 cents per mile for a minivan. Since it is summer time the "Official Reason" is rarely applicable, only the Formator-on-call can decide if the trip is "official" or not.
- 3.3 For longer trips, the student must have the approval of the Vice President for Operations. Before filling out the "Permission Slip", the student driver must first ask

- permission from the Formator-on-call and inform him where he plans to go and for how many days. The same mileage fee will be charged.
- 3.4 Taking a car without completing the “Permission Slip” and without having the “Permission Slip” signed by a Formator-on-call will be considered theft and not only will the student be put on formation probation in the following academic semester, but this will also result in his immediate dismissal from the Summer Placement Program and from DWC for the duration of the summer.
 - 3.5 For those who work at other SVD sites, the use of vehicle is only with the permission of the local SVD superior.

4. Expectations

- 4.1 In order to grow in their understanding of the Society’s ministries and to experience vowed community living, students are expected to participate and contribute in the daily program of the community from Monday to Friday for at least 8 hours a day, i.e. providing hospitality to groups making use of the facility, helping with routine maintenance or housekeeping needs.
- 4.2 Any vacation or break during the time of the Summer Placement Program should be submitted to the supervisor at least 2 weeks in advance. It must be approved by the VPO at DWC or the local SVD superior.
- 4.3 During the 8-hour working period, students are not allowed to use cell phones for personal use.
- 4.4 Students must wear proper clothing and shoes. No sandals or flip flops are allowed.
- 4.5 Participation in liturgical activities with the SVD community during the summer is expected. For those at DWC, be sure to work out with your supervisor the time that you take off for these activities.
- 4.6 Students are expected to follow all the instructions from their supervisors and diligently fulfill their assigned tasks. Loafing, inattentiveness to work, and failing to follow the instructions of the supervisors will result in dismissal from the Summer Placement Program and from DWC/SVD site within 48 hours. Any student so dismissed will never again be accepted into the Summer Placement Program.

5. Remuneration

- 5.1 The SVD placement site will provide room and board for all students participating in the College’s Summer Placement Program.
- 5.2 Students may receive payment for their services as appropriated by federal, state and local laws.

5.3 International students who participated in the Summer Placement Program will not receive a monthly allowance the following academic year. They are expected to use the money they earned from the Summer Placement Program for their personal expenses.

810 HANDBOOK APPROVAL

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

900 POLICIES OF DIVINE WORD COLLEGE

The following Divine Word College Policies (Chapter 05 of the DWC Policy Handbook) pertain to all faculty, staff, and students. Additional policies that may pertain to students are also noted separately below.

DIVINE WORD COMMUNITY POLICIES (FACULTY, STAFF, AND STUDENTS)

- 5.01 Anti-Bullying Policy
- 5.02 Anti-Harassment/Sexual Misconduct
- 5.03 Awards
- 5.04 Budget Process - Timeline
- 5.05 Children in the Workplace
- 5.06 College Facilities – Use of
- 5.07 College LOG
- 5.08 College Safety and Security
- 5.09 Drug Free Workplace and College
- 5.10 Family Education Rights and Privacy Act
- 5.11 Fax
- 5.12 Food and Beverages
- 5.13 Graduation Policy
- 5.14 HIV/AIDS Policy
- 5.15 Inclement Weather
- 5.16 Internet/Email
- 5.17 IT/Information Technology Policies
- 5.18 IT/Computer Hardware and Software Acquisition Policy
- 5.19 IT/Computer Lab
- 5.20 IT/Computer Resources and Technology Policy
- 5.21 IT/Digital Millennium Copyright Act Compliance
- 5.22 IT/Information Systems – Waste Disposal
- 5.23 IT/Information Technology Emergency Services
- 5.24 Key Distribution Procedure
- 5.25 Mail Service
- 5.26 Personally Owned Property
- 5.27 Property & Equipment Disposal
- 5.28 Protection on the Human Subject of Research
- 5.29 Smoke Detectors/Fire Alarm
- 5.30 Smoking Policy
- 5.31 Solicitation of Funds
- 5.32 Student Retention Policy
- 5.33 Telephone/Cell Phones

- 6.02 Americans With Disability Act (ADA) Policy
- 6.03 Bereavement and Illness Notices
- 6.12 Mandatory Reporter - Abuse of Children and Dependent Adults
- 6.22 Meals at DWC

- 6.28 Whistleblower Policy
- 11.05 Admission of Students Who Lack a high School or General Educational Development (GED) Diploma.
- 12.01 Guests (Overnight) of DWC-Students
- 12.02 Student Complaints
- 12.04 Student Leave of Absence
- 12.05 Expectations for SVD Students in Temporary/Perpetual Vows
- 12.07 Tranquility Weekends

APPENDIX (forthcoming)

Religious Formation Program
Women Religious Formation Program
Formation Director Manual
Spiritual Formation Manual
Missionary Ministry Formation Manual