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Welcome! As your new vice president for student affairs and dean of students, I am excited to be on The Hill and a part of “Sader Nation.” Whether you are an incoming first-year student, a transfer student, or a returning student, I am certain that this year will be filled with many stimulating and challenging academic and co-curricular experiences. I hope to meet many of you at Cool Beans, on the Hoval or at athletic events, lectures, concerts, theatre performances, or campus ministry and multicultural immersion programs. All of these experiences will contribute to your personal development during your time on Mount St. James and beyond, and I am looking forward to being a part of them.

At Holy Cross, big questions live at the heart of our liberal arts culture and our Jesuit tradition. Every question is an invitation to explore a larger meaning. When we ask, we learn. In the year ahead, I invite you to focus on central questions such as, What are my desires and passions? What are my strengths and values?

In the Division of Student Affairs it is our life’s work to support and complement the academic mission of the College. We are committed to providing an outstanding out-of-the-classroom co-curricular experience because we believe students benefit best from their college experience when they are able to integrate the in-class and outside-of-class parts of their lives.

The College’s Mission Statement asks us to reflect on our obligations to one another, to build communities marked by freedom, mutual respect, and civility. To that end, Student Affairs has developed the co-curricular cornerstones:

- Community and Citizenship
- Multicultural Competency
- Cura Personalis
- Reflective Habits

We will ask you to be involved in our local and global communities, and we will challenge you to explore and understand your cultural identities and the identities of others. We will assist you in achieving a holistic way of life marked by an attention to personal care and balance. As you form reflective habits, we will invite you to contemplate the questions, Who am I? Who do I want to become? Who do I want to be for others?

There is much to celebrate at the College and in the Division of Student Affairs, and I invite you to call upon me or any member of my staff for assistance and advice at any time. We are committed to your success!

I encourage you to take advantage of everything that Holy Cross has to offer. We have many great opportunities ahead of us, and I look forward to sharing the adventure with you.

Sincerely,

Michele C. Murray, Ph.D.
Vice President for Student Affairs/Dean of Students
By attending the College of the Holy Cross, you have agreed to abide by all College rules, policies, codes and catalogs, including those outlined in the Student Handbook. It is the College’s expectation that students will read the Student Handbook carefully and will comply with its provisions at all times. The College retains the right in its sole discretion to revise, in whole or any part, the Student Handbook and change or delete any existing rule, policy or procedure or add any new rules, policies and/or procedures at any time and without notice. Any changes implemented by the College are effective when made unless specified otherwise. The Student Handbook supplements the College catalogs and provides additional information about the College. It is not a complete statement of rules, regulations, policies or procedures, nor does it contain a complete list of all programs, services or College policies.

**College Mission Statement**

The College of the Holy Cross is, by tradition and choice, a Jesuit liberal arts college serving the Catholic community, American society, and the wider world. To participate in the life of Holy Cross is to accept an invitation to join in dialogue about basic human questions: What is the moral character of learning and teaching? How do we find meaning in life and history? What are our obligations to one another? What is our special responsibility to the world’s poor and powerless?

As a liberal arts college, Holy Cross pursues excellence in teaching, learning, and research. All who share its life are challenged to be open to new ideas, to be patient with ambiguity and uncertainty, to combine a passion for truth with respect for the views of others. Informed by the presence of diverse interpretations of the human experience, Holy Cross seeks to build a community marked by freedom, mutual respect, and civility. Because the search for meaning and value is at the heart of the intellectual life, critical examination of fundamental religious and philosophical questions is integral to liberal arts education. Dialogue about these questions among people from diverse academic disciplines and religious traditions requires everyone to acknowledge and respect differences. Dialogue also requires us to remain open to that sense of the whole which calls us to transcend ourselves and challenges us to seek that which might constitute our common humanity.

The faculty and staff of Holy Cross, now primarily lay and religiously and culturally diverse, also affirms the mission of Holy Cross as a Jesuit college. As such, Holy Cross seeks to exemplify the longstanding dedication of the Society of Jesus to the intellectual life and its commitment to the service of faith and promotion of justice. The College is dedicated to forming a community which supports the intellectual growth of all its members while offering them opportunities for spiritual and moral development. In a special way, the College must enable all who choose to do so to encounter the intellectual heritage of Catholicism, to form an active worshipping community, and to become engaged in the life and work of the contemporary church.

Since 1843, Holy Cross has sought to educate students who, as leaders in business, professional, and civic life, would live by the highest intellectual and ethical standards. In service of this ideal, Holy Cross endeavors to create an environment in which integrated learning is a shared responsibility, pursued in classroom and laboratory, studio and theater, residence and chapel. Shared responsibility for the life and governance of the College should lead all its members to make the best of their own talents, to work together, to be sensitive to one another, to serve others, and to seek justice within and beyond the Holy Cross community.
As partners in the educational process, the Division of Student Affairs promotes a community that fosters the intellectual, social, emotional, moral, and spiritual development of Holy Cross students. Through programs, services and activities offered throughout the campus community, the Division of Student Affairs strives to bridge the gap between classroom, laboratory, residence and chapel, thereby facilitating an integrated community of learning.

The Vice President for Student Affairs serves as the Dean of Students and provides leadership to the Division of Student Affairs. The Division includes the Offices of Student Involvement, Residence Life and Housing, Campus Recreation, Bands, Disability Services, the Counseling Center, Health Services, Wellness Programming, Multicultural Education and the Office of Student Conduct and Community Standards.

Diversity
The College of the Holy Cross aspires to continue to grow as a community in which the unique contributions of each individual - whether student, staff, faculty or administrator - are respected, valued, and celebrated. Our Jesuit and Catholic tradition calls us to reach out to those whose backgrounds, views, and experiences offer a rich variety of perspectives. Our educational experience, both curricular and co-curricular, enhances and strengthens students’ ability to think broadly and inclusively. Each person is welcomed to participate, engage and contribute in the life of the College. It is the College’s desire to prepare graduates for leadership, citizenship, and service in an increasingly diverse world.

Academic Affairs
The College Catalog is the source of information on everything related to your academic program at Holy Cross. In addition to detailed descriptions of degree requirements, academic policy, and the curriculum, each department has a chapter in the Catalog that describes its programs and the courses it routinely offers. Finally, the Catalog is where you will find information on financial aid, expenses, and admissions. A complete listing of all administrators and faculty at the College may be found in the online directory https://webapps.holycross.edu/cd/cd. The College Catalog is published on-line each year. It is important for students to consult the Catalog associated with their entering class. Requirements published that year are the ones that pertain to your degree program.

Students are responsible for familiarizing themselves with all current academic policies and requirements, including, but not limited to, common requirements, major requirements, and the Attendance, Excused Absence and Academic Honesty Policies published in the Catalog and disseminated in supplements or notices which are issued by the various officers of the College (the Deans, the Registrar, etc.). If you have questions about any academic policy or procedure, you should consult with your Class Dean.

Provost and Dean of the College
Dean Margaret N. Freije
Fenwick 111, 508-793-2661

The Provost and Dean of the College oversees the academic program at Holy Cross. The Dean is assisted by the Dean(s) of the Faculty, the Dean of Experiential Learning and Student Success, The Dean for Diversity, Equity and Inclusion/CDO, the Class Deans, the Registrar, the Director of Academic Services & Learning Resources, and advisors from special academic programs.

Loren Cass, Dean of Experiential Learning and Student Success
Smith 224, 508-793-3009

Amit Taneja, Dean for Diversity, Equity and Inclusion/Chief Diversity Officer
Smith 224, 508-793-3009
Class Deans
There is one Dean for each class year. Each supervises the academic program and progress of students in the class from first to fourth year. In addition to your academic advisor, this is the person who can answer your questions about degree requirements, advise you on your academic program, and help you think through the many curricular options available to you. Because the Class Deans have strong working relationships with faculty, administrators, and professional staff throughout the College, they can help you find the appropriate resources to support your academic success.

The Class Deans also administer academic policy, including, among others, policies on enrollment, attendance, leave of absence and withdrawal, academic standing, transfer and summer school credit, and academic exceptions. Any questions or concerns about your program, degree requirements, or academic policies should be brought to your Class Dean.

Professor Shawn Maurer – Dean of the Class of 2019
Fenwick 229, 508-793-2532

Professor John T. Anderson – Dean of the Class of 2020
Fenwick 204, 508-793-2532

Professor Francisco Gago-Jover – Dean of the Class of 2021
Fenwick 204, 508-793-2530

Professor Patricia Kramer – Dean of the Class of 2022
Fenwick 204, 508-793-2532

Academic Services and Learning Resources
https://www.holycross.edu/support-and-resources/academic-services-and-learning-resources
Director, Kelly Saintelus
Dinand 204, 508-793-2713

The mission of Academic Services and Learning Resources is to help each Holy Cross student take the next step toward academic success. It can be a challenge to adjust to the rigor of our curriculum and everyone can use a little help. We are eager to learn about your academic dreams and to support you in making the most of academic opportunities on campus, in Worcester and across the globe.

Who uses Academic Services? Students of all class years and majors, varsity athletes, leaders of student organizations, College Honors participants, students who are the first in their families to attend college, and students whose families have long ties to Holy Cross. Everyone is welcome!

Please visit our offices on the second floor of Dinand Library (room 204) or call (508) 793-2713 to make an appointment. In our popular workshops and our individual appointments for students, we look forward to helping you:

- Improve your time management, reading, and study skills by engaging your learning style
- Clarify your academic interests in order to select or change your major
- Augment your major with a minor, concentration, academic internship, study abroad, or other special academic programs
- Connect with other academic resources including drop-in tutoring

Tutoring is currently offered through drop-in workshops and programs across campus, including biology, chemistry, classics, economics/accounting, mathematics/computer science, physics, and Spanish. The Writer’s Workshop (housed in the Center for Writing) has trained consultants available to help students with any writing
assignment, from brainstorming ideas to polishing a paper. For more information, visit our website at: http://www.holycross.edu/support-and-resources/academic-services-and-learning-resources.

**Athletic Facilities**
https://www.holycross.edu/athletics/facilities

The College’s athletic facilities are intended primarily for use by its students. As time and space permit, faculty, administrators and staff may also use the facilities.

The Luth Athletic Complex includes a 3,600-seat basketball arena, a 1,200-seat ice rink, a six-lane swimming pool with separate diving area, auxiliary gym (September 2017) and indoor turf facility (October 2017), locker rooms, sauna and shower facilities and a rowing practice tank.

The fieldhouse contains two basketball and volleyball courts as well as an indoor track. The Carol & Park B. Smith Wellness Center, located in the Fieldhouse, includes aerobic equipment and workout areas for the general student-body, faculty and staff.

Other athletic facilities include outdoor tennis courts, an outdoor eight-lane running track and lighted turf multi-purpose field, 3,000-seat Fitton Field baseball stadium, 1,320-seat Linda Johnson Smith Soccer Stadium, 23,500-seat football stadium, and an adjacent softball field and several practice fields which are used by many of the College’s teams and clubs.

With 27 intercollegiate athletic teams, intramural programs, club sports and general student use, facilities are heavily used. Scheduling priority is given to in-season sports.

All requests for use of the athletic fields by student organizations must be processed through Student Programs 793-3487 who will in turn contact the scheduler within the Athletic Department.

**NORMAL OPERATING HOURS:**

**Swimming Pool**
Monday – Friday – 10:00 a.m. – 3:00 p.m.
Monday – Thursday Evenings – 6:00 p.m. – 9:00 p.m.
Saturday/Sunday – 12:00 p.m. – 3:00 p.m.

**Hart Center Ice Rink**
Monday, Wednesday, Friday – Open Skate 12:30 p.m. – 1:30 p.m.
Tuesday, Thursday – Stick Time (must have helmet) 12:30 p.m. – 1:30 p.m.

**Blaney Gym & Indoor Practice Center (Turf)**
Monday – Friday – 11:30 am – 1:30 pm & 10:00 pm – 12:00 am
Saturday – Sunday 8:00 pm – 12:00 am

**Smith Wellness Center at the Fieldhouse**
Monday – Thursday 6:30 a.m. – 11:00 p.m.
Friday – 6:30 am. – 9:00 p.m.
Saturday/Sunday – 9:00 a.m. – 9:00 p.m.

*Please note that schedules are subject to change during athletic events, campus holidays, and college events. All users must present a valid Holy Cross ID or issued guest pass to the monitor on duty.

**The Office of Campus Recreation**
https://www.holycross.edu/office-recreation-intramurals-and-club-sports/club-sports

Hogan 229, 793-3487

You don’t have to be an athlete to play; these recreational activities are for everyone. RICS allows students to participate, compete, lead and learn in accord with the Jesuit ideal of *Cura Personalis* (Care of Self & Others-Mind, Body, Spirit). RICS promotes recreational activities on and off campus, oversees club sport teams and...
offers extensive intramural competitions on campus. There are currently 23 club sports which are student-led Recognized Student Organizations (RSOs) and vary in competition level and intensity. Club sport teams are eligible to compete against other colleges and universities.

Recreational Recognized Student organizations

- Ballroom Dance
- Club Baseball
- Club Basketball (men’s and women’s)
- Club Field Hockey
- Club Golf
- Club Hockey (men’s and women’s)
- Club Lacrosse (men’s and women’s)
- Club Rugby (men’s and women’s)
- Club Soccer (men’s and women’s)
- Club Tennis
- Club Volleyball (men’s & women’s)
- Equestrian Club
- Outdoors Club
- Running Club
- Ski Club (competitive)
- Ski & Snowboard Club
- Swimming Club
- Ultimate Frisbee

The intramural program offers competition in soccer, volleyball, flag football, basketball, and softball. Intramural participants play against other Holy Cross teams in weekly league play, culminating in an Intramural League Championship. RICS supports on and off campus recreational activities and student initiatives including local hikes, a month long triathlon challenge, and indoor soccer tournaments. RICS also collaborates and assists with the planning for recreational programming with student-run organizations.

Center for Career Development
https://www.holycross.edu/support-and-resources/career-planning-center
Hogan 203, 793-3880

Collaborating with the network of Holy Cross alumni, employers and campus partners, the Center for Career Development (CCD) shares expertise and engages students throughout their undergraduate career to translate the liberal arts experience into meaningful vocation and a lifetime of professional achievement. While students must take ownership for their own career and professional development, the CCD team assists students to identify and clarify their career objectives, provides vehicles to explore careers and industries, teaches skills and strategies for conducting a successful job or internship search, and presents resources for students to connect with employers hiring for entry level professional positions and internships. Students are encouraged to begin the career development process during their first year and to continue to utilize Career Development resources throughout their four years at Holy Cross.

The services offered by the Center for Career Development include: individual career counseling, industry- and career-specific advising, workshops, mock interviews, career panels, a shadowing program, on-campus recruiting, job and internship postings via Crusader Connections https://holycross-csm.symplicity.com/students/), networking events, career fairs, a credential file service, resume and cover letter critiques, and subscriptions to digital resources and databases. A database of Holy Cross graduates who have volunteered to serve as career advisors is also available to students. The Center for Career Development is a member of the Liberal Arts Career NetWORK (LACN), which presents additional internship and employment opportunities for students.

The Center for Career Development leverages the network of Holy Cross alumni, parents, and friends nationwide to develop summer internship opportunities for Holy Cross undergraduates so they may gain meaningful career-related experience in an area related to their occupational goals. A limited number of internship stipends are available to support students who secure unpaid summer internships. Students must apply for consideration for those stipends through the CCD in late January.

College Bookstore
https://www.holycross.edu/college-holy-cross-bookstore
Hogan 1, 793-3393
The Bookstore is owned and operated by the College to provide textbooks, merchandise, academic supplies, and computers to Holy Cross students. In addition to the academic needs of the students, the Bookstore carries a unique selection of high quality clothing and gifts for students, parents and alumni. All items including textbooks and computers can be purchased from the bookstore online catalog at Bookstore.Holycross.edu

Bookstore Hours
Monday – Friday 9:00 a.m. - 4:30 p.m.
*Hours are frequently expanded for special campus events.*
The Bookstore accepts cash, checks in the exact amount, Mastercard, Visa and American Express. The Bookstore does not extend credit or maintain personal charges for purchases.

**Office of the College Chaplains & College Ministry Center**
https://www.holycross.edu/faith-service/office-college-chaplains
Campion House, 793-2448

Our Mission:
Inspired by the Jesuit and Catholic identity of the College of the Holy Cross, and attentive to the signs of the times, the College Chaplains affirm that the glory of God is the human being fully alive. As central to the possibility of living life to the full, we value the integration of the life of faith and the life of the mind. Therefore, in a spirit of hospitality and dialogue, we invite all members of the Holy Cross community to grow in faith through worship, contemplation, study, service, and solidarity.

Our guiding principles:
**Community**--We build a community which recognizes the interconnectedness of each person while accepting that we are all children of God, and family with one another in our diversity of race, creed, gender, sexuality, ability, and class.

**Prayer**--We encourage our community to be one of prayer where, both communally and individually, we bring our joys and hopes, challenges and longings in the knowledge that they shape who and how we are before the God who loves us.

**Discernment**--We promote, teach, and model active discernment in the Ignatian tradition as a response toward the God who calls us.

**Hospitality and Sabbath**--We actively engage in Christian hospitality in our use of the Joyce Contemplative Center, the College Chapels, and Campion House, and in so doing call ourselves and the community to a practice of sabbath, where all might reconnect with our Creator and creation.

**Solidarity**--We actively practice solidarity, a firm and persevering commitment to the common good; that is to say, to the good of all and of each individual, because each of us are responsible for our sisters and brothers. We acknowledge that our practice of solidarity is something which we learn through contact with the injustices others suffer.

**Environmental Stewardship**--We recognize the urgency of the current environmental crisis, and in solidarity affirm that all of our talents and involvement are needed to redress the damage caused by human abuse of God’s creation.

**Vigilant Inclusivity and Dialogue**--We are vigilantly inclusive with those on the margins of the Holy Cross community, encouraging a dialogue which listens to, reveres, and includes the experience, culture, and traditions of the other.

**Servant Leadership**--We promote servant leadership, both in the Worcester community and beyond as we grapple with our special commitment to the world’s poor and powerless.

**Works of Justice and Peace**--We acknowledge that the fruits of our prayer and worship should flourish in works of justice and peace.

Where you can find us:
The Chaplains’ offices are located in the College Ministry Center in Campion House - a historic building which was originally a farmhouse. Campion House is located on the hilly road between the Chapel and Hanselman. Stop by to visit the homey atmosphere in Campion, have one of our famous homemade cookies, and meet the
nine full-time Chaplains who work there. The Chaplains host wonderful student dinners at Campion three nights a week, monthly bagels open house, and offer hospitality to students, staff, and faculty as often as possible.

The Chaplains Office
Ms. Marybeth Kearns-Barrett – Director
Ms. Jan Berry – Campion House Coordinator
Ms. Andrea Grant – Administrative Coordinator, Joyce Contemplative Center
Ms. Emily Rauer Davis – Assistant Chaplain and Director of the Arrupe Immersion Program
Mr. Sam Lovett, Assistant Chaplain, Protestant Ministry
Rev. Keith Maczkiewicz S.J., Assistant Chaplain, Liturgy
Ms. Megan Fox-Kelly – Associate Chaplain and Director of Retreats
Mr. Laurence Rosania- Assistant Chaplain and Director of Liturgy and Music
Rev. James Hayes, S.J. - Associate Chaplain and Director of Faith Formation
Mr. Marty Kelly – Associate Chaplain and Director of Service and Social Justice
Mr. Andrew Omondi, Assistant Chaplain, Athletic Ministry and Chaplain in Residence - Brooks-Mullely Hall

How can I get involved?
Stop by Campion House or E-Mail Mkearns@holycross.edu. There are almost as many ways to get involved in college ministries as there are students! What follows is a small sample of the varied ways you can explore, question, affirm, share, and celebrate your faith.

Interfaith Council- Offers opportunities for dialogue and multi-faith celebrations that involve members of the Holy Cross community of all faith traditions. Also helps students to connect with faith leaders from their own traditions to learn more about their faith and celebrate high holy days with members of local communities.

Liturgical Ministry - Lectors, servers, communion ministers, greeters, liturgical dancers.

Music Ministry - Join the chapel choir or serve as a cantor. Singers and instrumentalists make great contributions at all of our liturgies.

Community service with SPUD - Over 42 volunteer programs in the city of Worcester with SPUD.

Domestic Service Immersion Programs - Spend fall or spring break serving with other students in communities across the United States.

International Immersion programs - Dominican Republic, Nicaragua, or Haiti take place during January and May breaks.

Retreats - From first year escape to MANRESA to the 5 day Spiritual Exercises, we have plenty of opportunities for you to take a break and take stock of where you are with God and other people.

Justice-oriented programs - Pax Christi, Students for Life

Spiritual Development - Bible Study, Women’s Spirituality Group, Band of Ignatian Gentleman, pastoral counseling, spiritual direction.

Pastoral care including - LGBTQ Support Group; Good Grief Support Dinners, individual pastoral counseling. To find out the details on these and other programs check out the Chaplains’ web page or stop by the College Ministry Center in Campion House. We’d love to meet you!

Prayer and Worship at Holy Cross - St. Joseph Memorial Chapel is the spiritual home of the Holy Cross community. The chapel consists of St. Joseph Chapel on the upper level, and the Mary Chapel, McCooey Chapel, Reconciliation Chapel and Blessed Sacrament Chapel on the lower level. The lower level of the chapel was renovated in the summer of 2003 through a generous gift in memory of Robert McCooey ’52.

Catholic Liturgies - During the academic year Catholic Sunday Mass is celebrated at 4:30 PM Saturday and 7:00 PM and 9:00PM Sunday in the Mary Chapel, and Sunday at 11:30 AM in the St. Joseph Chapel. Catholic weekday mass is celebrated at 12:05 PM (Monday-Friday) and 9:00 PM (Monday-Thursday) in McCooey
Chapel. The Sacrament of Reconciliation (Penance) is celebrated 8:00-8:45 PM (Monday-Wednesday) in the Reconciliation Chapel. Students are also welcome to contact any priest on campus to arrange a mutually convenient time to celebrate reconciliation.

**Baptism, Confirmation and Reception into the Catholic Church** - Students who wish to inquire into baptism, confirmation or reception into the Catholic Church are invited to contact the Fr. Hayes in Campion House.

**Protestant Worship** - An interdenominational Service of Praise and Worship is celebrated at 4:30 PM Sunday in Mary Chapel throughout the academic year.

**Churches, Synagogues, Mosques, and Temples off-campus** - The College Chaplains are happy to help students connect with a Protestant or Orthodox Church, Jewish Synagogue, Islamic Mosque, or Hindu of Buddhist Temple in the Worcester Area. Transportation to some area churches can often be arranged. Contact the College Ministry Center for more information.

**Notice of a Death in the Family** - In the event of a death in the family of a student the Chaplains’ Office should be notified immediately and notice will be given to the student’s Class Dean and faculty members as well as to the College community. Students are invited to contact the College Ministry Center with names of family members and friends who have died for inclusion in the general intercessions at Sunday worship services.

**Counseling Center**
https://www.holycross.edu/health-wellness-and-access/counseling-center

Hogan 207
793–3363 / Psychological Emergencies – Public Safety 793–2222
Office Hours: Monday-Friday 9:00 a.m. – noon and 1:00 p.m.–5:00 p.m.

The Ignatian ideal of cura personalis guides the work we do at the Counseling Center. The Counseling Center plays a vital role in the life of the College by offering a wide range of services to members of the campus community. Our primary goal is to support students negotiating their transition into adulthood. Students normally encounter a variety of challenges during college. We provide confidential assistance to students who have a wide range of problems or concerns, such as stress, adjustment difficulties, relationship problems, anxiety and depression. Many students seek counseling to help them through these challenges. We work collaboratively with students to promote their academic success and personal growth during their years at the College of the Holy Cross.

The Counseling Center staff members are dedicated to creating an inclusive atmosphere for students of all ethnicities, cultures, ages, sexual orientations, gender expressions, abilities, spiritual practices and socioeconomic backgrounds. We work collaboratively with other departments on campus to raise awareness and increase sensitivity to diversity in all its forms.

All current, full-time students are eligible to receive counseling services. Students may be referred to providers in the community if specialty care is needed. Confidentiality of all counseling relationships is maintained in compliance with professional ethical standards and local, state and federal laws.

The Counseling Center is staffed by licensed psychologists and doctoral-level psychology externs under professional supervision. Students can make an appointment by calling or visiting the Counseling Center.

The following services are offered at the Center:

**Individual Counseling and Psychotherapy** – Clinicians are available to meet individually with students to address a variety of concerns. The number of sessions is determined collaboratively with the student.

**Group Counseling** – A variety of groups are offered periodically, giving students the opportunity to meet with a staff member and other students experiencing similar issues.

**Consultation** – Clinicians are available to provide consultations to members of the College community who desire psychological advice concerning students.
Outreach Programs – A variety of workshops for students are offered on topics such as stress management, anxiety, depression, suicide prevention, relationship issues and eating disorders. The Counseling Center psychologists also facilitate two peer education programs called the Counseling Outreach Peer Educators (COPE) and the Relationship Peer Educators (RPE).

Referrals – Clinicians are available to assist students with referrals for psychological and psychiatric services off campus.

Crisis & Emergency Services – A crisis appointment time is available for students needing to be seen the same day. After hours, Public Safety should be contacted for psychological emergencies at 793–2222.

Resources for Individuals with Disabilities

The College of the Holy Cross is committed to making its facilities, programs, and services accessible to individuals in compliance with applicable law.

Students. Students with learning, physical or other disabilities, who desire to request reasonable accommodations, including housing accommodations, should contact the Office of Disability Services to discuss the availability of reasonable accommodations or to obtain documentation guidelines or visit https://www.holycross.edu/health-wellness-and-access/office-disability-services/guidelines-documentation-disability.

Employees. Employees with disabilities who wish to request reasonable accommodations should contact Human Resources to discuss the availability of reasonable accommodations. Please see https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/final_procedures_for_applicant_and_employees_7-25-2018_1.pdf for documentation guidelines and procedures.

Department of Residence Life & Housing

https://www.holycross.edu/campus-life/housingHogan 122, 793-2411

The College of the Holy Cross is by design and tradition a residential liberal arts college with more than 90% of currently enrolled students living on campus. There are eleven residence halls on campus, including double and triple occupancy residence halls with shared baths, suites and apartments.

Staff - The residence halls are managed by professional staff members who include Community Development Coordinators (CDC’s) and Associate Directors (AD’s). These are full-time staff members who live and work in the residence halls. These staff members work in the office daily and can also be found in their satellite offices in the residence halls. Each one can be reached by telephone, e-mail, or in person during office hours. In addition, each residence hall has a full complement of student staff members. Four of the upper-class residence halls are managed by Student Resident Directors (SRD’s), and seven of the residence halls have Head Resident Assistants (HRA’s), who assist the professional staff members in managing the residence hall. Each residence hall also has resident assistants assigned to each floor.

Resident Assistants (RA’s) are sophomore, junior and senior student leaders whose job is to assist the residents in their hall and build a community through offering a variety of programs that allow residents to develop their interpersonal, spiritual, and intellectual competencies. They also present and create opportunities for students to meet others and get involved in campus life. RA’s are paraprofessionals trained to respond to emergencies and crises and are resources for students who are having difficulty and don’t know who to contact on campus for any necessary assistance. They also communicate and enforce College policies, rules and regulations.

A list of the Student Staff can be found in the student directory or by calling the Department of Residence Life & Housing. In addition to the residence hall staff, the central office in Hogan 122 is managed by the assistant dean and director and the associate directors. The department is supported by the administrative assistant also located in Hogan 122.

House Council- House Councils serve as the student governing body of the residence halls. Depending on the residence hall community, either HRA’s, CDC’s and/or AD’s coordinate House Council elections each fall and
serve as the advisors. Many former house council members have become Resident Assistants and/or Student
Government members; proof that starting with House Council is a great way for students to learn about how
decisions are made at the college. There is one house council for each residence hall and a representative of
each hall serves as a representative to the Inter-House Council that meets regularly during the semester with the
Associate Director of Residence Life and Housing and a member of the Student Government Association to
address common issues and run campus wide programs and is also the Inter House Council which oversees all
of the House Councils.

Dining Services
https://www.holycross.edu/campus-life/dining
793-3384
Your dining experience is so much more than great food. It is a community experience centered on culinary
expertise, wonderful ingredients, healthy options and a shared sense of environmental and social responsibility.
The award-winning Holy Cross Dining team is here to enhance your college experience with exceptional
services, festive special events and superior food quality. Taking pride in everything we do, we’re committed to
staying current with trends and providing you with a variety of balanced and delicious foods while being
responsive to your individual tastes and nutritional needs. You’ll have a variety of locations to choose from – all
conveniently located within walking distance of on-campus housing, labs and classrooms.

Comments and suggestions are always welcome and can be shared with any member of the HC Dining staff.
You can also email us at dining@holycross.edu, follow us on Twitter (@holycrossdining) and Instagram (@holycrossdining) or become a fan of Holy Cross Dining on Facebook (facebook.com/hcdining).

Locations
Kimball Dining Room – Upper Recently named one of the “7 Healthiest College Dining Halls in the Country” by
Bon Appétit Magazine, this beautiful and historic hall is the largest dining location on campus, and the best place
to meet and relax with friends. Kimball offers continuous “All-You-Care-To-Eat” service and an enticing variety of
food stations featuring world cuisine, brick oven pizza, made-to-order deli sandwiches, salad bar, performance
foods, weekend brunches and everything in between.

Kimball Food Court – Lower Located on the second floor of Kimball Dining Hall, this Dine-In or Take-Out
eatery boasts a bountiful array of menu items. Highlighted stations include pizza, salads, sandwiches, grilled
items, quesadillas and much more. We offer various seating and lounge areas, perfect for hanging out or
studying. In addition, we feature an assortment of bulk items that provide convenient shopping for apartment
residents, as well as quick and easy snacks.

Crossroads Pizza and Grill – Hogan Ground Floor Located on the ground level of Hogan Campus Center,
Crossroads is a hub of activity attracting faculty, staff and students alike. Outfitted with an outstanding line up of
items for dining-in or take-out, you’ll find options to please any taste at any time. Highlighted stations include
pizza, top and chop salads, artisan sandwiches, grilled items and much more.

Cool Beans – Hogan 1st Floor Whether you’re on the go or have some time to relax, the aroma of freshly
brewed coffee is just one of many things that will captivate your senses in this social hot spot. Located across
from the Bookstore, you’ll savor all this coffee lounge has to offer—including pastries, bagels, cookies,
sandwiches, smoothies and much more.

On the Rock – Hogan 1st Floor - Have a passion for a chilly creation? An extension of Cool Beans, take a walk
on the frozen side and create a perfect creamy and confectionery concoction to indulge your ice cream dreams.

Lobby Shop – Hogan 1st Floor This campus convenience store is designed to serve the campus with a wide
selection of groceries, chosen with the particular needs of students in mind. Located next to Cool Beans, you’ll
find it easy to browse our shelves and find all the necessary staples and housekeeping items in one convenient spot.

**The Pub – Hogan Ground Floor** - The Pub is really everything a college bar should be: cozy, fun, reasonably-priced and conveniently situated on campus. Located on the ground level of the Hogan Campus Center it’s a great place to relax with your friends, watch a game or listen to the local entertainment. Students and visitors of legal age are welcome.

**Café Babel – Stein 1st Floor** - Café Babel is a popular and conveniently located coffee bar that offers an expanded menu, ample seating and Wi-Fi. It’s a lifesaver for those with hectic schedules or who are in need of a quick afternoon pick-me-up.

**Science Café – Science Integrated Complex 1st Floor** - Featuring an award-winning and locally produced menu, the Science Café is located in the Swords Atrium within the Integrated Science Complex, revealing a beautiful open and contemporary space with multi-level seating. Quickly prepared and simply delicious, you’ll enjoy customer favorites such as our bagel breakfast sandwiches and handcrafted soups.

**Other Services**
- Catering and Take-Out
- Meals for sick students
- Catered events in residence halls
- Food allergy and dietary restriction resources
- Online menu and nutritional information
- Wireless Internet access in most locations
- Student Employment

**Meal Plan Access** Crusader OneCards are validated for all students at the beginning of the academic year and must be presented to the cashier. For additional details on meal plans please visit the dining services website here:

**Dining Services Code of Conduct** - Dining Services is committed to providing a pleasant dining experience for all of our guests. Students who dine at campus eateries are held to the same behavioral standards that exist through all aspects of College life. Dining Service policies are consistent with the College’s Community Standards and Code of Student Conduct. The following constitute violations of Dining Services Policy, as do all violations of the College Community Standards and Code of Student Conduct of which either occur in a Dining Services facility or interfere with HC Dining’s ability to operate its businesses:

- Removal of food in excess of one piece of fruit or ice creams treats from an all-you-care-to-eat dining hall.
- Dining Services reserves the right to prohibit the use of backpacks or other large bags in facilities, as well as to inspect bags.
- Consumption of any food or drink in an all-you –care-to-eat dining hall without paying.
- Consumption of any food or drink in the service area of a retail eatery, the concealment of food, or the removal of food from any retail premises without paying.
- Theft of any utensils, dishware, glasses or any other supplies or equipment from a dining hall or catered event.
- Entering, or attempting to enter, a dining hall through an unauthorized entrance.
- Fraudulent use of a Crusader OneCard Holy Cross ID, which includes attempting to use someone else’s card to either gain access to a dining hall or to pay for your purchase.
- Harassment of Dining Services employees, customers, vendors or visitors.
- Possession of alcoholic beverages, illegal substances or drug paraphernalia in any eatery.
- Damage to or destruction of Dining Services equipment or facilities.

Violations of the above may lead to disciplinary action on the part of Dining Services, or may be referred to the
Office of Student Conduct & Community Standards for review and possible action. Penalties for offenses of Dining Services policies are consistent with those outlined in the Student Handbook.

**Office of Disability Services**
https://www.holycross.edu/health-wellness-and-access/office-disability-services

Hogan 215A, 793-3693

The Office of Disability Services engages in an interactive dialogue with students to determine, coordinate and provide for accommodations and support services to students with documented disabilities. Students must meet with the Office of Disability Services during the interactive process. The College will consider the student’s preferred accommodation requests but has the right to offer an equally effective alternative.

Please note that there is no automatic continuation of services from high school to the College. If a student with a disability does not request a reasonable accommodation from the Office of Disability Services, it may remain unknown and unaddressed.

**Technical Standards.** Some programs of study at the College may have technical standards. Students with disabilities who require accommodations to meet technical standards must contact the Office of Disability Services to request an accommodation as described above.

**Reasonable Accommodations.** Consistent with federal and state law, reasonable accommodations will be provided to individuals with disabilities. Individuals with disabilities who desire reasonable accommodations must contact the Office of Disability Services and provide appropriate documentation. All requests for accommodations are evaluated on an individualized basis considering information about the student’s disability and the areas where they experience difficulties and need support. Accommodations are arranged after discussion and with significant ongoing involvement of the student. Ultimately, the student is responsible for requesting an accommodation and accepting those that they want to utilize. Common accommodations for students with disabilities with appropriate documentation include, but are not limited to:

- Academic Accommodations, including, but not limited to, testing accommodations
- Assistive Technology
- Alternate format materials
- Tutors, Readers, Interpreters, Note takers
- Priority Course Scheduling
- Housing accommodations (as further described below)
- Dietary accommodations (as further described below)

Students must request services in a timely manner each semester by contacting the Office of Disability Services. Further information about the services, programs, and policies of the Office of Disability Services may be found on the webpage of the Office of Disability Services, https://www.holycross.edu/health-wellness-and-access/office-disability-services or upon request at (508) 793-3693.

Students are expected to participate responsibly and actively in using accommodations they have requested and which have been approved by the College. Students who may have a disability and need accommodations or support services should contact or be referred to the Office of Disability Services for consultation and advice.

**Housing Accommodations** - Housing accommodations will be made for students with documented disabilities or significant medical conditions to the extent feasible and in compliance with applicable law. Students needing housing accommodations must apply through the typical housing process and submit their request for accommodation to the Office of Disability Services with supporting medical documentation by the appropriate deadlines that are communicated to students via email each year. Failure to submit complete information by the deadlines may delay or prevent the College from meeting the request.

**Service and Assistance Animals** - Please contact the Office of Disability Services to request the accommodation of an assistance animal in residential housing. Students who have a service animal or who have been approved for the accommodation of an assistance animal should review the College’s Service Animal and Assistance Animal Policy available at
https://www.holycross.edu/sites/default/files/files/policyprocedure/studentaffairs/20171012_service_and_assistance_policy_to_post.pdf. No member of the community, other than the owner, should feed, touch or pet a service animal or assistance animal (unless invited to do so by the owner).

**Dietary Accommodations** - Dining Services strives to provide a wide range of food choices for students. Dining options available to students with food allergies or certain medical conditions range from eating off the general lines, to accessing our Food Allergy Program. Students who wish to request dining reasonable accommodations should submit the appropriate documentation to the Office of Disability Services to initiate the process.

**Transport/Emergency Evacuation** - Upon a student’s request, the Senior Associate Director of Residence Life and Housing will make arrangements through the Department of Public Safety and Health Services for transporting or assisting a student with a disability in the event of a medical emergency or an emergency evacuation of a residence hall.

**Employment Accommodations** - Student employees who desire reasonable accommodations in connection with their employment with the College should contact the Office of Disability Services, which will work with Human Resources regarding the matter.

**Responsibilities and Limitations** - Under state and federal civil rights laws, the College is responsible for providing that, within certain limits, students are not denied the opportunity to participate in College programs on the basis of a disability. The College does not provide such support services if providing them would create an undue burden for the College. The College is not required to and does not:

- Make accommodations or provide support for services which fundamentally alter the academic requirements for the degree, course requirements or basic pedagogy;
- Normally alter consistently applied academic policies which are based on academic standards;
- Guarantee success or bear responsibility for making students succeed in their courses;
- Pay for or provide items or services of a personal nature such as personal care assistance; personal purchases; personal medical, adaptive or computer equipment; private transportation; or educational supplies used by all students (pens, paper, computer supplies, books, etc.). These are the responsibility of the student.
- Professional tutoring or clinical evaluation or intervention service, as well as professional services or tutoring aimed at remediation, personal or academic coaching and case management is not provided by the College in every case. Students who do not have the financial means to acquire these services, please consult with the Office of Disability Services.
- The College cannot make retroactive accommodations.

**Disability Documentation.** The College will provide support services to students for whom the College has evaluations and documentation from a qualified professional that are current and support the accommodation or services requested. Accommodation and service requests will be reviewed upon receipt of appropriate documentation, and determinations will be made in a timely manner. Information regarding the College’s guidelines for documentation of a disability is available on the Office of Disability Services webpage at https://www.holycross.edu/health-wellness-and-access/office-disability-services/guidelines-documentation-disability.

**Appeal of Accommodation Decisions.** Students, faculty, staff and guests who wish to appeal an accommodation decision may appeal by sending a written appeal citing the reasons for the appeal and the desired resolution to Chief Diversity Officer within ten (10) days of receipt of the decision of the Office of Disability Services or Human Resources, as applicable. The appeal will be reviewed and decided by the Chief Diversity Officer or designee.

**Concerns or Questions regarding Discrimination or Harassment; Grievance Procedure.** Students, faculty, staff and guests with concerns or complaints regarding discrimination or harassment on the basis of disability may contact the Director of Human Resources at:
For further information regarding applicable disability laws, please see the U.S. Department of Education, Office of Civil Rights publications for disability discrimination/Section 504/ADA at https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/disability.html.

Office of Financial Aid
https://www.holycross.edu/admissions-aid/financial-aid
Hogan 314, 793-2265

The Financial Aid Program at Holy Cross has been established to assist students who, due to financial restrictions, would not otherwise be able to attend the College. Financial aid packages are provided in the form of scholarships, loans, and employment, either singly or in combination. Except as otherwise noted, financial assistance is based on demonstrated need, academic promise, and fulfillment of the citizenship requirements for financial aid established by the federal government. It is strongly recommended that students who are experiencing financial difficulties contact the office at their earliest convenience.

Financial aid applicants must submit new application materials for each year that they wish to be considered for financial assistance, and financial aid awards are reviewed each year based on the financial need demonstrated therein. For this reason, financial aid awards may be adjusted from year to year as a family’s ability to contribute to the cost of education changes. The opportunity to apply for assistance is extended to every student at Holy Cross, even if the student has never previously applied for or received any type of financial assistance from the College. Aid having not been previously granted does not preclude an applicant from being considered for such assistance at a later date. The Financial Aid application process is outlined on our website at http://www.holycross.edu/admissions-aid/financial-aid. More detailed information regarding financial aid is also contained in the College Catalog.

Health Services
https://www.holycross.edu/health-services
Loyola Hall (Ground Level), 793–2276
Emergencies: Public Safety on campus at 793–2222 or off campus 911
Hours of Operation: Monday–Friday, 9:00 a.m. – noon, 1:00 p.m. - 5:00 p.m. (open during academic year)

Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. and provides urgent and primary health care services to all students. Services are provided by physicians, nurse practitioners and registered nurses. The Health Services fee is included in the tuition so all students have access to use the services. In addition to urgent and primary health care, other services offered include the following: asthma education, immunizations, laboratory services, smoking cessation, nutrition - medical counseling, massage therapy, food allergy support, dispensing of common over-the-counter (OTC) medications.

Any emergency occurring on the campus should be referred immediately to Public Safety at 793–2222. In case of significant illness after routine hours, Public Safety may page the physician on call at Hahnemann Family Health at 334–8830 for consultation. Call 911 for all off-campus emergencies.

Health Services maintains a working relationship with UMASS Memorial Health Care and St. Vincent Hospital. Parental notification of a student’s hospitalization is legally required for minors. Students over 18 years of age requiring hospitalization are encouraged to notify their parents. It is important that students who are hospitalized
also notify Health Services. Upon discharge, the student is expected to be able to return to his or her residence hall and resume usual activity.

Students are responsible for their transportation cost to doctor’s offices and/or hospitals. If an ambulance is deemed necessary, the student is responsible for charges incurred.

The law in Massachusetts states that all full-time students attending college in Massachusetts must be covered by a qualifying health insurance program. Should emergency medical care be required, it is the responsibility of each student to possess proper health insurance information and identification. The College of the Holy Cross is not responsible for off-campus health or medical care expenses. Such expenses are the responsibility of the student or the student’s insurance. Please check with your insurance carrier for reimbursement of expenses.

The College that students have vaccinations in accordance with Massachusetts immunization regulations (available at https://www.holycross.edu/sites/default/files/files/healthservices/massachusetts_school_immunization_requirements_2018.pdf).

All student health records are private and confidential. It is the policy of Health Services that no medical information will be released to any party without the expressed written consent of the student or otherwise in compliance with applicable law. Health Services personnel may release to insurance companies or other third party payers only such information as may be required in the filing of claims. The only exceptions are releases that are required or permitted by law or life-threatening situations. In order to receive routine care in Health Services, students must have a medical record on file.

The Health Services staff at the College of the Holy Cross is committed to providing students with clear, up-to-date, and candid information regarding sexual health, and related issues. Health Services has an excellent staff of qualified physicians, nurse practitioners, and registered nurses who are willing to offer information, testing, and prescriptions for a wide variety of issues related to sexual health matters, including sexually transmitted infections and contraception. Health Services will meet the health needs of all students either within the clinic or by an off campus referral process.

These educational opportunities are provided with proper consideration for confidentiality, sensitivity, and compassion. The goal of this educational approach is not only to provide information but to assist students in clarifying their values, making decisions, and assuming personal and social responsibility for their choices. As a Catholic and Jesuit institution, the College does not distribute condoms.

**Henry M. Hogan Campus Center**

The Henry M. Hogan Campus Center offers a wide variety of services and houses numerous facilities and departments, providing a broad social, cultural, educational and recreational program for the College community. The Campus Center includes modern meeting rooms, spacious lounges, a student organization complex and administrative offices.

Within the Campus Center is a multipurpose ballroom and private dining rooms catered by the award-winning Holy Cross Dining Department. The Campus Center is committed to fostering educational experiences and to complementing formal instruction with meaningful leisure-time activities. Participation in and the development of mature appreciation for social, cultural, intellectual and recreational activities for the entire College community are the primary goals of the Campus Center.

Only student organizations recognized by the College and departments of the College are entitled to use rooms in the Campus Center without charge. All food and other refreshments must be ordered from the Holy Cross Dining Department for consumption in the Campus Center.

The following services and offices may be found in the Hogan Campus Center:

- Dean of Students and Student Affairs
- Housing and Residence Life
- Financial Aid
- Student Club and Organizations
- Office of Title IX Initiatives
- College Bookstore
Information Technology Services
Technology support is provided through the Information Technology Services department (ITS), located in the basement of Fenwick Hall and on the first floor of Smith Hall. Services include the Help Desk, wired and wireless network and Internet connectivity, telephones, applications support, and training.

The primary applications for students are: email (Gmail), Microsoft Office; online student information “STAR” (PeopleSoft); Course management systems (Moodle), among others.

Help Desk
https://www.holycross.edu/its-help-desk
Fenwick Hall, B-21
793-3548
The Help Desk offers the College community a central line for questions and answers. The Help Desk is here to help students, faculty, and staff with College supported software, College owned hardware, and network problems including PCs, Macs, printers, telephones, and network connections. Student Computer Consultants provide front line support to student computing questions that come in through the Help Desk. If other Information Technology Services staff knowledge and resources are needed, your call will either be forwarded to the proper person or an ITS work order “ticket” will be submitted to the proper specialist.

Each residence hall room contains a wired jack for each occupant. Additionally, most locations on campus have wireless connectivity.

Hours 8:00 a.m.– 5:00 p.m., Monday through Friday

Use of Information Technology (IT) resources
The Holy Cross homepage is http://www.holycross.edu. Email accounts are of the form: userid@g.holycross.edu Holy Cross uses Google Apps for Education, including Gmail for email. Students can get to a number of information resources, such as course schedules, grades, and financial aid information, through the Student Access to Records (STAR) system (again, linked off the “Login” page).

Course Management System
Holy Cross uses a course management system called Moodle, which gives access to course materials (syllabus, assignments, etc).

All users of the College’s information technology resources are expected to follow the Holy Cross Use of Information Technology Resources Policy available at https://www.holycross.edu/sites/default/files/files/policyprocedure/its/350000-002_use_of_information_technology_services_2015_accepted.pdf

STAR (Student Academic Records) Web Access https://star.holycross.edu
Using STAR, students can view their academic records, housing, financial aid records and billing records online. In addition, students can submit their information for the housing lottery, enroll in classes, and add or drop classes. Students can access STAR from the Holy Cross Login page.

Office of International Students
https://www.holycross.edu/office-international-students
Fenwick 204, 793-2532 or -793-2671 (voice mail)
International Student Advisor
Christina Bi Chen
Fenwick 204, 508-793-2532

Students from around the globe enrich the Holy Cross community as they share their experiences and develop their talents. The international student advisor oversees the F-1 visa program and the successful transition of students from the first year through graduation and beyond: obtaining a visa and arriving in the United States, engaging in campus life, navigating the curriculum, traveling during the semester, pursuing practical training, and preparing for jobs or graduate school in the United States.

Services Provided
The Office of International Students is first and foremost a welcoming place for all visa students. Through receptions, personal conversations, and workshops the international student advisor promotes students’ success and engagement. The advisor provides a wide range of services and connections to helpful resources across campus.

- Forms I-20 and Transfer-In forms for new students
- Guidance on maintaining F-1 visa status (including annual filing of U.S. tax forms)
- SEVIS record updates, term registration, and travel signatures to keep the Form I-20 current
- Academic advising for course selection, clarifying curricular interests, declaring a major
- Certification to work on campus and apply for a U.S. social security number
- Verification of housing extensions (on a case-by-case basis)
- Advising and approval of Curricular Practical Training (CPT) for summer internships
- Filing for Optional Practical Training (OPT)
- Support for the STEM-OPT extension

Libraries
https://www.holycross.edu/support-and-resources/holy-cross-libraries

Main Circulation Desk 793-2642
The College of the Holy Cross Libraries further the mission of the College, a Jesuit liberal arts institution, in its pursuit of excellence in teaching, learning, and research. The Libraries support the curriculum, promote intellectual curiosity, and serve our community by providing resources, access to information, and instruction in the development of research skills. As a central part of student life, the libraries create a welcoming and accessible integrated learning environment where diversity is embraced and respected. (Library Mission Statement)

The Holy Cross Library system includes the main library - Dinand, the O'Callahan Science Library, the Fenwick Music Library, the Visual Resources Library, and the Rehm Library. Total volume holdings are 649,000 with 510 print and 15,127 electronic periodical subscriptions. Students also have access to 318,000 electronic books. Over 200 scholarly databases provide access to an additional 68,000 electronic periodical titles. Holy Cross also manages the library at the Worcester Art Museum where Holy Cross students are always welcome.

- The Library staff is here to help you. Please feel free to consult with us at any time. We can be contacted in person, by phone, by email, by chat or text.
- If you cannot locate an item, report it to the Circulation or Reference Desk. We'll find it for you or borrow it from another library.
- Please check out all books before leaving the library.
- Periodicals and reference books do not circulate.
- Books are loaned for 28 days and may be renewed in person or on-line.
- Fine for overdue books is $.10 per day per item.
- Fine for overdue reserve items is $.25 for the first hour and $.50 for each additional hour.
- The lost book charge is $50.
• Please assist us in maintaining a quiet atmosphere. Q-Zones are posted with quiet, quieter, and quietest locations. Everyone using the library will appreciate your cooperation.

• The Food Policy is to generally allow Snack Food and drinks in spill-proof containers.

**Dinand Library 793-3372**
The Dinand Library was first opened in the fall of 1927. It was named in honor of Bishop Joseph N. Dinand, S.J., President of Holy Cross from 1911-18 and from 1924-27.

Hours during the academic year (24/5):

Sunday: 8:30 a.m. – Friday 11:00 p.m.,
Saturday: 8:30 a.m. – 11:00 p.m.
Hours are extended during study and exam weeks (24/7)

The library web site provides information about our collections, services, and facilities. *CrossSearch* is a tool that allows users to simultaneously search across several collections including print materials, e-books, e-journals, research databases, and *CrossWorks* (our digital repository). Items the library does not own can be borrowed from other libraries using *ILLiad*. Research assistance is available by consulting *Research Guides*, scheduling a personal research session, or chatting with a librarian 24/7. *About the Libraries* describes each of our physical locations. Library staff is always available to assist with your research needs. Please browse the web site, visit the libraries, and contact us if you require further information.

**First Floor**
The **Main Entrance** at the crest of the library stairs opens into the foyer that contains two magnificent stained glass windows executed by Charles Jay Connick. Within the foyer are Rodin’s busts of “St. John the Baptist” and “Benedict XV” and Shrady’s “St. Martin of Tours.” Plazzotta’s “The Hand of Christ” sits on the upper terrace in front of the library while Gross’s “Isaiah” oversees the east patio on the way to The Hogan Campus Center.

The **Main Reading Room**, one of the most magnificent rooms on campus, houses the print reference collection and the main Reference Desk. Online Reference is available 24/7 with participating libraries of Jesuit institutions throughout the nation. This room also contains several computers and networked printers. More computers and scanners are scattered throughout the building. Wireless connectivity is available throughout the building, plus, there are many network jacks for student laptop use.

The **Circulation Desk** is immediately accessible to both library entrances. The print (2 hour loan) and video reserve collection is housed here. Students must present their I.D. when borrowing print reserve materials. The majority of reserve materials are available electronically in Moodle.

**Interlibrary Loan** processes the exchange of materials with local libraries, as well as libraries throughout the nation and the world. Holy Cross participates in ARC (Academic and Research Collaborative), a partnership of Worcester Area libraries. Holy Cross students and faculty may directly borrow from most ARC libraries. An ARC card will be issued to you at our circulation desk.

The **Periodical Area** contains current print journals and newspapers.. Back files of journals are bound and shelved in the general stack area. Periodicals do not circulate. Thousands of electronic journals are available from the library website.

**Mezzanine and Ground Levels**
The library’s book collection is contained in the two lower levels that are directly beneath the main reading room and in the east and west wings. These wings, added in 1977, are known as the Joshua and Leah Hiatt Wings and are dedicated in memory of the victims of the Holocaust. Books with the Library of Congress Classification A-G are on the mezzanine level and those with the classification H-Z are on the ground level. Maps of the stacks are available at the circulation desk.
The **Levis Browsing Room** is located on the ground floor and can be accessed from the lower east stack wing or through the Blue Room. The **Blue Room** on the ground floor offers comfortable chairs, cafe tables, and doubles as a group study room with blackboards and moveable white boards. Two **Group Study Rooms** located in the lower east wing may be reserved. Ask at the circulation desk.

**Second Floor**

The **Scalia Educational Room**, an electronic classroom, may be reserved by faculty, librarians or academic instructional staff for group instruction. The room is open for student use when not scheduled for instruction. **Academic Services and Learning Resources** and the **Center for Writing** offer tutoring services. The **Center for Teaching** and the **Faculty Room** are reserved for faculty. The **Microfilm/Video Area** is located in the Debate Room on the second floor. It contains microfilms, videos, and DVD’s. The appropriate equipment to use these materials is available in the room.

**Third Floor**

The **College Archives and Special Collections Department** collects, preserves, and makes available records of College of the Holy Cross. These records include administrative, departmental and student organizational files, college publications, photographs, as well as records of athletic and alumni activities. The Department also contains the Rare Book Collection, including a Jesuitana collection, as well as manuscripts and special collections which primarily document New England and Catholic History. The Archives of the New England Province of the Society of Jesus are also housed on the third floor. The material in the collection is non-circulating.

Monday through Friday 8:30 a.m. - 4:30 p.m.

**Fenwick Music Library** - located in the east end of Fenwick Hall, has a collection of 25,000 sound recordings, 10,000 books, 11,000 music scores and 1,000 videos. Since 1997, it has also been the home to the library of the Worcester Chapter of the American Guild of Organists. The Music Library is equipped for both course-related and pleasure listening and viewing, and offers two commercial audio streaming services for unlimited, on-demand access to classical, popular, and world music. Specific course materials (books, scores, records and tapes) are held on reserve at the circulation desk. A Holy Cross I.D. is required for use of reserve materials and listening equipment.

Monday - Thursday: 8:30 a.m. - 11:00 p.m.
Friday 8:30 a.m. - 9:00 p.m.
Saturday 1:00 p.m. - 6:00 p.m.
Sunday 1:00 p.m. - 11:00 p.m.

**O’Callahan Science Library** - located in the Swords Hall Integrated Science Complex and houses collections for biology, chemistry, mathematics, physics, and the neuroscience and biological aspects of psychology. It has over 85,000 volumes and seats 100 patrons. Print reserves for science courses are located in the Science Library.

Monday - Thursday: 8:30 a.m. - 12:00 a.m.
Friday: 8:30 a.m. – 6:00 p.m.
Saturday: 10:00 a.m. - 4:00 p.m.
Sunday: 10:00 a.m. - 12:00 a.m.

**Rehm Library** - located in Smith Hall, provides a quiet space for reading, study, and reflection. The Library hosts lectures, discussions and spiritual programs sponsored by the Center for Religion, Ethics and Culture. The shelves of Rehm Library house important texts from an array of religious traditions. This is a non-circulating collection.

Monday through Thursday 8:30 a.m. - 10:45 p.m.
Office of Multicultural Education
https://www.holycross.edu/diversity-and-inclusion/office-multicultural-education
Hogan 109, 793-2669

In keeping with Holy Cross’s mission and tradition of developing caring and just communities, the Office of Multicultural Education advocates an awareness of and sensitivity toward differences of race, culture, ethnicity, national origin, gender, age, sexual orientation, religion and disability among its students, faculty, administrators, and staff. The Office educates, promotes and serves to empower the campus community on issues of diversity, multiculturalism and the value of human differences. Further, the Office provides opportunities to acquire further knowledge and the applicable skills needed to effectively address and transcend the behaviors, thoughts and feelings that interfere with honest dialogue and cross-cultural understandings. It is our belief that through the exchange of diverse ideas that we open ourselves to achieving greater understanding and greater engagement of thought.

Through classes, workshops, training sessions, peer education and consultations, opportunity are provided for growth and development of each member of the community. Participation by all campus members insures our campus to be one which is responsive to and reflective of the diversity found within its community. Given that we live in an interdependent world that is rapidly changing, it is imperative we prepare and develop students to become socially responsible and informed citizens ready to live in our ever-changing global community.

The Office sponsors opportunities for campus participation through Gateways, Fall Orientation, The Mentor Program, Lunch and Learn dialogue series, the annual Social Justice Retreat, Bishop Healy Committee, distinguished lecture series and the co-sponsorship of multicultural programs, encouraging and supporting racial and cultural diversity and promoting a more global perspective for all students. Additionally, the office serves as a resource for faculty, staff, and students who are interested in community development and diversity of race, class, gender, ethnicity, religion and thought.

Post Office
https://www.holycross.edu/post-officeHogan 135 - 793-2407

The Post Office is a contract station of the United States Postal Service. It is a full service Post Office which sells stamps, money orders, mailing bags and boxes, and Express Mail Service.

Window Hours
Monday through Friday from 11:00 a.m. to 4:15 p.m.

Package Distribution Hours
Monday through Friday 11:00 a.m. to 4:30 p.m.

All packages mailed to students via the Postal Service, UPS or Federal Express are distributed by the Holy Cross Post Office. Improperly addressed mail causes additional handling and delivery delays. Mail without your correct student box number will be returned to the sender as “undeliverable as addressed.” Mail sent without “Holy Cross” could be delivered by the USPS to another college located in Worcester with the same zip code, or delivered to the post office box section of Worcester’s Main Post office.

Your Name - Box Number
Holy Cross
One College Street
Worcester, MA 01610-2395

Please note that residence hall or room numbers should not be used as part of the address.
When ordering merchandise or sending packages to the College the above format should always be used. Although UPS and FEDEX state that deliveries cannot be delivered to a post office or post office box number, “Holy Cross” and “One College Street” are acceptable delivery addresses. We understand that there will be a few situations where a piece of mail may not bear the correct address. When such a situation occurs, we will make every attempt to deliver that letter when possible. Such mail could take up to 14 days before delivery to the correct student mailbox. Items such as bank statements, telephone bills, monthly charge bills, or magazine subscriptions must have the correct information to be processed. You will be assigned one post office box number for your four years at the College. Your box number does not change and you do not share your mailbox with anyone.

Mail Forwarding During the School Year - First and second class mail will be forwarded to the home address for those students in the New York or Washington, D.C. semester program or the Study Abroad Program. Forwarding services are not available during Christmas Break, spring vacation or Easter Break.

During Summer Months - Mail forwarding will start after finals for underclassmen and after graduation for seniors. All mail will be sent to the student’s home address unless changes of address form or hold order is filed with the Post Office. Mail will be forwarded to all underclassmen until mid-August. Graduating seniors have 60 days to change their address on all second class mail and one year for all first class mail.

Use of Mailboxes and the Distribution of Literature - Student and departmental mailboxes located in the Hogan Campus Center are intended for the distribution of U.S. mail, and flyers by departments of the College and recognized student organizations. They are not intended for the distribution of solicitation materials or advertisements from outside groups or other parties not sanctioned by the College.

Campus Mail - Campus mail will be defined as mail which is received by the Post Office without postage which is to be distributed to a department, office, or student. It must meet the following criteria:

- It must be at least 3.5”x 5.5” and small enough to fit in a post office box.
- It must be addressed, including correct post office box number.
- It must be sealed, via envelope, tape, staple, or other means.
- Mail meeting these requirements will be considered confidential and distributed. All other mail shall be considered a flyer.
- The Post Office will not be responsible for cash which is sent through campus mail. Organized groups should contact the Office of Student Involvement (x3487) for proper procedures.

Flyers - Flyers will be defined as mail which is received by the Post Office for distribution to departments, offices, or students which do not meet the criteria as listed above. It is recommended that prior approval pursuant to the Posting Policy be obtained before the flyer is printed or duplicated. Election campaign flyers will not be distributed.

Public Safety
https://www.holycross.edu/campus-life/public-safety
Fieldhouse, Room 104
Non-emergency 793-2224
Emergency 793-2222

The College of the Holy Cross seeks to ensure a safe and secure community, where students and staff may experience academic, professional and personal success. To achieve this goal the Department of Public Safety provides a comprehensive program of police, security, crime prevention, fire safety, emergency medical, parking, communications, transportation and related services. To further meet this objective, the Department of Public Safety works toward the establishment of a partnership between students and the College in the development of crime prevention, security assessment, response and education. This partnership is the foundation of maintaining an environment which encourages mutual respect, caring and safety for the campus community.

Emergency Procedures
In the case of an emergency of any kind contact the Public Safety Department immediately at ext. 2222, or in a
non-emergency ext. 2224. The Dispatcher Center is equipped with two-way radio communications and can contact a Public Safety Officer on patrol. Remember to be as specific as possible as to the nature and location of the emergency as well as your name and phone number.

**Campus Emergency Warning System**
Public Safety controls and operates the Campus Emergency Warning System which consists of strategically placed outside warning sirens and the Connect-Ed System. The warning sirens emit a loud siren along with a brief warning message and brief instructions. The Connect-Ed System is an electronic system that delivers a message via e-mail, text messaging and telephonic messaging to all members of the campus community. Students are required to enter their contact information upon their first log into STAR.

**Safety Escorts**
A safety escort service is provided by Public Safety. Please call for this service 793-2224.

**Medical transports**
Medical transports are available for students who are disabled due to an injury or illness. Students must be approved by Health Services before being placed on the transport list. Transportation is provided to and from class and Kimball Hall and is provided upon the availability of the officer(s) on duty at the time.

**Office of Title IX Initiatives**
(https://www.holycross.edu/sexual-respect-and-title-ix)
Hogan Campus Center, Room 505
508-793-3336, titlex@holycross.edu

The Office of Title IX Initiatives supports the College’s commitment to a safe and inclusive community as evidenced by the College’s Sexual Misconduct Policy. The work of the office is aligned with the mission of the College, where students are challenged to answer the question “What are our obligations to one another?” Respect for, and obligation to, another individual is the foundation of healthy relationships and the key to prevention.

The Director of Title IX Initiatives, who is also the Title IX Coordinator supports the College community through policy, education, and response. The Director manages the College’s Sexual Misconduct Policy and collaborates with multiple departments on providing resources for those affected by sexual misconduct as well as educational opportunities for the prevention of sexual misconduct. The Director also manages concerns and complaints by all community members that relate to sexual misconduct and manages the response, investigation and resolution of complaints.

The Director of Title IX Initiatives welcomes your questions and encourages all community members to understand the Sexual Misconduct Policy, including the definitions of prohibited behaviors, available resources to support community members, and the process for the investigation and resolution of complaints. If you would like to learn more, please stop by or make an appointment.

**Recognized Student Organizations**
The most current list can be found on the Office of Student Involvement website at https://www.holycross.edu/campus-life/clubs-organizations.

**Academic Organizations**
American Sign Language Club (ASL)
American Medical Student Association (AMSA)
Creative Writing Club
French Club
Pre-Dental Society
Manuscripts, Inscriptions, and Documents
Student Art Society

***Mediation Association***
***Mock Trial***
***Moot Court***

**Campus Service Organization**
Campus Activities Board (CAB)
Class & House Councils
The Purple Key Society
Student Government Association (SGA)

**Club Sports**
- Ballroom Dance
- Club Baseball
- Club Basketball (men’s and women’s)
- Club Field Hockey
- Club Hockey (men’s and women’s)
- Club Lacrosse (men’s and women’s)
- Club Rugby (men’s and women’s)
- Club Soccer (men’s and women’s)
- Club Tennis
- Club Volleyball (men’s)
- Equestrian Club
- Running Club
- Snowboard and Ski Club
- Swimming Club
- Ultimate Frisbee

**Philanthropy Organizations**
- Action for Education
- Autism Awareness
- Cures for Kids
- Dance Marathon
- Dr. Interns
- Habitat for Humanity
- HC for a Cure
- HC Goes Unified
- Spring Break Immersion Program
- Student Programs for Urban Development (SPUD)

**Religious Organizations**
- Athlete’s Bible Study
- Orthodox Christian Fellowship
- Pax Christi
- Society of Saints Peter and Paul

**Special Interest Organizations**
- Anime Club
- Best Buddies
- College Democrats
- College Republicans
- Eco-Action
- Fellowship of St. Francis
- HCF1RST Scholars
- Men’s Involvement Coalition
- M.E.C.H.A de Holy Cross
- Peace of Mind
- Physicians Assistant Club
- Students for Life
- Wish Makers
- Young Democrats Socialists of America

**Peer Education Organizations**
- COPE (Counseling Outreach Peer Educators)
- HEAL (Healthy Eating & Lifestyles)
- MPE (Multicultural Peer Educators)
- RPE (Relationship Peer Educators)
- SHAPE (Student Health Awareness Peer Educators)
- SRC (Students for Responsible Choices)

*In addition to the RSO Organizations, there are other organizations for students sponsored by various campus departments.*

Chamber Singers – Music Department
Chapel Choir – Music Department
College Choir – Music Department
Counseling and Outreach Peer Educators (COPE) - The Counseling Center
Goodtime Marching Band, Pep Band & Concert Band – Student Affairs
Healthy Eating and Lifestyle Peer Educators (HEAL) – Dining Services
Holy Cross Orchestra – Music Department
Holy Cross Cares Day – Student Affairs
Jazz Ensemble – Music Department
Knights of Columbus-Jesuit Community
Multicultural Peer Educators (MPE) – Office of Multicultural Education
Orientation Leaders (OL) – Office of Student Involvement
Peer Conduct Advisory Board (PCAB) – Office of Student Conduct & Community Standards
Relationship Peer Educators (RPE) – The Counseling Center
Resident Assistants (RA) – Office of Residence Life & Housing
NROTC – Office of Naval Science
Students for Responsible Choices (SRC) – Office of Wellness Programming
Student Health Awareness Peer Educators (SHAPE) – Health Services

For more information on co-curricular life at Holy Cross and how to get involved, please visit us in the OSI Office or visit the website.

Student Government Association
https://www.holycross.edu/campus-life/clubs-organizations/sga
Hogan 220, 793-2479

The Student Government Association (SGA) at the College of the Holy Cross is the governing body for all student organizations. In this sense, it is the principal student organization on campus, and acts on behalf of the entire student body as the voice of the students to the College’s Board of Trustees, President, administration, faculty and staff. Their primary objective is to represent students in the important decisions that occur on a daily basis at the College. This is done through representation on most College committees and councils. In addition, the SGA provides a number of services to improve the quality of life for students at Holy Cross.

SGA members provide shuttle services throughout Worcester, to Boston, local stores including Walmart and the Shoppes at Blackstone Valley, as well as airport shuttles at the beginning and end of most breaks. In addition to these practical services, the SGA is also actively involved in raising awareness of important issues pertaining to all Holy Cross students in an attempt to make Holy Cross a better place to learn, work and live.

Who belongs to the SGA?
The most direct answer is - YOU! Any member of the Holy Cross student body is welcome and invited to join in and be part of this dynamic organization. The Executive Branch is comprised of two Co-Presidents who are elected by the student body and serve as the Executives of the Student Government Association (SGA). An Executive Cabinet, appointed by the newly elected Co-Presidents each spring, carries out the major policy initiatives of the SGA. Each member of the Executive Cabinet is also a part of the primary advisory committee to the Co-Presidents as well as responsible for his or her respective area of student government function and SGA sub-committees. These include but are not limited to: issues of Academic Concerns, Spiritual Life, Campus Services, Diversity, Social Justice, Athletics, and Health & Safety. Most of these officers each have an intern who is typically and first- or second-year student. Additionally, there are four officers for each class year (president, vice-president, treasurer and secretary) each elected by their fellow classmates every year.

The SGA also has two legislative bodies. The Senate consists of three senators elected from each class and nine at-large senators who can represent any class, in addition to six clerks, who are typically first- or second-year students and help carry out every day tasks as non-voting members while learning about SGA and the Senate. The RSO Lobbying Association serves as a broader forum for student input and involvement. A delegate from each Recognized Student Organization (RSO) acts as a member of the RSO Lobbying Association to represent and convey information between the organization and the SGA. The House Council of
each residence hall is responsible for choosing one delegate to serve as a representative at RSO Lobbying Association meetings.

There is also a Judicial Council (J-Council) which represents the students during conduct incidents ranging from parking violations to more serious behavioral incidents. There are seven members on the Council. The J-Council also conducts the elections for all positions within the SGA.

The SGA Co-Presidents are also responsible for nominating representatives to the three Governance Councils of the College. Administrators, faculty, and students serve on these councils as advisors to the various areas of college life and governance. Four students serve on the Student Life Council (SLC), two serve on the Academic Affairs Council (AAC), and three serve on the Finance and Planning Council (FPC). As well as these “official” positions, there are many other ways to get involved in SGA, as the organization is always in action. Students are invited, encouraged and welcome to contact the SGA to learn about new ways to get involved in life at the College, including the Internship and Clerkship programs.

What does SGA do?
The SGA has various responsibilities to perform for the student body and the College throughout the course of the year, including providing direct representation on behalf of the students to improve life at Holy Cross. SGA has the power to grant or revoke recognition to student organizations on behalf of the student body. Also, the SGA is responsible for allocating the Student Activity Fee to Recognized Student Organizations through Senate committees. The SGA is asked to nominate students to serve with faculty and administrators on the Community Standards Board whose services are utilized in disciplinary hearings. Several students are also appointed by the SGA to serve as voting members of the Faculty Assembly, College Curriculum Committee, Campus Center Advisory Committee and various other standing and ad hoc committees of SGA and the College. As a whole, SGA strives to improve all time spent here at Holy Cross; suggestions and concerns are always welcome.

What can SGA do for me?
The SGA should be utilized as a resource for students to find out how to get more involved in college life, find help with various concerns regarding campus issues, or for any other questions or comments concerning student life and student governance at Holy Cross. The SGA also serves as a representative voice for the student body – ensuring that all thoughts, opinions and concerns are brought to the administration and that action is taken to produce results. Opinions can be shared at any Senate weekly meeting (which are open to all students), attending directors’ office hours, or by emailing or stopping by the SGA office in the Hogan Campus Center.

SGA Services
Newspaper Readership Service – Stay informed without the inconvenience of subscriptions. Copies of The New York Times, Wall Street Journal and The Worcester Telegram & Gazette are provided at no charge, Monday through Friday to all students. Online subscriptions are also available free of charge. Dispensers are located in Hogan, Kimball, Williams, Stein and Smith.

Transportation – Because of parking space restrictions, the College does not allow first-year students or sophomores to keep cars on campus. Additionally, not all juniors and seniors bring cars on campus. In response to this, SGA Services provide ample opportunity for all students to get off campus, most times for free. From traveling around Worcester to bringing students to the airports, from weekly trips to Boston to rides home to New York City, all Holy Cross students have the chance to travel!

SGA Van Service – The SGA Van Service is a free service that operates 7 days a week to the most popular destinations in Worcester.

Weekend Shuttles (free) – Leaving from Hogan 3, shuttles run to Boston, and The Shoppes at Blackstone Valley.

Airport Shuttles – SGA Airport Shuttles are designed to bring students to and from Boston’s Logan Airport and Providence’s TF Green Airport at holiday breaks. Special pricing is available when coordinated through the SGA Services website.
NYC Bus Express – Going to NY or NJ for break? Be sure to check out special deals for Holy Cross students from Classic Transportation at www.classictrans.com.

For more information, contact SGA Services at sgaserve@g.holycross.edu, or at ext. 2479.

For any information regarding the SGA, please E-mail SGA@g.holycross.edu, or talk to current Co-Presidents, Adrian Cacho ’19 and Meredith Coolidge ’19.

Registrar
https://www.holycross.edu/support-and-resources/office-registrar
Fenwick 204, 793-2511

Registrar
Patricia Ring
Fenwick 204, 508-793-2511

The Registrar’s Office maintains student records. Services include enrollment, processing transcript requests, and classroom management. The office also verifies student enrollment for insurance companies, veteran’s benefits, and loan deferments.

Reserve Officers Training Corps (ROTC)
https://www.holycross.edu/academics/programs/naval-science
Carlin 40, 793-2433

The College, as part of its regular curriculum, offers the Naval ROTC program which prepares young men and women to become officers in the Navy and Marine Corps. The Naval ROTC four-year academic program consists of one Naval Science course each semester and a weekly lab. Personal fitness is encouraged through weekly physical training.

A full-tuition scholarship is offered to qualified applicants. Scholarship students must be physically qualified through the Navy Medical System to receive benefits. The following benefits for scholarship status are: paid tuition and fees, a monthly stipend commensurate with longevity in the program ($250/month for freshmen, $300/month for sophomores, $350/month for juniors and $400/month for seniors), and a book stipend of $375 per semester. NROTC Scholarship students also participate in a paid training cruise for approximately one month each summer.

College Program (Advanced Standing) NROTC students participate in one cruise during the summer following their junior year. All NROTC students receive their uniforms and Naval Science books at no charge. The two-year NROTC Program supplements the four-year Program described above by bringing the student up to the level of knowledge and training possessed by those who have completed the first two years of NROTC. This is accomplished by attending a six-week summer training session following the sophomore year.

Scholarships are available for the last three years or two years of College. College Program students who do not receive a scholarship must be recommended for Advanced Standing to continue in the NROTC Program during their last two years. Advanced Standing students receive the monthly stipend during their last two years (up to 20 months).

Scholarship students receiving benefits beyond their first year and Advanced Standing students incur an obligation to the U.S. Government. Additional information on Naval Science courses is available in the Holy Cross College Catalog. Students interested in obtaining information about the Naval ROTC Program may inquire in Carlin Hall, Room 40 or call 508-793-2433.

Army ROTC & Air Force ROTC

Army and Air Force ROTC are offered at Worcester Polytechnic Institute and, through the Higher Education Consortium of Central Massachusetts, Holy Cross students may enroll in one of those programs. A full four-year Army or Air Force ROTC Scholarship student is also eligible for the Incentive Grant, equal to standard room

____________________________________ 30  ___________________________________
charges each year and is also only applicable toward on-campus room charges. For more information, see http://www.wpi.edu/Academics/Depts/AFAS/ or Army ROTC.

The Office of Student Involvement
https://www.holycross.edu/office-student-involvement

Hogan 229, 793-3487
The Office of Student Involvement (OSI) provides opportunities for co-curricular engagement and leadership experiences for all students. We challenge and support students to explore their interests through a wide range of social, cultural, spiritual, educational, recreational, community service and leadership activities. Through these opportunities, we strive to foster understanding within our four Co-Curricular Cornerstones: Community & Citizenship, Multicultural Competency, Cura Personalis and Reflective Habits.

OSI also assists students and their parents with the transition to College life and is responsible for a series of orientation programs called Gateways (summer, international, fall, transfer, and extended orientations). Holy Cross’s award-winning orientation program is shaped by a spirit of community and provides important resources and information to all new students. While in college, students experience significant transitions and milestones. Transition programs are intended to support purposeful reflection and discernment and to celebrate achievements. Students at large, as well as specific student groups, require assistance in charting their course, in developing their leadership potential. Workshops, conferences, and consultation offered by OSI are a means to this end.

OSI assists Recognized Student Organizations in providing weekend programs and activities. The Campus Activities Board offers programs every Friday night. On Saturday nights a diverse calendar of programs is offered, ranging from a late night dance party, to stress-relief and relaxation nights, to coffee-house events featuring student performers. Most events are held in the Hogan Campus Center. Holy Cross students should always carry their student IDs to ensure access to the College-sponsored events. Guest passes for visitors can be obtained through the STAR system. Guests are not permitted at events during Welcome Week, Spring Weekend and St. Patrick’s Day.

OSI is also responsible for advising and/or supporting over 100 Recognized Student Organizations. Student groups make up the majority of co-curricular life at Holy Cross. A full list of policies and practices for clubs and organizations can be found in the RSO manual, located both on the OSI website and OSI Moodle page. An updated copy of the RSO Manual is distributed to all clubs and organizations at the beginning of the academic year.

Categories of our Recognized Student Organizations (RSO’s) include: academic, club sports, media, multicultural, peer education, performing arts, philanthropy, religious, special interest, and campus service.

Office of Wellness Programming https://www.holycross.edu/health-wellness-and-access/wellness-programming

Hogan 225, 793-2302
The Office of Wellness Programming has as its primary responsibility, coordination of the Alcohol and Drug Prevention Program of the College. All departments within the Division of Student Affairs play a role in implementing the college alcohol policy be it through education, environmental management, treatment, referral or policy enforcement. Students are informed about the laws pertaining to alcohol use, the College policy, community standards, and the dangers of high risk drinking to oneself and to others. The Office of Wellness Programming primarily focuses on educational programs and environmental strategies as well as referral to appropriate additional services either on or off campus. It is the goal of the office to create an atmosphere on campus that encourages students to make responsible, low risk choices in regards to the use of alcohol and
other drugs.

AlcoholEdu, an online alcohol education program, is required of all incoming students. These courses to seek to assure that students have a baseline of knowledge of campus policy, the negative consequences of drinking excessively, safe drinking practices if one chooses to drink, how to get support for not drinking, and information about how to help a friend in need. Students who have violated the college alcohol policy may be required to meet with the director for an educational meeting. Students who have required hospitalization due to alcohol intoxication are required to meet with the director for BASICS (Brief Alcohol Screening and Intervention for College Students), or are referred to on- or off-campus resources. Any student who is concerned about his/her alcohol use and would like to meet with the director can call for an appointment. In addition, the director provides presentations to parents and students during orientation, and workshops and training to staff, administrators, athletic coaches, teams and student groups on topics related to alcohol and other drugs. The College also requires incoming students to take an additional course called Consent & Respect, a brief, online course that provides information about the warning signs of abusive behavior, sexual assault, consent, intimate partner violence, stalking, and bystander empowerment strategies Haven-Understanding Sexual Assault.

On campus, the Director of Wellness Programming is a member of the College Advisory Board on Alcohol (CABA) and the Gateways Orientation Committee. The director participates in the New England Health Educators Network (NEHEN) and is a member of the American College Health Association (ACHA) and the National Association of Student Personnel Administrators (NASPA). The office coordinates a peer education program, the Students for Responsible Choices that is dedicated to educating students about high risk drinking. SRCs provide information and support activities that help facilitate a college culture where students can have fun in a safe and low risk environment. The office coordinates an on campus AA meeting and provides support for students in recovery or seeking recovery from substance use or abuse.

The Office of Wellness Programming also provides opportunities for students, faculty and staff to participate in activities that will promote optimal wellness. The office coordinates a wide variety of activities that include but are not limited to the following: Yoga, Pilates, and Kickboxing classes; an online health magazine, Student Health 101, a free massage workshop, Alcohol Screening Day and campus wide Health and Wellness Fairs. The Accreditation Association of Ambulatory Health Care, Inc. (AAAHC) has accredited the Office of Wellness Programming since 2010.

**Peer Educators** - The Office of Multicultural Education, Health Services, the Counseling Center and the Wellness Programming Office sponsor peer education groups that work in the residence halls. These peer education groups work closely with the professional and student staff from the Department of Residence Life and Housing to provide educational programming and peer support to the 2300+ students living in the residence halls. The six groups are: Multicultural Peer Educators (MPE's), Students for Responsible Choices (SRC's), Counseling Outreach Peer Educators (COPE), Relationship Peer Educators (RPE), Student Health Awareness Peer Educators (SHAPE), and Healthy Eating And Lifestyle (HEAL).

The MPE program is grounded in the belief that human differences matter. MPE’s strive to make a safe space to teach and learn honest and effective ways of discussing human differences openly; even when strong feelings are involved. The Students for Responsible Choices (SRC's) are trained peer educators whose primary goal is to educate students about alcohol, tobacco and other drugs and act as a referral source to the students residing in their residence hall. Student Health Awareness Peer Educators (SHAPE) promotes responsible decisions regarding personal health. The COPE program facilitates a strong connection between students and the Counseling Center by providing education and outreach programs on topics related to emotional well-being. The RPE program is focused on educating the campus on issues involving sexual assault, dating and interpersonal communication. Peer educators from each group are assigned to each residence hall to serve as a contact and resource. Students in SHAPE are dedicated to education the student body about a variety of health issues including preventive health care, sexual health, HIV and cancers specific to their age and gender. The HEAL peer educators are a group on campus that seeks to promote healthy nutrition and exercise at Holy Cross. The
goal is for trained students to educate their peers about nutrition and exercise to support good health and maximize a sense of wellbeing.

**Writer's Workshop**
https://www.holycross.edu/academics/support-and-resources/center-for-writing/writers-workshop
Dinand 210, 793-3065

The Writer's Workshop, located on the second floor of Dinand, has trained peer consultants available to work with students on their writing assignments at any stage in the process—whether they are generating ideas for an argument, restructuring a draft, strengthening a thesis, polishing their prose, or anything in between. Students are welcome to bring writing assignments from any class to the Workshop; consultants are trained to work with students across disciplines and come from a variety of College majors, from English to biology to psychology and more. Appointments last 45 minutes and are available six days a week at no charge. Students can reserve appointments online at: holycross.mywconline.com. Students interested in becoming consultants should contact the Center for Writing to apply for a position at centerforwriting@holycross.edu. All consultants are required to take English 387 (Composition Theory and Pedagogy), offered annually each fall.

**College of the Holy Cross Policies**

**Alcohol and Drug Policy**

College policies are consistent with the recommendations and action plan of the Massachusetts Statewide University and College Coalition on Underage and Problem Drinking that Holy Cross has signed as of October 2002 along with 46 other Massachusetts colleges and universities.

**Introduction:** The College of the Holy Cross supports the observance of all local, state and federal laws and regulations governing the sale, purchase and service of beverages. The College strongly urges all faculty, staff and students to become familiar with these laws and regulations and to consider the potential risks - including penalties associated with violations. The College does not intend to prevent the responsible use of alcohol by members of the College community who are of legal age.

The health and safety of members of the Holy Cross community are primary concerns of the College. Therefore, students of legal drinking age who choose to consume alcohol are expected to do so responsibly. The College prohibits the possession of paraphernalia designed or used to deliver a high volume or rapid delivery of alcohol intake. Participating in activities which promote irresponsible drinking (i.e. drinking games, etc.) is not permitted.

Drinking behavior which results in the destruction of property or in actions which are disruptive to the campus community will be subject to disciplinary action and/or significant financial restitution. Students are encouraged to explore their decision-making with respect to drinking behavior. Specifically, students are asked to challenge/question themselves regarding personal choices that may affect their health, well-being and standing within the College and the Greater Worcester Community. Students should take into consideration their personal risk factors such as:

- Family history
- Medical condition/circumstances including if they are currently taking any medications and/or if they suffer from anxiety or depression
- Personal tolerance
- Students should also consider the consequences of excessive drinking (i.e. difficulty with school, increased chances of unwanted or risky sexual behavior, increased chances of personal injury, violations of College Community Standards or Massachusetts State Law)

**A Commitment to Helping:** The College of the Holy Cross recognizes that a problem exists when one’s use of substances causes physical or emotional harm, impairs one’s judgment, infringes on the rights of others or interferes with one’s work, relationships or daily life. The College is committed to providing educational and
counseling services aimed at prevention, intervention and treatment of problems. Alcohol and other drug use is a significant issue both in society and at the College of the Holy Cross. The inappropriate use of alcohol by anyone of any age can seriously threaten the health and safety of members of the College community, as well as impair the academic performance of students and negatively affect the Holy Cross and Worcester communities. Holy Cross is committed to reducing and preventing substance related problems within the community.

**Alcohol Use on Campus:** The majority of offenses committed against people and property at the College of the Holy Cross are a direct result of alcohol use/abuse. The college has established clear and detailed policies addressing the use, possession and consumption of alcohol.

**Most Common Violations**

**For students under the age of twenty-one:**

- Possession or consumption of alcohol
- Being under the influence of alcohol
- Attending a party where alcohol is present.

**For all students:**

- On campus possession of unauthorized quantities of alcoholic or common source alcohol containers including kegs, beer balls and alcoholic punches
- Excessive consumption of alcohol, including drunkenness
- Providing, or making available alcohol to an individual under the age of twenty-one
- Selling alcohol to any student
- Activities, devices, games and or contests that encourage excessive consumption of alcohol including funnels
- Consumption of alcohol in public or in unauthorized communal areas of the campus
- Hosting parties both on and off-campus where underage students and alcohol are present
- Use, possession or manufacture of false identification, or misuse of valid identification
- Violations of local and state alcohol laws and ordinances.

**Special considerations for all students regarding the neighborhood.**

Off-campus parties and disturbances are addressed by the Worcester Police, and frequently result in arrests for the following violations:

- Disturbing the Peace
- Failing to follow the directions of a police officer
- Allowing underage students to consume alcohol at an off-campus residence
- Public drinking and possessing open containers of alcohol
- These violations are also adjudicated through the College’s disciplinary system.

**Students who are 21 years of age or over may only possess or consume alcohol in the following locations**

- Their own private student room
- Hogan campus center upon approval, i.e., Campus Pub or Special Events
- Residence hall social rooms or other designed area upon registration and approval
- Other events licensed by the City of Worcester and approved by the College.

**All Students should understand the responsibilities of hosting alcohol gatherings, both on and off-campus**

Under Massachusetts law, a host of a party may be held liable for the injuries suffered by others if the host knew or should have known that a guest was drunk and nevertheless gave/permitted the guest to take an alcoholic drink and thereafter, because of the guest’s intoxication, the guest negligently caused injury to others. If the guest who causes an injury is a minor (under 21), the host who served the alcohol or permitted alcohol to be served to the minor might be held liable to others even if the minor was already intoxicated when the minor was served alcohol.
Reasonable Limits of Alcoholic Beverages
The following are the maximum amounts of alcohol permitted in on-campus residences for those 21 years of age or older:

For Students Living in a Single or Double Occupancy Room
Beer or Wine or Hard Liquor
30- 12 Oz Cans or 2 Bottles (750 ML each max.) or 1 Liter
(or any combination of the above, i.e., 1 bottle of wine & 15-12 oz cans)

For Students Living in a 3, 4 or 6 person suite, or on-campus apartment
Beer or Wine or Hard Liquor
60- 12 Oz Cans or 4 Bottles (750 ML each max.) or 2 Liters
(or any combination of the above, i.e., 2 bottles of wine & 30-12 oz cans)

Alcohol Related Promotional Items: Individuals and/or organizations, teams or clubs are not allowed to use images of alcohol (i.e., flyers, t-shirts, posters and/or by electronic means) to promote events or their organizations. Favors to commemorate specific events for students under 21 years of age may not include beer mugs, wine glasses, brandy glasses, flasks, shot glasses or other alcohol related paraphernalia to promote events or their organizations. Any exceptions for students 21 years or older must be approved by the Dean of Students Office. Student groups or organizations affiliated with the college may not hold fundraising events at venues where alcohol is served.

Athletic Events & Tailgating Policy: Alcoholic beverages may not be brought to athletic events, nor may they be consumed at such events. This prohibition includes intramural and club sports as well as spectators at varsity athletic contests.

Tailgating Policy: The Tailgating Policy is a component of the College’s comprehensive approach to the consequences associated with alcohol use and abuse. We ask that you join us in our goal of providing a healthy and safe environment without the destructive consequences of alcohol.

- Football tickets will be required in order to park on Freshman Field
- Freshman Field and the Baseball Field will be open for tailgating three (3) hours prior to kickoff
- No kegs or other common source large quantities of alcohol will be allowed at any time
- At game time, as part of our commitment to changing the culture of alcohol and reducing the use/abuse of alcohol, both fields will be cleared by Public Safety and the Worcester Police Department. Individuals will be asked to enter the stadium or leave the premises. Those who refuse to vacate the field will be viewed as trespassers and will be subject to police action.
- No individual will be permitted to exit the stadium and linger on Freshman Field during the game (including half-time). Under usual circumstances, once individuals have left the stadium, they will not be readmitted and are expected to leave the parking areas. The Baseball Field will be open during half-time, which will enable people to utilize the “Interactive Endzone” area.
- Full tailgating, that is, set-up of grills, tables, etc, will not be allowed on either field after the game. Individuals will be allowed to mingle/wind down with each other and leisurely leave the area. The goal will be to have fields cleared within one hour after the game.

Events Where Alcohol Is Served: The following guidelines apply to approved on or off-campus student events where alcohol is served. The approval process is available through the Dean of Students Office.

- Open bars are prohibited.
- The College reserves the right to designate separate area(s) where alcohol is to be served and consumed.
• Shots will not be permitted.
• Wristbands may be used for identification purposes, and/or limiting drinks.
• Comparable resources should be expended on food and nonalcoholic beverages.
• Intoxicated persons shall be refused entry to the event.
• Intoxicated persons shall be removed from the event.
• Typically, the length of time for serving alcohol is limited to two hours. A decision will be made in consultation with personnel on a case-by-case basis for time and/or amount.
• The College reserves the right to cancel, close or otherwise prohibit any function or event which violates these conditions, appropriate dining or conference services policies, or which result in a violation of Community Standards.

Pub in Hogan: The law of the State of Massachusetts and the conditions upon which a liquor license is granted to the College of the Holy Cross forbid serving alcohol to anyone under the legal drinking age. The College risks the loss of its license and risks significant legal liability if it fails to prevent underage persons from purchasing or consuming alcoholic beverages in the Pub. Therefore, positive proof of age is required to enter the Pub when alcoholic beverages are sold there. The Pub administrators shall determine the validity of identification.

The College reserves the right to cancel, close or otherwise prohibit any function or event which violates these conditions, appropriate dining or conference services policies, or which result in a violation of Community Standards.

Residents may be held responsible for any prohibited party taking place in their room: A prohibited room party is defined as a gathering in a residence hall, which involves alcohol and one or more of the following:

• Maximum number of attendees including residents: Single or Double Occupancy Room: 10 Attendees, 3, 4 or 6 person suite, or on-campus apartment: 20 Attendees
• Possession of a communal source of alcohol (i.e., keg, beer ball, punch, etc.)
• Drinking games or contests
• Party attendees do not provide identification when requested
• Disruptive levels of noise
• Infringement on the rights of others.

Sanctions: Depending upon the severity of the violation and the student’s prior disciplinary history, possible sanctions for alcohol and other drug violations may include any of the following or a combination thereof:

College Warning, Residence Hall Probation, Residence Hall Suspension, College Probation, College Suspension and/or Dismissal from the College; financial restitution, fine, community restitution, alcohol or other drug assessment, counseling and/or education programs as deemed appropriate.

The minimum sanction for possession of unauthorized kegs, beer balls, or other large amounts of alcohol by one student or group of students, regardless of age, is College probation and a large monetary fine.

Penalties - Worcester City Ordinance
Chapter 9, Section 4, of the Revised Ordinances of 1996 of the City of Worcester prohibits the possession of open containers of alcohol by anyone regardless of age while on, in or upon any public way or sidewalk or upon private property without the consent of the owner of the property subject to arrest and fine of not more than $50 for each offense.

Alcohol and Laws of the Commonwealth of Massachusetts
The legal age in Massachusetts is defined by M.G.L. 138 12 which makes it unlawful for licensed vendors to sell to anyone under twenty-one years of age. Minors are not permitted to purchase or even make arrangements to purchase alcoholic beverages (M.G.L. 138 34A). It is also unlawful for minors to transport in any way any alcoholic beverages (M.G.L. 138 34B). Anyone who procures any alcoholic beverages for a minor violates M.G.L. 138 34. The sale of alcoholic beverages by a licensed vendor to a minor is illegal under M.G.L. 138 34 which also makes it unlawful for a patron to procure such beverages for a minor at any licensed establishment. The penalty for violating this law is a $1000 fine or six months imprisonment or both. Minors may not
misrepresent their age in order to purchase or attempt to purchase any alcoholic beverages (M.G.L. 148 34A). The same law makes it illegal to deface, alter or otherwise falsify an identification card to obtain alcoholic beverages. The penalty for violating this statute is a $300 fine. Those of legal age are precluded by the same law from making a false statement about a minor’s age in order to effectuate a sale to a minor or from inducing a minor to make a false statement in order to obtain alcoholic beverages. Persons under 21 years of age may not transport alcoholic beverages and those who do so while operating an automobile are subject to revocation of their driver’s license for a maximum of three months (M.G.L. 138 34C).

**Drug Policy**

The College supports all laws governing the possession, use and sale of illegal drugs and fully cooperates with the enforcement of all such laws. Any student determined to be manufacturing, dealing, selling, or distributing illegal drugs on or off campus faces dismissal from the College. Such students may be subject to arrest and further legal action. The College will cooperate fully with law enforcement officials in the investigation and prosecution of drug related cases. The College will assume a student is dealing drugs if the student possesses a large quantity of illegal drugs. For example, more than two ounces of marijuana and more than four grams of cocaine would constitute a large quantity of illegal drugs.

On campus, the College strictly forbids the use or possession of illegal drugs, or use or possession of illegal drug paraphernalia. The College also strictly forbids the use of illegal drugs at College sponsored events off campus. In addition, all students present at the time of a drug violation will be held responsible for the infraction. Violators of this Policy will be subject to sanctions in accordance with the Community Standards and Disciplinary Procedures for Students.

Please note, federal law requires that a student who has been convicted of a drug-related offense shall be ineligible for financial aid for one (1) year or until such time as the student completes an appropriate drug rehabilitation program.

**Marijuana**

Regardless of current Massachusetts law, federal law requires that a college or university that receives federal funds follow federal drug laws, under which marijuana continues to be a controlled substance. As the College does receive federal funds, the use, possession, cultivation, distribution, and dispensing of marijuana is still prohibited on campus or in connection with College activities. These prohibitions also extend to products derived from marijuana such as edibles. In addition, drug related paraphernalia such as pipes, bowls, bongs, grinders, vaporizers, or other such devices are also prohibited.

In addition, students charged with a violation of state or federal criminal law, whether on or off the college premises, may be subject to college disciplinary action.

**Federal Drug Offenses**

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing or possession with intent to distribute or dispense a “counterfeit substance.” Simple possession without necessarily an intent to distribute is also forbidden by federal law and carries a penalty of imprisonment. Furthermore, attempts and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law.

Specific drug crimes carry greater penalties, including:

- The distribution of narcotics to persons under 21
- The distribution or manufacturing of narcotics near schools and colleges
- The employment of juveniles under the age of 18 in drug trafficking operations
- The distribution of controlled substances to pregnant women
The penalties for violating federal narcotics statutes vary considerably. The penalties may be more harsh based on two principal factors:

- The type of drug involved (heroin, cocaine, marijuana, LSD, etc.)
- The quantity of the drug involved

With the exception of simple possession charges which result in up to one year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or ten years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also more harsh.

Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a $250,000 fine. Questions sometimes arise as to what amount of narcotics found in the possession of a person is considered to be for personal use as opposed to the more serious offense of possession with the intent to distribute. Federal law, as a general rule, considers anything more than a dosage unit as indicating an intent to distribute. In other words, the greater quantity possessed by the individual, the more likely it is that an individual possessed such quantity with an intent to distribute.

**Risks Associated with Misuse of Substances**

Any time alcohol or other drugs are used, the risk for health problems and/or impairment problems increases. These problems can cause personal harm, injury or even death. Impaired judgment increases the likelihood of an individual becoming aggressive and/or violent. The possibility of civil or criminal prosecution and liability increases. The use and abuse of substances has been linked to compromised academic success. It may also lead to unsafe and/or nonconsensual sex, both of which increase the risk of sexually transmitted infections (STIs) including HIV and an unplanned pregnancy.

**Alcohol and the Body**

As a depressant, alcohol causes a feeling of relaxation in small amounts.

- In larger amounts, alcohol will cause intoxication, and will lessen inhibitions. When the brain is affected, motor skills, judgment, alertness, coordination and reflexes can all be compromised.
- Increased quantities will cause the body to give signals that toxicity has occurred including vomiting, passing out, hangovers and memory loss.
- People under the intoxicating effects will be at higher risk for accidents, fights, and driving while impaired.
- Alcohol mixed with other drugs (legal or illegal) will alter the effects of that drug often causing an increased risk that the individual will become ill or hurt.
- People who drink heavily risk developing an increased tolerance. When this happens, consumption of a constant amount of alcohol produces a lesser effect so that an increasing amount is needed to produce the same effect.
- Substance abuse is characterized by a failure to meet obligations, putting oneself in dangerous situations, and continuing to drink despite persistent problems.
- Substance dependence is characterized by an increased tolerance, withdrawal symptoms, large amounts of time spent obtaining alcohol, and unsuccessful attempts to cut down on one’s drinking.
- Consistent and frequent use of alcohol can cause health problems including high blood pressure, increased memory loss, digestive and liver problems to develop.
- Anyone who is not 21 years of age may not be in a vehicle transporting alcohol. This will be considered in possession of alcohol, and are subject to arrest.

**Drugs in the Body**

**Narcotics**

There is often an initial euphoria followed by drowsiness and nausea.
• Users will have constricted pupils, watery eyes and a dazed look.
• An overdose of a narcotic will produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death.

**Depressants (Barbiturates, Tranquilizers)**

The initial response by the body is relaxed muscles, calmness, and drowsiness
• This will follow with confusion, disorientation and slurred speech.
• An overdose of a depressant may produce shallow breathing, clammy skin, weak and rapid pulse, coma and possible death.

**Rohypnol**

Commonly used in date rapes
• When mixed with alcohol incapacitates victims
• Individuals may not remember events they experienced while under the effects of the drug.
• May be lethal when mixed with alcohol and/or other depressants.

**GHB (Gamma-hydroxybutyric acid)**

Often combined with alcohol
• Also known as Liquid Ecstasy
• Coma and seizures can often occur following abuse of GHB
• GHB has been involved in poisonings, overdoses, date rapes, and deaths

**Ketamine**

Can cause dream-like states and hallucinations
• A commonly used date rape drug
• At high doses Special K (Ketamine) can cause delirium, amnesia, impaired motor function, high blood pressure, depression, and potentially fatal respiratory problems

**Stimulants (Cocaine, Methamphetamine)**

The initial response includes an increased heart and respiratory rate, elevated blood pressure, and decreased appetite.
• This will follow with blurred vision, dizziness, insomnia, and anxiety.
• High doses can cause physical collapse, irregular heartbeat, stroke, and possible death.

**Hallucinogens (LSD, PCP, Mushrooms)**

The initial response will be illusions and hallucinations.
• This will follow with confusion, panic, anxiety, depression, and poor perception of time and distance.
• Risks include respiratory failure and deaths due to drug influenced behavior.

**Cannabis (Marijuana, Hashish)**

The initial response will include feelings of euphoria, giddiness and increased appetite.
• This will continue with increased heart rate, bloodshot eyes, dry mouth and throat. Often the user will have a feeling of paranoia.
• Use interferes with memory, speech, coordination, and the perception of time.

**Alcohol and Other Drug Education**

Assistance services for students, faculty and staff are available on campus during the regular academic year and on a limited basis during breaks, students may access alcohol and drug information, counseling, and referral through a variety of offices on campus. These include the Counseling Center, The Office of Wellness Programming, Health Services and the Chaplains’ Office. Since you mention faculty and staff here you may want
to mention how they get assistance, or since this is the student handbook you may want to just eliminate the words faculty and staff.

**Campus Advisory Board on Alcohol (CABA)**
This Board is composed of students, faculty, staff and administrators. The primary responsibility is to make recommendations to the Vice President for Students Affairs on campus policy and best practices related to the issue of alcohol. During the 2007-08 academic year the campus was recognized by a national organization with an Excellence Award for alcohol prevention efforts. During the 2008-09 academic year, the college received the highest honors Excellence Award for their prevention efforts which came with a $10,000 award.

**Good Samaritan Policy**
Holy Cross considers the safety and personal well-being of the student body a priority. The College recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others.

The Good Samaritan Policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need.

When a student aids an intoxicated or impaired individual by contacting Public Safety or Residential Life staff, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to disciplinary action.

In rare circumstances such as cases where other violations occur, students may be referred for disciplinary adjudication. Examples include, but are not limited to fights, verbal or physical harassment, disorderly conduct, property damage or vandalism.

Intoxicated or impaired students who are medically evaluated or hospitalized for alcohol or other drug use:

1. will be required to have a follow up meeting with the Director of Student Conduct & Community Standard or another member of the Student Life staff. Parental Notification will be reviewed during this meeting.
2. will be required to complete alcohol or drug education facilitated by the Office of Wellness Programming.
3. may also be referred to an outside program or counselor for substance abuse evaluation and/or appropriate treatment.

Formal disciplinary action will be taken in instances when a student has a subsequent or repeat alcohol or drug related incident requiring medical assessment.

To help foster an on campus attitude that would further encourage students to get help for an intoxicated student, the college participated in the national “Red Watch Band” campaign. Students were trained to recognize the signs of an alcohol overdose and trained to get assistance quickly when these signs were observed.

**Automobile & Parking Regulations**

https://www.holycross.edu/campus-life/public-safety/holy-cross-parking-regulations

Due to the limited number of parking spaces on campus, parking is limited to seniors, juniors and all day students, as well as faculty and staff. Senior and junior resident students and all day students, including ROTC students, must register their vehicle at the Public Safety Office, Fieldhouse, Room 104. For current fees, please contact Public Safety.

Failure to register your vehicle could result in a fine and/or towing of your vehicle.

All students who are not Massachusetts residents and who bring a motor vehicle registered in another state into Massachusetts are required to file a Massachusetts Registry of Motor Vehicles nonresident driver statement with the Public Safety Office (MA Gen. Law c. 90, Section 3). Forms are available at the Public Safety Office. These forms must be completed even if parking privileges are not granted on campus. Failure to file the nonresident...
driver statement is punishable by law by a fine not to exceed $200. All students are required to maintain a motor vehicle liability policy as required by law.

All parking and traffic regulations must be observed. Students are not allowed to park on Linden Lane (Main Entrance to the campus) between 8:00 a.m. and 5:00 p.m. on weekdays or before noon on Saturdays. Students are also not allowed to park on Haberlin Road. Students who are authorized to park on campus must park in the Student Parking lots 1,2,3,4 or on the designated Student levels of the Parking Garage. Overnight parking is only allowed in the four student lots. There is no overnight parking for day time commuting students. All other lots are closed between 2:00 AM and 6:00 AM. Day student permits allow parking on campus from 6:00 AM until 2:00 AM. Parking after 2:00 AM could result in a fine and/or towing of your vehicle. Off campus students with a 24-hour parking decal must park in Student Parking lots 1,2,3,4 or on the designated Student levels of the Parking Garage.

Parking and traffic rules and regulations are updated each year and copies are available in the Public Safety Office.

Motorcycles and motorbikes can disturb the peace of the campus. Therefore, they are prohibited from being operated in all areas of the campus. For purposes of parking only, motorcycles or motorbikes may enter Gate 7, directly proceed to the motorcycle rack in the student parking lot and leave by Gate 6. City ordinances forbid the storage of motorcycles and scooters within any building.

The speed limit throughout the campus is 15 miles per hour and must be strictly observed.

Temporary passes may be issued in extreme emergency situations for a short period of time, usually for no more than five (5) days. Temporary permits are available 24 hours a day and may be obtained at the Public Safety Office.

During periods when snow must be removed, students are required to follow any revised parking instructions that may be issued. Specific instructions will be given during the winter season.

All traffic fines must be paid at the Bursar’s Office within ten (10) days. If not paid, the charge will go on the student’s account and will be billed to the student’s home address. Students desiring to appeal a citation for a parking traffic violation must do so within five (5) days of the violation by completing an appeal form at the Public Safety Office. The privilege of maintaining an automobile on campus may be revoked for serious or repeated violation of College parking or traffic regulations. Traffic rules and regulations will be sent to all College students, faculty, administrators and staff each September.

Towing Information - Massachusetts law (Chapter 266, Section 120D) gives the College authority to have vehicles towed off campus. The owner of the vehicle or the person in whose name the vehicle is registered at the College is responsible for the towing and storage charges, which are to be paid directly to the towing company. Minimum towing charge is $40 if towed to another location on campus or $95 if towed off campus for storage. Storage charge $35 per day. In the event a properly registered vehicle accumulates six (6) unpaid fines, the vehicle will be towed off the campus at the owner’s expense.

**Campus Communications Policy**

In order to effectively communicate with students, the College has designated that written notification to a student’s Post Office Box on campus or via email to the student’s Gmail account to be its official means of communication. It is the responsibility of each student to check their Post Office box and Gmail account daily in order to receive official communications in a timely manner. A student’s failure to check their Post Office box or Gmail daily is not an extenuating circumstance.

**Change of Address**

Change of home or local address or phone number should be reported promptly to the Office of the Registrar or the Student Affairs Office who will, in turn, notify other College offices.
**Directory Information and Release of Information**

The items listed below are designated as Directory Information and may be released at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), students have the right to withhold the disclosure of any or all of the categories of Directory Information. Written notification to withhold Directory Information must be received by the Registrar.

Directory information includes: the student’s name, address, telephone number, email address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, class level (i.e., first-year, second-year), enrollment status (i.e., full-time or part-time status), degrees, honors and awards received, and the most recent previous educational agency or institution attended by the student.

A request to withhold all of Directory Information in no way restricts internal use of the material by the College such as the release of academic information to College officials whose positions justify such release of information to them, or to College committees charged with the selection of students for College and National Honor Societies.

For the full policy, including a description of student rights, please see the College’s Family Educational Rights and Privacy Act (FERPA) – Privacy of Student Records notice at [http://www.holycross.edu/sites/default/files/files/policyprocedure/ferpa_and_directory_information_notices_2015_8_15.pdf](http://www.holycross.edu/sites/default/files/files/policyprocedure/ferpa_and_directory_information_notices_2015_8_15.pdf)

**Discrimination and Discriminatory Harassment Policy**

The complete Discrimination and Discriminatory Harassment Policy (including bias incidents and hate crimes) for the College may be found: [https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/final_for_posting_discriminatory_harassment_policy_draft_20180801.pdf](https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/final_for_posting_discriminatory_harassment_policy_draft_20180801.pdf)

**Fundraising**

Any project involving the raising of funds by individuals or groups in the College or persons outside the College must receive prior administrative approval from Student Involvement.

While the College encourages students to engage fully in the political process, federal tax law prohibits tax-exempt organizations like the College from engaging in certain campaign-related activities or providing financial or other support for candidates or political organizations. All individuals and organizations are prohibited from soliciting funds for political candidates, campaigns or parties in the name of the College, on campus or using College resources. For further information, please see Political Activities at [CITE]. Please contact the Director of Government and Community Relations at (508) 793-3905 with questions.

**Campus Grounds**

The entire Holy Cross community shares in the responsibility of maintaining the beauty and cleanliness of the campus grounds. To protect the environment and prevent disturbances and damage, organized activities such as games and sports should not take place in areas adjacent to campus buildings. Playing fields and other open spaces are provided for such activities at both the upper and lower areas of the campus.

**Guest Policy**

Students are welcome to host guests in accordance with the following guidelines:

- Guests are not permitted during final exams, study periods and when classes are not session; including but not limited to, early arrival, late departures, and during the fall, Thanksgiving, winter, spring and Easter breaks. The College also reserves the right to limit guests for events held during Welcome Week, Spring Weekend and St. Patrick’s Day.
- All guests must be registered. Details and procedures for registering guests may be found on the Department of Residence Life’s webpage: [Guest Registration](https://www.holycross.edu/campus-life/housing/visitor-registration)
● Guests must be accompanied by their host at all times.
● Guests may not visit for more than two consecutive overnights.
● Guests are not permitted to stay overnight in the same room with a member of the opposite sex.
● Hosts should seek and receive permission from their roommate(s) prior to hosting overnight guest(s).
● Guests are expected to abide by all Holy Cross policies. Hosts may be held responsible for violations committed by their guests.
● Students may not host more than two guests at any one time.
● Guests must be at least 18 years of age, however under special circumstances those under 18 may be granted permission to visit. Please contact residence hall staff for additional information.
● Guests who bring a vehicle to campus must also register their vehicle with Public Safety. Guests must park in designated parking spots.
● Lack of a guest registration will not excuse an intended host of their responsibility for their visitor’s actions.
● Parents or other family members visiting campus for a short period of time are not required to register as guests.
● Students who are Holy Cross students but are not currently enrolled in classes or otherwise are on leave from the College, must register in accordance with the guest policy when they intend to visit campus for more than a very brief period of time. Non-enrolled students should also ensure that their leave status permits social visits.
● Students that have been suspended for academic or disciplinary reasons may not register as guests.

**Inclusive Language at Holy Cross**
Holy Cross is committed to achieving a proficiency in the use of sex-inclusive language. Students are asked to speak and write inclusively when preparing assignments, in classroom presentations, in their contribution to campus publications, and as representatives of the College at public events. For example, where appropriate, generic use of the pronoun “he” should be replaced with either “he or she” or an alternate sex-blind construction; neutral terms such as chair should replace chairman; the use of titles should be standardized. Questions regarding usage of inclusive language can be directed to the Office of Diversity and Inclusion, The Office of Multicultural Education and/or the Office of Title IX Initiatives.

**Jury Service/Duty**
According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.” It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Holy Cross supports students in their fulfillment of this civic duty. Students should carefully read all materials they received with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution. Students who must miss class in order to fulfill their jury service requirement should notify Class Dean of the summons and make arrangements to complete any missed work. Students may be required to furnish their summons notice or the certificate of service when making these arrangements. If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at https://www.mass.gov/orgs/office-of-jury-commissioner.

**Licensing/Name of the College**
The College has developed a licensing program for the use of its trademarks and other symbols (marks) which have become associated with the College. The College name, logos, and seal are registered trademarks. The purpose of the licensing program is to protect the name and logos of Holy Cross from undesirable commercialism and to protect the College’s integrity and legal liability through our internal quality assurance and
product approval process. Special attention should be made to t-shirts produced by any student. No group of students or individual shall use the name of the College or its marks unless approved and authorized by the Vice President for Student Affairs and/or the Director of Auxiliary Services.

**Nondiscrimination Statement**

The College of Holy Cross rejects and condemns all forms of harassment, wrongful discrimination, retaliation and disrespect and is committed to sustaining a welcoming environment for everyone and especially for those vulnerable to discrimination on the basis of race, religion, color, national origin, age, marital or parental status, veteran status, sex, disability, genetic information, sexual orientation or gender identity. It is the policy of the College to adhere to all applicable state and federal laws prohibiting discrimination. The College does not discriminate unlawfully in admission to, access to, treatment in or employment in its programs and activities on the basis of a person’s race, religion, color, national origin, age, marital or parental status (including pregnancy and pregnancy related condition), veteran status, sex, disability, genetic information, sexual orientation, gender identity or any other legally protected status, while reserving its right where permitted by law to take action designed to promote its Jesuit and Catholic mission.

Unlawful discrimination, harassment, including, but not limited to sexual violence and sexual misconduct, and retaliation are prohibited and will not be tolerated at the College. Such behavior violates College policies and may result in disciplinary action, up to and including termination or dismissal from the College. To review the College’s policies regarding discrimination and harassment and related investigation and resolution procedures, please see the following links: [Sexual Misconduct Policy](https://www.holycross.edu/sexual-respect-and-title-ix) and [Discrimination and Discriminatory Harassment Policy](https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/final_for_posting_discriminatory_harassment_policy_draft_20180801.pdf).

The College has designated the Director of Human Resources and the Title IX Coordinator to oversee its compliance with state and federal non-discrimination and equal opportunity laws including, but not limited to, the Title IX Coordinator with respect to the Title IX of the Education Amendments Act of 1972 (Title IX) and the Director of Human Resources with respect to Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA) and the Age Discrimination Act. Anyone with questions, concerns or complaints regarding discrimination, discriminatory harassment or retaliation may contact the Director of Human Resources or the Title IX Coordinator.

David Achenbach  
Director of Human Resources  
College of the Holy Cross  
One College Street  
O’Kane 72  
Worcester, MA 01610  
dachenba@holycross.edu  
(508) 793-3320

Tracy Kennedy  
Director of Title IX Initiatives and Title IX Coordinator  
College of the Holy Cross  
One College Street  
Hogan Campus Center, Room 505  
Worcester, MA 01610  
tkennedy@holycross.edu  
508-793-3336

The College has appointed the following individuals to serve as Deputy Title IX Coordinators:

**Deputy Title IX Coordinators:**

Alan Hurley  
Human Resources  
O’Kane Room 072  
508-793-2426  
ahurley@holycross.edu

Paul Irish  
Hogan Campus Center, Room 109

508-793-2669  
pirish@holycross.edu

Ellen Keohane  
Smith Hall, Room 101  
508-793-2477  
ekeohane@holycross.edu
In addition to the College’s policies and procedures regarding discrimination and harassment, individuals who believe that they have been subjected to unlawful discrimination, harassment, or retaliation may file a complaint with government authorities by contacting the appropriate agency listed below:

**The U.S. Department of Education**
Office for Civil Rights  
5 Post Office Square, 8th Floor  
Boston, MA 02109-1424  
(617) 289-0111  
TDD (877) 521-2172  
[ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)

**Massachusetts Commission Against Discrimination**  
Worcester City Hall  
484 Main Street, Rm. 320  
Worcester, MA 01608  
(508) 453-3630

**Equal Employment Opportunity Commission**  
John F. Kennedy Federal Building,  
475 Government Center  
Boston, MA 02203  
(617) 565-3200/(800) 669-4000

Springfield Office  
436 Dwight Street  
Second Floor, Room 220  
Springfield, MA 01103  
(413) 739-2145

Boston Office  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
(617) 994-6000

New Bedford Office  
800 Purchase Street  
Room 501  
New Bedford, MA 02740  
(508) 990-2390

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**Off-Campus Living Policy**

**Neighborhood Expectations**

The expectation for appropriate student behavior does not end at the gates of the College. The College of the Holy Cross is an integral part of the College Hill neighborhood and the City of Worcester. Maintaining amicable and considerate relations between the College and local residents is essential to the College’s mission. Student behavior that is disruptive of these relations will be addressed through the disciplinary system and appropriate community standards sections.

- All students who wish to live off-campus must complete an application and receive permission to do so. Permission is granted for one year at a time and is not automatic.
- The application process will take place during the fall term prior to the year that students seek to live off-campus. Applications will be available during off-campus informational meetings. There will be deadline for applications and the approval process set each year.
- The College reserves the right to limit the overall number of students granted permission to live off-campus each year.
- Students who do not receive permission to live off-campus will automatically be contracted for campus housing and will participate in room selection held during the spring semester.
- Only students who are currently in good disciplinary standing will be granted permission to live off-campus. Students with a disciplinary history which includes a record of Probation are likely not to be granted permission to live off-campus. Permission may be revoked if a student’s disciplinary status changes prior to off-campus residency.
- Only students who have completed four semesters of study at Holy Cross will be eligible for off-campus residency. Students who have transferred to the College must be at least a Junior by the time they wish to live off-campus.
Applications will be reviewed by the Director of Student Conduct and Community Standards and the Director of Residence Life and Housing. Review and notification of acceptance will be done upon receipt of completed application materials.

Students should strongly consider not entering into a lease or other binding agreement if they have not received permission to reside off-campus. If a student is not approved to live off-campus, the student will be required to live on-campus even if the student has entered into a binding legal obligation with a third party. The College is not responsible for costs of third party leases, and the student remains responsible for the costs of residential housing.

Students are required to provide the College with accurate off-campus contact information to include their address, apartment number and landlord contact information. Student must also return a copy of their leases to the Dean of Students’ Office.

Varsity athletes should confer with the Athletic Department regarding additional criteria or team rules for off-campus living.

Students who are found responsible for any violation of the law, including, but not limited to any City ordinance, or College policy, rule or regulation can have their off-campus permission revoked immediately regardless of the financial impact of a lease or other legal obligation. Students who have their permission revoked will be required to return to on-campus housing with its attendant expense, or move to another agreed upon housing arrangement.

The College will maintain a list of available off-campus properties as submitted by property owners. The College does not inspect, review or otherwise recommend off-campus apartments or landlords and therefore cannot ascertain whether such properties are safe, sanitary or in compliance with local ordinances. This list is maintained for the convenience of students only. Students are encouraged to investigate living conditions, landlord practices and quality of dwellings prior to entering into a lease agreement or any other binding agreement. The College does not mediate landlord / tenant issues.

When the College is made aware that a property owner has failed to address or otherwise correct housing code violations, or quality of life issues at their property the College may restrict students from residing at a particular property. The list of restricted properties will be maintained by the Dean of Students. The restricted property list will be reviewed and updated annually.

Student tenants are expected to fully cooperate with City officials carrying out their official duties; this includes permitting members of the City’s Property Review Team access to their off-campus units to ensure compliance with housing codes and local ordinances.

Students are expected to be aware of and abide by housing ordinances that limit occupancy to no more than three unrelated persons per single living unit. The College will cooperate with City officials in compliance with applicable law. Students who violate this ordinance can and have faced eviction.

Students are expected to keep their properties free of trash and debris. Students should also be aware of and abide by the City’s trash and recycling policies. http://www.worcesterma.gov/dpw/trash-recycling. Violations will include campus fines, community service and progressive College discipline.

Students must not be on the roofs of any off-campus residence, garage or building.

The City of Worcester prohibits chimineas, fire pits or other outdoor open burning.

This policy shall not apply to students who are married or commuter students (living with a parent or legal guardian) or those who are the parents of dependent children. Students who do not meet these criteria but may have special circumstances should contact Student Affairs.

The application process and interpretation of this policy is under the authority of the Vice President for Student Affairs and Dean of Students.

**Political Activities**

One of the essential elements of the College’s mission is dialogue. As such, the College of the Holy Cross encourages all students, faculty and staff to be active in their support of political candidates and issues of their choice.

However, as a 501(c)(3) tax-exempt organization, the College required to comply with the rules and regulations of the Internal Revenue Service that prohibit the College from engaging in any partisan political campaign activity.
or supporting such activity. To ensure that the College adheres to the IRS prohibitions on political campaign activity, the College has adopted policy guidelines regarding political activities. Please see Political Activities at https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/political_activities_20180801_for_posting.pdf. Please contact the Director of Government and Community Relations at (508) 793-3905 with any questions.

**Posting and Advertising**

The College of the Holy Cross supports student organizations, departments/offices, and outside groups in promoting their events and activities. The posting policies outlined below apply to students and recognized student organizations.

**Requirements for Protests and Demonstrations**

As an academic institution, the College of the Holy Cross is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The College recognizes that the free exchange of ideas and expression may produce conflicts in beliefs and proposals for action. This exchange is an important element in the pursuit of knowledge.

All members of the College community have a responsibility to maintain channels of communication which foster a climate favorable to maintaining this exchange. Implicit in the pursuit of this exchange is the requirement to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The College requires that those who enjoy this privilege also accept responsibility for their actions and for maintaining order.

The following are requirements for protests, marches and demonstrations:

- Any assembly, march, protest or display may not interfere with any operation, event or activity at the College, prevent access to any office, building or other facility, or threaten the wellbeing or safety of any individual. All participants involved in such activities are expected to abide by all applicable College policies, procedures, rules, and directions of College officials, including, but not limited to, those set forth in the College’s Community Standards for students.

- Planners must meet with the Vice President of Student Affairs/Dean of Students (or designee) at least 2 business days in advance to discuss and plan any proposed event. Planners should understand that additional review time may be required depending upon anticipated size of the event and/or other factors.
  - During the meeting, general conduct, expectations and previously scheduled events will be reviewed with planners.
  - The Vice President of Student Affairs/Dean of Students (or designee) will review the proposed event and approve the time and place of the event and manner in which the event will be conducted in compliance with College policies, protocols, and other requirements.
  - The Vice President of Student Affairs/Dean of Students (or designee) may require safety measures for any event which may include, but are not limited to, bag and safety checks (in which case participants will be notified through clearly posted signs at the event entrance), requiring attendees to present identification, limiting attendance at the event to Holy Cross students and employees, or any other measures designed to ensure the safety of College community members, to prevent disruption of or interference with any operation, event or activity at the College, or to address any other applicable and relevant circumstance.

The College recognizes that students may wish to participate in spontaneous demonstrations. The College has established these requirements to plan for the orderly and safe conduct of these activities and to assist students
to avoid any unintended violation of College policies. Whether the advice of the Vice President of Student Affairs/Dean of Students has or has not been sought, participants will be held accountable for violations of any College policy, rule or procedure.

The College reserves the right to cancel an approved event, change any approved time, place and manner arrangement for an event, or stop an ongoing event at any time, in the discretion of the Vice President of Student Affairs/Dean of Students or other college official, if determined to be reasonably necessary or desirable to ensure the safety of College community member(s), to prevent disruption of or interference with any operation, event or activity at the College, or to address any other applicable and relevant circumstance.

**Residence Hall Regulations** - Campus housing is a privilege extended to individual students by the College. Students who live in the residence halls agree, by choosing a residential experience, to live by established community standards necessary to preserve a living atmosphere of academic excellence, personal growth, and mutual respect. Students are responsible for the condition and contents of their rooms and the actions that transpire within their rooms. Students and their guests must follow the directions of College staff members, including AD’s, CDC’s, SRD’s, HRA’s and RA’s. Failure to follow any College policy, rule, or regulation will subject the student to disciplinary action as outlined in College policies, including, but not limited to, the Community Standards and Disciplinary Procedures for students and/or loss of points in the upperclassmen Housing Selection Process (HSP). Any questions concerning residence hall policies or disciplinary action should be referred to a member of the Residence Life and Housing staff.

**Alcohol and Illegal Substances** - Alcohol may only be possessed and consumed in the residence halls by individuals of legal drinking age in accordance with the College’s Alcohol Policy.

**Disorderly Behavior** - In addition to prohibited conduct detailed in the College’s Community Standards, special attention should be paid to conduct in the residence halls. Certain behaviors that may be permissible out of doors, can cause disturbances, lead to injury or damage property indoors. Examples of prohibited behavior in the residence halls includes, but is not limited to, hallway sports, ball playing, frisbee throwing, wrestling, water balloon or snowball fights.

**Fire Safety** - Each residence hall room is equipped with a fire extinguisher, sprinkler and smoke detector. Smoke detectors must never be covered, removed, blocked or otherwise tampered with by any means. No objects or room decorations should be attached to, or hung from, smoke detectors, sprinkler heads or sprinkler pipes. Damaging, tampering or deliberately triggering a false fire alarm or maliciously discharging a fire extinguisher are serious offenses and a violation of applicable law. Students responsible of such acts face disciplinary action that can include separation from the College and/or criminal charges.

Student are expected to comply with fire safety policies to include evacuation procedures. When a fire alarm sounds students must:
- ensure that it is safe to leave room by checking room door for heat or other signs of fire before exiting
- ensure that all doors are closed when they leave their room, suite or apartment.
- never use an elevator when an alarm sounds
- evacuate immediately and proceed to designated evacuation areas
- know at least two ways off of their floors to an exterior exit
- only enter their residence after receiving an all clear from Public Safety and being directed to return
- immediately report any knowledge of the cause of an alarm, i.e., smoke from cooking, to public safety officers
- always follow directions of public safety, fire officials, or residence life staff in an emergency.

Individuals with disabilities may request assistance in emergencies by contacting [ ]

**Grills and Hibachis** - Students may not bring grills, hibachis, LP tanks, charcoal, lighter fluid or other items used
for out cooking to campus. There are several grills adjacent to residence halls that can be reserved through the Office of Residence Life and Housing.

**Roofs and Ledges** - Under no circumstances are students permitted on any roofs, balconies, walls or other restricted campus locations.

**Permitted Items for Student Rooms**

Students may have the following items in their rooms, provided they are used safely:

- Coffee pots
- Microwave oven as part of the “MicroFridge system”
- Electric fans
- Power strips (U.L. Approved - 12 gauge or higher)
- Hairdryers
- Hot air popcorn poppers
- Irons - must have automatic shut offs.
- Refrigerators (less than 4 cubic feet and less than 4 feet in height)
- Speakers - See limitations under Quiet Hours
- Televisions, gaming systems and other electronic items.

**Prohibited Items include but not limited to:**

*Items which are considered potential fire hazards:*

- Microwaves (except MicroFridge units)
- Curtains / window hangings / tapestries
- Toaster/toaster ovens/hot plates/electric grills / griddles or George Foreman type items.
- Candles/incense/candle or potpourri warming plates
- Extension cords (only power strips with surge protectors are permitted)
- Halogen lamps
- Live Christmas trees/wreaths & decorative lights
- Flammable liquids and/or gas-powered equipment
- Any weapons to include or not limited to firearms, paintball, airsoft or other items that launch projectiles, non-kitchen knives, martial arts weapons, swords, etc.
- Squirt guns/super soakers/kiddie pools
- Space heaters / heat lamps
- Personal wireless routers
- Air-conditioners
- Cinder blocks or other non-approved items used to rise beds.
- Improvised and non-college approved lofts
- Furniture (exception desk chairs), see staff with requests for exceptions.
- Weights/ weight-lifting or other large exercise equipment items
- Any items that may be dangerous, create or has the potential to cause a disruption/disturbance, or damage property
- Use of curling irons / hair straighteners in student rooms. Due to potential for fires, these items may only be used in bathrooms.

**Security Equipment** - The security and safety equipment on campus is provided to protect the well-being of all students. Any misuse, tampering with, or vandalism to equipment, including doors, locks, access card readers, security telephones or cameras is prohibited. Resident students should only allow residents of their floor/building past card activated security doors, unless they are accompanied by a resident’s host. Propping any doors is prohibited. Passing or throwing objects or exiting or entering residence halls through windows is prohibited.

**Pets** - Pets are not permitted in the residence halls or on campus at any time. Fish are allowed with a maximum of a 10 gallon tank for fish only.
Smoking - All campus buildings, including student rooms and common areas in residence halls are smoke and tobacco free. Smoking, including vaping and use of e-cigarettes is not permitted in any area of the buildings. Students may not possess water pipes, hookahs, bowls or other devices used to some marijuana in the residence hall. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the College, or during College-sponsored events. Smoking is permitted outdoors, but must be more than 20 feet from any entryway or window. Smokers are expected to properly dispose of smoking materials in designated receptacles.

Window Areas - No tapestry and/or signs are to be hung in or out of windows thus blocking a point of egress. Discharging objects and hanging out of residence hall windows is prohibited. In certain rooms, window riser restrictors have been installed to further enhance the security and safety of residents. Removal or damage of these restrictors and/or screens will result in a minimum charge of $100.00. All room windows include screens. Screens must remain in windows, removal and replacement of screens will be completed either by facilities or an outside contractor, who will have the ability to enter rooms without notice to replace screens. Residents will be charged for the replacement of room screens.

Alteration of Rooms - Students are welcome to personalize their room but may not alter the room or make changes that pose a safety risk. Students may not paint their rooms. Each student signs a Room Inspection Form (RIF) during the first week of the academic year. This form serves as the official record of the condition of each room. Any damages not reported on the form or incurred during the year will be billed to the occupants of the room at the end of the semester or the academic year. If a student moves from one room to another room it is the student’s responsibility to make sure that the student checks out of their room with their RA. Students should contact their SRD, CDC or AD prior to making any room alterations in order to confirm that the alteration is acceptable. Residents are required to check out of their room at the end of the year or when there is a move. Students who do not complete a checkout will lose any ability to appeal assessed damages and be assessed a financial charge. The following is a partial list of alterations which are prohibited as they cause damage or pose a safety risk:

- The use of nails or screws
- Paint
- Contact or shelf paper
- Adhesive decorations
- Modification of College curtains/blinds
- Tapestries or similar flammable items.

Also, students may not reverse bed frame hardware. Reversing bed frame hardware will result in a charge. Manufactured bed risers of 12 inches (not concrete blocks) may be used. Unauthorized and unsatisfactory alterations will render all residents of the room liable for the cost of repair and possible disciplinary action. Also, upon moving out, a fine will be levied for unauthorized, incomplete, faulty or otherwise unacceptable alterations.

Damage to Rooms, Suites and Apartments - Residents are expected to keep their rooms, suites and apartments clean and in good order. Residents are expected to return their rooms and furniture in the condition they found upon their move in. Residents must report damage or any maintenance issues immediately to residence hall staff. Residents will be held financially responsible for damage to include, but not limited to, missing screens, broken windows and missing furniture. Disciplinary action will be taken when vandalism might have taken place. Residents will also be charged for the removal of excess trash, furniture or other belongings that are not removed at move out. Appeals of damage billing must be in writing from the resident of the room and received no later than January 15th for fall semester damage, and June 30th for spring semester damage. Residents share responsibility for the community in which they live. When damage takes place in shared or common areas of the residence hall or there is a need for cleaning of excessive trash or messes, efforts will be made to identify the responsible individual(s). It is expected that residents will assist in resolving these types of incidents that affect their communities.

Furnishings - Soon after opening some students may wish to remove a piece of furniture from their room (both roommates must agree). The only furniture that may be requested to be removed is the provided desk chair and the desk hutch. Beds, desks, couches, and dressers will not be removed from assigned rooms. Removal of the desk check and/or desk hutch may be requested through a centralized process called work orders and the RA’s
will inform the residents when the furniture removal will occur. College furniture cannot be left in the hallway for any reason and students will be charged the full replacement value should loss or damage occur. Only College issued mattresses are allowed in the buildings and they may not be removed from the room.

It is important to note that students who request that a piece of furniture be removed complete a removal form so they are not charged for the missing item at the end of the year. Students will be charged full replacement value for any missing items that were removed improperly or without a work order on file. Personal furniture may not be brought outside for any reason.

**Bedroom Keys and Combinations** - Safety begins with you. Under no circumstances should students share their room combinations with anyone other than their roommate(s). Students may request a new combination but will be charged $35.00 for the work to be completed. If the request by the student is made during the weekends there may be an overtime charge.

**Liability for damaged or lost property** - The College assumes no responsibility for loss or damage to a resident’s personal property, nor is the College responsible for property during move-in/move-out or left during vacation periods or after termination of residency. Purchasing property insurance to cover loss or damage to personal property or extending homeowners’ property insurance to cover loss or damage is strongly encouraged. Students should consider parental/guardian homeowner’s insurance for this purpose.

**Maintenance Requests** - Residents should report any necessary repairs in their room or common area to their RA or professional staff member who will place a work order into the Facilities department. Except during the first weeks of the semester when it is extremely busy the facilities department will respond to reasonable maintenance requests as soon as possible. Issues regarding immediate attention (plumbing, heating, electrical, etc.) should be reported to either the Department of Residence Life Ext. 2411, during business hours (9 a.m. to 5 p.m.) or to the RA on duty and Department of Public Safety at Ext. 2224 after business hours, and during weekends and holidays.

**Health and Safety Inspections** - The RA’s conduct room inspections in the residence halls on a monthly basis in order to verify that there are no hazardous materials and/or prohibited appliances in the rooms. Generally students will receive 24 hours’ notice before the inspection but each semester an unannounced inspection can take place. Students do not have to be present for the RA’s to enter. If a violation has been identified, the student will be notified and/or the item removed. We seek to provide a safe and healthy community to all resident students. We are only able to do this with your cooperation. The actions or decisions you make in your room can have an impact on the other members of the community in which you live.

**Occupancy of Rooms** -The College reserves the right to reassign students to different rooms or residence halls at any time, the right to use unoccupied space in any of the residence halls, and the right to determine the number of students assigned to a room (e.g., assigning a roommate to a student living in a single room designed to be a double). During the beginning of each semester the Residence Life and Housing office must house many students who are returning to the College from semesters away and/or change a room assignment in order to accommodate special needs. As openings arise in rooms across campus, Residence Life and Housing will assign students to these open spaces. In many cases we are able to provide notice before a student is assigned, but some situations will require an assignment without prior notice. A resident may not ‘hold a space’ for another student who is studying away for the semester nor may they make it uncomfortable for a student who has been assigned to a suite or room. A resident may provide some ‘lite’ decoration in the portion of the room with the vacancy; it cannot be used as a storage space and should be in condition to receive a resident with as little as an hour notice.

Unauthorized occupancy of a room outside of normal dates of operation of the halls (e.g. early arrival or late stay) will cause a fee of $100.00 per day, disciplinary proceedings, and possible removal from the room.

**Room Changes** - Students contemplating room changes should begin by discussing the situation with their roommates and/or their RA. For the first three weeks of the semester the Residence Life and Housing office
imposes a room freeze and does not permit any student generated room changes. This is done so that the office can insure that all students who require housing are housed and to allow students to get to know one another. Students may change rooms or roommates only after proper authorization has been given by the building supervisor (AD, CDC or SRD) and a completed Roommate Change form has been completed.

Residents requesting a room change must consult their AD, CDC or SRD three weeks after the beginning of the semester. Room changes are strongly discouraged during the last month of each semester. An unauthorized change in occupancy of function or student rooms is prohibited and will carry a $100.00 fine per person and disciplinary action.

Summer Housing - Limited summer housing is available for eight or nine weeks, usually from early June until the end of July. Housing beyond this period is very limited and requests are considered on a case by case basis. Requests for summer housing are prioritized based upon length of stay and student need, academic, employment, internships, athletics etc. Students should be speaking with residence life staff early to plan for their summer housing needs. Violations of a College policy, rule or regulation during the summer will result in disciplinary action and may result in the loss of summer housing privileges. Students who are not in good disciplinary standing may not be granted permission to reside of campus in the summer. Fees for summer housing are formulated on a weekly rate. Ten days prior to the start of classes the daily room rate for early arrivals is instituted. Staff can provide students with the most up to date information on rates.

Common Space in the Residence Halls - The area designated in each hall as a social room is viewed by the College as a multi-purpose room. Use of this room as a social center, study room, coffee house or discussion area should be developed by hall members with the cooperation of the Residence Life Staff and/or the hall’s House Council. Smoking and the use of alcohol are prohibited in all social rooms and other common space.

The items in these common spaces are for the use of all students. Removing furniture and/or equipment from these common rooms for personal use is grounds for disciplinary action including fines. Damage or vandalism to social rooms, recreation rooms, or kitchen facilities is considered common area damage and will be billed to the hall residents unless an individual assumes or is found to be responsible.

Guest Policy - Students are welcome to host guests in accordance with the College Guest Policy, located in this handbook.

Musical Instruments - The playing or practicing of musical instruments (no amplifiers) in the residence halls is allowed but only in the context of others’ rights not to be disturbed by this activity. Practice rooms are available to students who participate in College organized ensembles. Scheduling of practice rooms for students participating in a College organized ensemble is coordinated by the Music Department.

Quiet Hours - Courtesy hours are in effect at all times; if someone requests the level of noise be lowered, it is expected that the request will be honored. At all times, however, respect of others’ needs for quiet, sleep, and study is expected. High power Stereo equipment, especially with large base speakers can easily disrupt the building. Students should not bring in high powered equipment and do so at their own risk. Repeat violations or noise due to stereo equipment can cause the speakers and other equipment to be confiscated and/or disciplinary action. Quiet hours are Sunday – Thursday, 10:00 p.m. – 8:00 a.m. and Friday and Saturday, midnight – 8:00 a.m.

Housekeeping - Residents are responsible for the cleanliness of their room and residence hall. To assist, building services staff are in the residence halls from Monday through Friday, 8:30 a.m. to 3:00 p.m. They will clean the common areas, bathrooms, and empty the trash in student rooms several times each week. Students should contact their housekeeper to find out an approximate schedule.

Laundry - Washers and dryers are located in each residence hall. Report malfunctions to the Campus Center.
Conference Services Office located in the Hogan Campus Center room 510 or by calling 793-2564.

**Storage** - Storage of personal belongings over summer or a semester way may be coordinated with an external vendor: College Boxes. This vendor will provide boxes, pick-up, store and return boxes to student rooms. This vendor is insured and has an exclusive contract executed through SGA services. There is no other storage company permitted to be in the residence halls. On campus storage for student personal belongings is not available.

**Telephone and Cable Television** - Local landline telephone service for student rooms can be set-up upon request. This can be coordinated through the College’s ITS Help Desk at 508-293-3548. Further information is available at https://www.holycross.edu/its-help-desk/it-services/communication-collaboration/cable-tv. Students need to supply their own telephone handset. Cable television is available in each room with a simple coax connection; no cable box is necessary or provided. The channel selection includes a basic cable tier.

**Vending Machines** - Vending machines are available in the residence halls for the convenience of students. Damage to vending machines may be charged as common area damage.

**Solicitations and Businesses in Residence Halls** - All resident students are expected to observe the Sales and Solicitation Policy detailed in this handbook. Students wishing to conduct any sales, concessions or fundraisers for non-profit purposes in the residence halls must seek and also gain approval of the individual halls House Council and the Director of Residence Life. Students are not permitted to conduct business from Residence Halls. The operation of any business delivering to the halls must be approved by the director of Residence Life and Housing and in accordance to the College’s vendor/business procedures.

**Recognized Clubs and Organizations**: All posters/fliers/table tents etc. for clubs and organizations should be stamped by The Office of Student Involvement (OSI) Staff located in the Hogan Campus Center Room 229. OSI will stamp and distribute items for Residence Halls and the Hogan Campus Center. Please refer to the RSO Manual for full detailed and most up to date policy including information on posting in other campus locations.

**Student/Public Postings**: Designated public boards on the first floor of the Hogan Campus Center (near the post office) are for personal and third party postings. Please do not hang posters or flyers on walls, windows, or doors. Staff will take down any posters or fliers that are not hung in an inappropriate area or manner. For approval to post in any other locations please see the building/department manager.

**Return from Emergency Assessment or Hospitalization**

Intoxicated or impaired students who are medically evaluated or hospitalized for alcohol or recreational drug use are required to have a meeting with the Director of Student Conduct & Community Standards. All other students returning from hospitalization or emergency assessment are required to have a check-in meeting with Associate Dean of Student Development (the “Associate Dean”) to discuss the student’s readiness to resume studies and to plan for the student’s successful and safe return to the College.

The Associate Dean will consult with the student and appropriate College administrators and review the best currently available objective information and medical information, including relevant information provided by or on behalf of the student.

The student will be asked to sign releases necessary to permit communication between relevant health and/or mental health professionals, including the student’s preferred health and/or mental health care providers, and appropriate College administrators. The Associate Dean will consult with the director of the Counseling Center or the director of Health Services, as appropriate, regarding the student’s return to campus, including consideration regarding what level of treatment is clinically recommended to meaningfully reduce any risks. This includes the applicable director’s consideration of the opinions and recommendations of the student’s treating health or mental health professional(s), if available.
The Associate Dean will also discuss the availability of reasonable accommodations for students with disabilities through the Office of Disability Services with the student.

All students are required to comply with the recommended treatment plan as a condition to return to campus. In addition, in some cases, the Associate Dean may recommend additional conditions to return to prepare the student for a successful and safe return to the College community. Recommended conditions will be tailored to the student’s individual circumstances and based upon the review of information described above. Conditions may include, but are not limited to, meetings with College administrators or other relevant personnel, behavioral agreements, on-going health or mental health treatment and/or compliance with a medical treatment plan, restrictions on participation in residential housing, other restrictions on activities or privileges, and/or other applicable requirements or adjustments. The Associate Dean will discuss any recommended conditions with the student.

If the student does not agree to the conditions or return at that time is not recommended, then the Associate Dean or the student’s Class Dean will also discuss voluntary leave of absence options with the student. Please see the Voluntary Leave of Absence Policy for further information.

1 Where a College official or employee is listed as the designated point of contact for any role in this policy, he, she or they may designate another College official or employee to assume the role at issue, as necessary and appropriate.

Sales and Solicitation - Sales, concessions, and fundraisers by students or student organizations require the approval of the Office of Involvement. This includes raffles, contests, sales and direct solicitation of funds. Raffles also require compliance with applicable Massachusetts legal requirements. Solicitation of individual employees and alumni is not permitted. All other solicitation must be reported to the Office of the Vice President of Advancement. All approved sales or solicitations must have their College-issued license with them and visible at all times. Outside vendors are restricted to the Hogan Campus Center and require approval from Auxiliary Services. All violations should be reported to Public Safety and Student Affairs.

Sales Representatives - A sales representative (student or non-student) who wishes to solicit on campus must have approval in writing from the Student Affairs Office, which approval normally will be withheld if the item is available through normal channels, such as the bookstore or the cafeteria. Solicitation in the Residence Halls also requires approval by the SGA and each house council. A student is forbidden to use his or her residence address or telephone number for business purposes.

Sexual Misconduct Policy
https://www.holycross.edu/sexual-respect-and-title-ix

The Sexual Misconduct Policy applies to and prohibits discrimination and discriminatory harassment on the basis of sex, gender, sexual orientation, gender identity, or marital or parental status (including pregnancy and pregnancy related conditions), including but not limited to sex discrimination, sexual harassment, sexual violence, other inappropriate sexual contact, stalking, and relationship violence. To review the Sexual Misconduct Policy, and for more information, including reporting resources, including the Title IX Coordinator, other College and community resources, including confidential resources, availability of interim measures, and related investigation and resolution procedures, please see the following link: Sexual Misconduct Policy (available at https://www.holycross.edu/sexual-respect-and-title-ix).

Smoking Policy - For health and safety reasons, all buildings at the College of the Holy Cross, including residence halls, are smoke and tobacco free. Smoking is not permitted in any area of the buildings. In order to keep entryways smoke free, smoking is not permitted within 25 feet of entryways. Smoking is not permitted on the Stein Bridge, or within 25 feet of the entry to the bridge. The placement of containers for unused smoking materials will be located at a distance indicating where smoking is permitted in any entryway. The College’s full
Smoking Policy may be found at https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/310000-013smokingpolicy.pdf.

Sports Activities - To protect the grounds, sport activities are not permitted on the quadrangle or any grassed area adjacent to campus buildings. Instead, Freshman Field and the playing field next to the Hart Center should be used for these purposes. Students are expected to use care to avoid breaking windows and other damage to College property. Charges for any property damage will be billed directly to the student(s) responsible. Skating or Skateboarding: Due to the potential for injury, skating or skateboarding in a reckless manner is prohibited. Biking, skating, skateboarding, scooters, and hoverboards, and other similar activities in buildings is prohibited.

Student Employment
https://apps.holycross.edu/sews/login
O’Kane 72, 793-2354

The Human Resources Department is responsible for the on campus employment of Holy Cross students. A specific wage scale has been set College-wide for student employment to ensure compliance with federal and state mandates governing employment and federal regulations governing the use of federal funds in support of financial aid and grant agreements. To ensure the uniformity and fairness in student pay rates and department practices, the College has developed a student job classification system. The job classification system applies to any student employee (work-study or non-work-study) who will be paid on an hourly basis. The system contains student job titles commonly used throughout the College and acceptable rates of pay associated with each position.

When students begin working on campus they are required by the U.S. Department of Homeland Security to certify to the College, their status of employment under the Immigration Reform and Control Act of 1986.

FORMS OF IDENTIFICATION AS SPECIFIED BY THIS LAW MUST BE PRESENTED AND VERIFIED BY AUTHORIZED COLLEGE PERSONNEL AND INCLUDE THE FOLLOWING:

Either one item from Group A Or one item each from Groups B and C

GROUP A - DOCUMENTS THAT ESTABLISH IDENTITY AND EMPLOYMENT ELIGIBILITY:
• Unexpired U.S. Passport
• Unexpired Foreign Passport with Attached Employment Authorization
• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

GROUP B - DOCUMENTS THAT ESTABLISH IDENTITY:
• A state issued driver’s license or ID card with photograph or information such as name, gender, date of birth, height, color of eyes
• School ID with photograph
• U.S. Military card
• Other documents with similar information

GROUP C - DOCUMENTS THAT ESTABLISH EMPLOYMENT ELIGIBILITY:
• Original, signed, Social Security card
• A certificate of birth issued by a state, county or municipal authority bearing a seal or other certification
• Unexpired Department of Homeland Security Employment Authorization

A student may not work without I-9 clearance and will not be put on the payroll.
Student Employment Guide
The Human Resource Department in coordination with Information Technology Services has developed the Student Employment Guide (SEWS). Located on the Holy Cross website SEWS allows students to view current employment positions available on campus. When you apply for a position, your application will go directly to the hiring manager for that specific job. Preference for all positions available will be given to Work Study approved students through the month of September. In addition, first year students are only allowed to work in Dining Services, although you should feel free to look at positions that may be of interest to you for future years. Departments are constantly listing open positions, so you may want to consult the Student Employment Guide periodically for new listings.

Questions regarding access to the site should be directed to the Help Desk. Feedback on the Student Employment Guide should be directed to Human Resource Department. The Human Resource Department, O’Kane B72, is open 8:00 a.m. to 5:00 p.m. Monday through Friday.

Student Conduct & Community Standards
https://www.holycross.edu/office-student-conduct-community-standards
Hogan 109, 793-2669

COMMUNITY STANDARDS and DISCIPLINARY PROCEDURES FOR STUDENTS
To enter the College of the Holy Cross is to accept an invitation to participate in the growth and development of a “community marked by freedom, mutual respect and civility.” Students also accept the rights and responsibilities of membership in this community. High standards have been established for membership in this community, including high standards of personal conduct and behavior. Choosing to become a member of this community implies a commitment to an open dialogue about the basic human questions fundamental to a liberal arts education in a Jesuit tradition and a responsibility to maintain an environment in which this dialogue can occur. Respect for the dignity, integrity, well-being and property of others is essential to the Holy Cross community. The College of the Holy Cross expects that all students will abide by the policies, rules, and regulations of the College. It is also expected that students will obey the law.

Community Standards and Disciplinary Procedures have been established to address allegations of student misconduct. The student conduct and discipline system exists to protect members of the College of the Holy Cross community and of students accused of violating the community standards. The discipline system is designed to educate students about expectations, encourage sound decision making and provide opportunities for growth and personal development.

All student members of the College community have certain rights. These rights are subject to each student’s compliance with, and are qualified by, all applicable policies, procedures, rules and requirements of the College and applicable law, as the same may be amended or modified from time to time. These rights include:

The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.

The right to be treated as an individual member of the community and the right of peaceful coexistence, which includes the right to be free of unlawful discrimination or harassment on the basis of race, religion, color, national origin, age, marital or parental status (including pregnancy and pregnancy related conditions), veteran status, sex, disability, genetic information, sexual orientation or gender identity or any other legally protected status. For further information, please see the Sexual Misconduct Policy, the Code of Student Conduct and Disciplinary Procedures, and the Discrimination and Discriminatory Harassment Policy.

The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
The right of privacy, which includes the right to be free of unauthorized search of personal spaces.

In the case of disciplinary procedures, students have the right to be informed of any charges of misconduct, the right to adequate time to prepare a response to the charges, the right to hear information in support of the charges, the right to present information against the charges, and the right to a fair process which is appropriate to the circumstances.

These rights do not establish any contractual right or obligation.

**Authority for Student Discipline**

Community Standards of the College of the Holy Cross address student misconduct that takes place on College premises and addresses off campus conduct when the behavior may have or has had an adverse impact upon the community, any current or future individual community member, or reputation of the College. Community Standards also applies to College sponsored events, academic programs, activities, trips, etc. which may occur off-campus. The purpose of campus disciplinary proceedings is to provide a fair evaluation of a student’s responsibility for violating college regulations. Rules of evidence ordinarily found in legal proceedings shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the College may result.

Students include all persons (other than faculty, staff or administrators) accepted to the College, taking or auditing courses at the College, either full or part time. Persons who are not currently enrolled for a particular term but who have a continuing relationship with the College are considered students.

Disciplinary authority may be delegated to college administrators, faculty members, committees, and organizations, as set forth in the community standards and through other appropriate policies, rules, or regulations. Sexual misconduct determination panels may also review Code of Conduct violations in cases under their review.

Under the direction of the Vice President for Student Affairs / Dean of Students (VPSA/DOS), the Director of Student Conduct and Community Standards has the responsibility to administer all non-academic student discipline other than matters under the Sexual Misconduct Policy. For more information about the College’s Sexual Misconduct Policy, please visit [https://www.holycross.edu/sexual-respect-and-title-ix](https://www.holycross.edu/sexual-respect-and-title-ix).

Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the College, is retained by the VPSA/DOS or designee. The VPSA/DOS or designee may impose conditions on a student’s continued relationship with the College before, during, and/or after the conclusion of the disciplinary process.

The Community Standards and Disciplinary Procedures are reviewed every (3) three years by the Director of Student Conduct, Dean of Students/Vice President for Student Affairs, College General Counsel and the Student Life Committee. The next review is scheduled for the 2019-20 academic year.

**Interim Suspension**

When it is considered necessary to remove a student from campus until the resolution of a discipline process, the VPSA/DOS, the Director of Student Conduct and Community Standards, or their designated representatives may immediately interim suspend a student from the College. An interim suspension may be imposed for the following reasons: a) to seek to insure the safety and well-being of one or more members of the College community or to preserve College property; b) to seek to insure a student’s own safety or well-being; c) if a student poses a substantial threat of disruption or interference with the normal operations of the College; d) there is an allegation of significant misconduct in violation of criminal law.

The decision to interim suspend a student may be communicated by the VPSA/DOS or designee verbally, and then put in writing to the student. Interim suspensions may be effective immediately. Written notification shall
either be hand-delivered or sent by certified mail. Failure or refusal to take receipt of notification shall not negate or postpone said action. The appropriate College authorities shall be notified of the interim suspension.

In the case of interim suspensions imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved through a criminal law process. If a student elects not to resolve a disciplinary matter or fails to communicate their intentions regarding resolution of the allegation, the interim suspension may become a permanent suspension or dismissal.

Student non-compliance with an interim suspension may result in the imposition of an immediate College suspension, dismissal or other sanction.

**Interim Restrictions**

Short of an interim suspension, it may be necessary to restrict a student from other privileges pending the resolution of a disciplinary matter. Students may be restricted from campus housing, campus activities, athletic participation, or other privileges that they would otherwise enjoy. The decision for interim restrictions may be communicated by the VPSA/DOS or designee verbally, and then put in writing to the student. Notification shall either be hand-delivered or sent by certified mail. Failure or refusal to take receipt of notification shall not negate or postpone said action. The appropriate College authorities shall be notified of the interim action.

The altered privileges shall remain in effect until a final decision has been made regarding pending complaints or until the VPSA/DOS or designee determines that the reason for imposing the restriction no longer exists. Student non-compliance with an interim restriction can result in the imposition of an immediate interim suspension, dismissal or other sanction.

**Stay-Away Order**

An interim Stay-Away Order may be imposed pending the resolution of a disciplinary matter. This order, specific to a person and/or location, prohibits the subject of the order from having any further direct or indirect contact in any manner or media (e.g., e-mail, mail, telephone, instant message, face to face or through a third party, etc.) with another individual. In addition, a Stay-Away Order prohibits contact by third-parties on behalf of the subject of the order. Student non-compliance with a Stay-Away Order can result in the imposition of an immediate interim suspension, dismissal or other sanction. The imposition of a Stay-Away Order is not subject to appeal or challenge.

**Code of Student Conduct:**
The following actions are considered violations of community standards and are expressly prohibited:

**Alcohol**
The majority of offenses committed against people and property at the College of Holy Cross are a direct result of alcohol use/abuse. The College has established clear and detailed policies addressing the use, possession and consumption of alcohol. The complete College Alcohol Policy may be found in the handbook. The following are a sample of the violations:

**For students under the age of twenty-one:**

- Possession or consumption of alcohol
- Being under the influence of alcohol
- Attending a party where alcohol is consumed by one or more individuals who are under legal drinking age

**For all students:**

- Possession of unauthorized quantities of alcohol, including, but not limited to kegs and alcoholic punches on campus
- Excessive consumption of alcohol, including drunkenness.
- Providing or distributing alcohol to an individual under the age of twenty-one.
- Activities, devices, games and or contests that encourage consumption of alcohol.
- Consumption of alcohol in public or in unauthorized communal areas of the campus.
Hosting parties either on- and off-campus where underage students and alcohol are present.
- Use, possession or manufacture of false identification, or misuse of valid identification.
- Allowing their vehicle to be used for the procurement of alcohol for underage students.
- Violations of local and state alcohol laws and ordinances.

**Arson**
Setting or attempting to set a fire on or off campus. This includes, but is not limited to, creating or causing a bonfire, burning or charring any items to include paper, trash, bulletin boards, posters, etc.

**Disorderly Behavior & Conduct**
Disturbing the peace, including noise disturbances on and off campus or aiding such activity. Such activities include, but are not limited to, hosting loud or disruptive parties that disturb others, other forms of disorderly conduct to include lewd acts, disturbing, obstructing or interfering with any College related activity including the classroom or teaching environment, failure to comply with the directives of law enforcement or any College official including but not limited to faculty members, failure to comply with an order of dispersal and any other conduct which may disturb the peace.

**Complicity**
Being present during the planning or implementation or otherwise assisting with a violation of any College policy, rule or regulation. Students who anticipate or observe a violation of the community standards are expected to remove themselves from association or participation and are encouraged to report the incident.

**Emotional Abuse**
Issuing harassing, degrading or abusive threats or statements that cause emotional injury; and/or causing emotional injury through careless or reckless behavior. Emotional abuse also includes willful damage to the reputation or psychological well-being of another. This covers all forms of communication including, but not limited to, written and electronic media.

Please note: Allegations of unlawful discrimination and harassment on the basis of sex, sexual orientation, gender identity, or marital or parental status (including pregnancy and pregnancy related conditions), including but not limited to sexual violence, dating violence, domestic violence, stalking and sexual harassment, are addressed pursuant to the Sexual Misconduct Policy (https://www.holycross.edu/sexual-respect-and-title-ix) except as otherwise determined by the Title IX Coordinator.

**Endangering Behavior**
Conduct or reckless actions demonstrating a threat to any member of the community, including one’s self, or to the proper functioning of the college. Examples include but are not limited to verbal threats, grabbing, pushing, shoving or menacing.

Please note: Allegations of unlawful discrimination and harassment on the basis of sex, sexual orientation, gender identity, or marital or parental status (including pregnancy and pregnancy related conditions), including but not limited to sexual violence, dating violence, domestic violence, stalking and sexual harassment, are addressed pursuant to the Sexual Misconduct Policy (https://www.holycross.edu/sexual-respect-and-title-ix) except as otherwise determined by the Title IX Coordinator.

**Failure to Comply**
Failure to comply with directions of College officials, including, but not limited to, public safety officers, administrators, residential life staff including, but not limited to, resident assistants (RA’s). This also includes disregarding an imposed sanction.

**Failure to Exit a College Building**
Willfully disregarding a fire alarm or other order to evacuate a College building.

**False Identification**
Possession, use, manufacture or sale of false or altered identification. This includes the misuse of valid identification, or providing a false identity.
False Information
Providing false information through forgery or alteration of any written or oral statement to a College official. False information includes, but is not limited to, all College documents and records.

Gambling
Students are expected to abide by all laws and rules prohibiting gambling.

Hazing
Any form of hazing is prohibited by College policy and Massachusetts State Law. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities are generally considered to be physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include personal servitude; sleep deprivation and restrictions on personal hygiene; forced isolation; yelling, swearing, and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; public nudity; consumption of vile substances; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault. *Please note:* Allegations of unlawful discrimination and harassment on the basis of sex, sexual orientation, gender identity, or marital or parental status (including pregnancy and pregnancy related conditions), including but not limited to sexual violence, dating violence, domestic violence, stalking and sexual harassment, are addressed pursuant to the [Sexual Misconduct Policy](https://www.holycross.edu/sexual-respect-and-title-ix) except as otherwise determined by the Title IX Coordinator.

For such activities to be considered hazing, forced or mandated participation is not required. If a new member feels that he or she will not be considered a fully participating member of the group or feels that they would be ostracized for not participating in particular behaviors (for example, alcohol use), then such implied coercion would be considered hazing.

Examples of Hazing
The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-inclusive list, it provides some common examples of hazing activities.

**SUBTLE HAZING**
Behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team are termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. Examples include:

- Deception
- Implied requirement to participate in illegal or dangerous activities
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and drills/tests on meaningless information
- Requiring new members/rookies to refer to other members with titles (e.g. "Mr.,” "Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one’s possession
HARASSMENT HAZING
Harassment Hazing involves behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members.
Examples include:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness
- Being expected to harass others

VIOLENT HAZING
Violent hazing includes behaviors that have the potential to cause physical, emotional, and/or psychological harm.
Examples include, but are not limited to:

- Forced or coerced (explicit or implied) alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Massachusetts Hazing Law
In addition to the College policy, students are advised that the following is the Massachusetts law on hazing:

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended
isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.” M.G.L. c. 269 Section 17.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.” M.G.L. c. 269 Section 18.

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. M.G.L. c. 269 Section 19.

Illegal Drugs/Controlled Substances
The College supports all federal, state and local laws governing the possession, distribution, use and sale of illegal drugs and controlled substances and fully cooperates with the enforcement of all such laws. Any student determined to be manufacturing, cultivating, dealing, selling, or distributing illegal drugs or controlled substances on or off campus may be dismissed from the College. Such students may be subject to arrest and further legal action. The College will cooperate fully with law enforcement officials in the investigation and prosecution of drug related cases. The College will assume a student is dealing drugs or controlled substances if the student possesses a quantity of illegal drugs not consistent with personal consumption and/or possesses paraphernalia indicative of distribution (scales, packaging materials, baggies, etc.).

On campus, the College strictly forbids the use or possession of illegal drugs, the unauthorized use or possession of controlled substances, or use or possession of drug paraphernalia, including but not limited to bongs, grinders, vaporizers, scales and pipes. The College also strictly forbids the use of illegal drugs at College
sponsored events and activities on or off campus. In addition, all students present at the time of a drug violation may be held responsible for the infraction.

The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed. The sale, distribution, or misuse of prescription drugs is a direct violation of federal and state law as well as College policy.

**Marijuana**

Regardless of current Massachusetts law, federal law requires that a college or university that receives federal funds follow federal drug laws, under which marijuana continues to be a controlled substance. As the College does receive federal funds, the use, possession, cultivation, distribution, and dispensing of marijuana is still prohibited on campus or in connection with College activities and events. These prohibitions also extend to products derived from marijuana such as edibles. In addition, drug related paraphernalia such as pipes, bowls, bongs, grinders, vaporizers, or other such devices are also prohibited.

**Drug related paraphernalia**

Devices and tools commonly used to aid in the consumption or illegal drugs, including marijuana, are not permitted on campus. These include but are not limited to pipes, bowls, bongs, grinders, vaporizers, or other such devices.

**Misconduct at the End of the School Year**

Any violations of community standards during the final weeks of the semester, inclusive of Spring Weekend may result in a loss of privileges, including participation in Senior Week, Baccalaureate exercises and/or Commencement. Egregious violations may result in suspension or dismissal. Alleged violations of misconduct during the final weeks of the semester may be resolved through an Administrative Hearing.

**Misuse of Safety Equipment**

The unauthorized use of, tampering with, or damaging any fire fighting equipment, safety devices or other emergency safety equipment. This includes triggering a false alarm, inappropriately discharging a fire extinguisher, or triggering an alarm as the result of reckless conduct. Students who accidentally trigger a fire alarm or smoke detector must immediately report this information to responding parties such as public safety or the fire department.

**Misuse or Abuse of Computers or Telecommunications Equipment**

Includes, but is not limited to, posting vulgar, abusive or harassing materials, recording, posting or disseminating images, recordings or photos of another without that individual’s permission, misuse or abuse of any computer, computer system, service, program, data, or communication network, particularly as defined by College ITS policies which can be found detailed on the [ITS webpage](https://www.holycross.edu/information-technology-services/it-policies) at [https://www.holycross.edu/information-technology-services/it-policies](https://www.holycross.edu/information-technology-services/it-policies)

**Physical Abuse / Violence**

Physically assaulting any person, including, but not limited to, fighting, assault, and physical harm to any individual, including, but not limited to, one’s self. Self-defense may only be used to the limited degree necessary for self-protection.


**Possession of weapons or dangerous items**

Unauthorized possession of a weapon or dangerous material of any type or description, including, but not limited to firearms, compressed-air guns, slingshots, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition, or any item or material deemed to be dangerous by College officials.
Property Damage / Vandalism
Intentionally or recklessly damaging, vandalizing, destroying, or tampering with college property or the property of any person or business.

Retaliation
Intentionally engaging in conduct that may reasonably be perceived to adversely affect a person’s educational, living, or work environment because of their good faith participation in the reporting, investigation, and/or resolution of a report of a violation under the Community Standards or other applicable College policy; or discourage a reasonable person from making a report or participating in an investigation under the Community Standards, any other College policy, or any other local, state, or federal complaint process.

Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under the Community Standards. Retaliation may include abuse or violence, other forms of harassment, and/or making false statements about another person in any manner or media with intent to harm their reputation.

Retaliation can be committed by any individual or group of individuals. Retaliation may constitute a violation of the Community Standards even when the underlying report made did not result in a finding of responsibility. Retaliation, even in the absence of provable violation in the original complaint or charge, constitutes a serious violation of the Community Standards.

Sexual Misconduct
Allegations of unlawful discrimination and harassment on the basis of sex, sexual orientation, gender identity, or marital or parental status (including pregnancy and pregnancy related conditions), including, but not limited to, sexual violence, dating violence, domestic violence, stalking and sexual harassment, are addressed pursuant to the Sexual Misconduct Policy (https://www.holycross.edu/sexual-respect-and-title-ix) except as otherwise determined by the Title IX Coordinator.

Theft
Theft of College or personal property, including, but not limited to, possession of stolen property, attempted theft, conspiracy to steal, misappropriation of College property or services, misappropriation of personal property and identity theft.

Trespass
Making forcible or unauthorized entry into any room, building or structure or computing system. This includes being in another student’s room or suite without their permission, or refusing to leave a space when directed.

Unlawful Discrimination or Harassment, Including Bias Motivated Incidents and Hate Crimes.
Any unlawful discrimination or discriminatory harassment (as such terms are defined in the Discrimination and Discriminatory Harassment Policy (https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/final_forposting_discriminatory_harassment_policy_draft_20180801.pdf)) or violation of community standards motivated by consideration (real or perceived) of race, religion, color, national origin, age, veteran status, disability, genetic information, or any other legally protected status. Allegations of unlawful discrimination and harassment on the basis of sex, sexual orientation, gender identity, or marital or parental status (including pregnancy and pregnancy related conditions), including but not limited to sexual violence, dating violence, domestic violence, stalking and sexual harassment, are addressed pursuant to the Sexual Misconduct Policy (https://www.holycross.edu/sexual-respect-and-title-ix) except as otherwise determined by the Title IX Coordinator.

Violation of College Policy
Violations of any College policy, rule or regulation are prohibited. This includes but is not limited to the policies set forth by the Bookstore, Dining Services, Information Technology Services, Athletics, Library, Public Safety, Residential Life and Housing, as well as the regulations described in the College Catalog, College Website and other sections of the Student Handbook.
Violation of Law
Students are expected to obey federal, state and local laws. Students violating any law or local ordinances, whether on or off the College premises, may be subject to College disciplinary action.

Disciplinary Process and Procedures

Initiating a Complaint and Disciplinary Referrals
Any student or member of the internal or external community of the College of Holy Cross may initiate a complaint against a student by submitting a written complaint to the Office of Student Conduct and Community Standards, the following information:

a) The name(s) of the involved student(s).

b) A statement explaining the nature and circumstances of the complaint, to include a list of possible witnesses.

c) The name and contact information of those filing the complaint.

Referrals for disciplinary review are also generated through reports received by various campus and external agencies including, but not limited to, Public Safety, Residence Life, Government and Community Relations and external law enforcement agencies.

The Director of Student Conduct and Community Standards or designee will review the complaint or report to determine if disciplinary charges will be initiated, specific violation sections and the appropriate adjudication venue. A Community Standards Board hearing will normally be conducted for students who face the possibility of suspension or dismissal, or when the alleged violation may have a wide community impact. Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the College, is retained by the VPSA/DOS or designee.

Mediation / Restorative Justice
Filing a complaint may not always require a formal disciplinary review process. With the approval of the Director of Student Conduct and Community Standards, or designee, the parties in a dispute may agree to participate in a form of mediation to include a restorative justice conference. Resolution shall be achieved when the Director of Student Conduct and Community Standards, facilitators and involved parties are satisfied that the matter has been addressed. This resolution may include a letter from the facilitator to the parties involved indicating the agreed upon resolution. If the parties believe that the informal process has been unsuccessful, formal disciplinary procedures could be initiated.

Formal Disciplinary Action

Notification of Disciplinary Charges
Students accused of violating the community standards will receive written notification* of the following:

- alleged community standard violation(s)
- location and date of incident (if known)
- reporting party(s)

Students are required to attend all disciplinary meetings and/or all hearings. If a student willfully misses a meeting and/or hearing, the case may proceed and a determination may be made in the student’s absence without the right of appeal or review.

* including electronic delivery via e-mail

Disciplinary Conference
Students accused of non-academic offenses that may result in penalties less than dismissal or suspension are subject to a Disciplinary Conference with a hearing officer. Hearing officers are assigned by the Director of Student Conduct & Community Standards or designee and include but are not limited to Residence Life
professional staff and other staff members in the Division of Student Affairs. The Disciplinary Conference is a one on one meeting with the accused student and hearing officer.

At this meeting the matter may be resolved, dropped, or may be adjudicated or referred to another appropriate hearing authority as determined by the hearing officer. The Director of Student Conduct & Community Standards or designee will review all hearings, decisions and sanctions.

Decisions that can be reached at a Disciplinary Conference are:

- A case may be held for further information/review as determined by the hearing officer.
- A case may be dropped for insufficient information or if the alleged violation does not constitute a violation as determined by the hearing officer.
- The hearing officer may reach a decision either of “responsible,” “not responsible”, “no finding,” or “responsible for a lesser inclusive charge.”

**Administrative Hearing**

In some situations it may be necessary to conduct an Administrative Hearing. An Administrative Hearing is a more formal hearing than a Disciplinary Conference and is usually held when there is a dispute of the facts, or a need to hear from one or more witnesses. Administrative Hearings may be conducted by one hearing officer or by a panel of up to three hearing officers. Prior to an Administrative Hearing, a pre-hearing meeting may be conducted to review hearing materials and procedures.

**Peer Conduct Advisory Board (PCAB)**

Some violations of College policies may be referred to the Student Peer Conduct Advisory Board (PCAB). PCAB operates under the supervision and guidance of the Director of Student Conduct and Community Standards. PCAB hearings are Administrative Hearings. Please contact the Director for information on PCAB procedures and membership opportunities.

**Procedural Review**

Students who have participated in a Disciplinary Conference or Administrative Hearing, or who have been sanctioned as a result of accepting responsibility for violations in a pre-hearing meeting may request a procedural review.

A student may request a Procedural Review in writing within 48 hours after receiving written notification from the hearing officer of the findings and sanctions imposed. This request should explain the nature and circumstances of the request for a procedural review, citing the new information and/or the explanation with specifics of an alleged lack of procedural fairness. At the discretion of the VPSA/DOS or Director of Student Conduct and Community Standards, sanctions may be deferred while a request for procedural review is being considered.

If the VPSA/DOS or Director of Student Conduct and Community Standards decides that the request for a Procedural Review has merit (e.g., improper procedures and/or where new information would be likely to change the previous result) s/he will refer the case back to the original hearing officer for further review.

**Community Standards Board Hearing**

Any Holy Cross student who allegedly violates policy, including, but not limited to the Code of Student Conduct, may be referred to the Community Standards Board (CSB), when the severity of the alleged offense may result in suspension or dismissal from the College, or when there are important community wide concerns connected with the incident. When more than one student is charged as a result of the same incident, one Community Standards Board hearing is generally conducted. Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the college, is retained by the VPSA/DOS or designee.

**Pre-Hearing Meeting**

Prior to a Community Standards Board hearing, the accused student will meet with the hearing coordinator usually the Director of Student Conduct & Community Standards, for a pre-hearing meeting. In the pre-hearing
meeting the accused student will review the information that is the basis of the allegation and determine how they wish to proceed. Accused students have three options in a pre-hearing meeting.

**Option 1:** Student chooses to accept responsibility for the violation(s). In this circumstance there is no hearing and the case will then be referred to the VPSA / DOS or designee for sanctioning with a sanction recommendation from the Director of Student Conduct & Community Standards. In instances where a student has been charged with multiple violations, the student must accept responsibility for all violations, or choose Option 3. Student is not afforded an appeal if student chooses Option 1, however a procedural review may be requested.

**Option 2:** Student chooses to accept responsibility for the violation(s). In this circumstance there is no hearing and the case will then be referred to the VPSA / DOS or designee for sanctioning with a sanction recommendation from the Community Standards Board. In instances where a student has been charged with multiple violations, the student must accept responsibility for all violations, or choose Option 3. Student is not afforded an appeal if student chooses Option 2, however a procedural review may be requested.

During this meeting the hearing coordinator will present the board with the facts of the student’s current violation and any disciplinary history. The student will then have an opportunity to make a statement to the hearing board and the board will have an opportunity pose questions to the student. After the meeting the board will offer a recommended sanction to the VPSA. Characters references, whether in person or in writing will not be permitted in this meeting. Final recommendations shall reflect the majority opinion of the hearing panel.

Following this meeting the VPSA/DOS may take the following actions on a board’s recommendations:

a. accept the recommendations in their entirety;

b. alter the recommended sanction by making it more severe, less severe or otherwise different.

*Please note : students are not afforded an appeal if they choose Option 1, however a procedural review may be requested.*

**Option 3:** Student chooses to contest the charge(s), at which time the pre-hearing meeting will be used to review the hearing procedures, and schedule a time and date for the upcoming hearing (normally no less than 7 days from the pre-hearing meeting).

In the event that an accused student does not attend a pre-hearing meeting, a Community Standards Board Hearing may be scheduled in accordance with procedures.

**Community Standards Board Procedures**

**Preceding the Hearing**

Student complainants must meet with the hearing coordinator prior to the hearing to review the hearing process. It is not always necessary for non-student complainants to meet with the hearing coordinator prior to the hearing.

All case materials must be submitted no later than 72 hours prior to the hearing. Charged students and complaining students will be allowed to review case materials in a manner to ensure an equal opportunity to review materials. One student may not review another student’s statement(s) until all such statements have been received. In certain situations it may be necessary for the Director or hearing officer, to adjust the written materials timeline.

Both complainants and accused students may inspect the case file prior to the hearing. Case files are maintained in the Office of Student Conduct and Community Standards, and may not be copied or otherwise taken from the office. In certain circumstances it may be necessary to provide electronic access to case materials via a secure site.

The accused and the complainant are informed of the names of the members of the hearing panel scheduled to hear the complaint no fewer than 72 hours prior to the hearing. If the complainant or the accused has particular
information as to why a specific person should not be a part of the panel hearing the case, either of these parties must present the information to the Director of Student Conduct and Community Standards or designated hearing coordinator in writing within 24 hours of being notified. If the Director deems that there is information to suggest a conflict, another board member will be substituted. The decision of the Director or hearing coordinator on challenges is final.

Board members are expected to notify the Director or hearing coordinator if they suspect a potential conflict with any party participating in a board hearing.

The hearing board shall receive all written materials prior to the scheduled hearing. The Director of Student Conduct & Community Standards or designated hearing coordinator may meet with hearing panel for consultation regarding procedural elements at any time prior to or during the hearing or deliberations.

Withdrawal of Complaints
In complaints referred to the Community Standards Board, the complainant may, at any time before the hearing, request in writing to the Director of Student Conduct and Community Standards that the complaint be withdrawn. The Chair of the designated hearing, in consultation with the Director of Student Conduct and Community Standards, will consider the request and whether the interests of the College community would be better served by hearing the complaint. If the chair decides that the complaint will be heard despite a request for withdrawal, the complainant will not be required to participate in the hearing. The chair’s decision whether to approve or deny the request is final.

If the request to withdraw a complaint is made prior to a hearing panel being formed, the Director or Student Conduct and Community Standards will consult with the Vice President for Student Affairs / Dean of Students and consider the request and whether the interests of the College community would be better served by hearing the complaint. The Director’s decision whether to approve or deny the request is final.

Privacy
All parties including the responding student, the complaining and the hearing board, must respect privacy. Students appearing before a board, their advisors and witnesses, must not communicate with any member of the board or with the complaining party and or their witnesses prior to the hearing. Any act which violates this expectation of privacy may be dealt with as a subsequent violation or as grounds for dismissal from the hearing. Any implied or actual act of intimidation, harassment or retaliation is strictly prohibited and may also be dealt with as a subsequent charge. Hearing results shared with a victim/ accuser are private and should be treated as such.

Duties of Chairpersons
Chairpersons of Community Standards Boards determine the permissibility, order of witnesses, duration of statements, determine appropriateness of questions and witness statements, and serve as the principal liaison between the Board and the Director of Student Conduct & Community Standards or designated hearing coordinator. The Chair will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person including the accused student, who disrupts a hearing, may be excluded by the chair. The Chair may recess the hearing at any time. The Chair has final authority on all procedural matters during the hearing.

Advisors
Students are strongly encouraged to be accompanied by an advisor at a Community Standards Board hearing. An advisor may be a faculty, student or staff member of the College. Students who wish to be accompanied by an advisor to a Community Standards Board hearing, must inform the Director of Student Conduct & Community Standards a minimum of 48 hours in advance of the hearing, indicating the name and contact information for the advisor. The Director of Student Conduct & Community Standards can provide students with the names of individuals who might be willing to serve in this role.

The role of the advisor at the hearing is limited. S/he is not entitled to address the Board directly or otherwise speak for a student in the hearing. The student and his/her advisor can confer at any point during the hearing,
however, the advisor should not formulate specific questions, responses, or statements for the student. Violations of these guidelines may result in the advisor being excused from the hearing. Faculty, students or staff may not serve as an advisor to a family member.

**Witnesses**

In certain circumstances it may be important to hear from witnesses in an Administrative, Peer Conduct or Community Standards hearing. Prior to a hearing, potential witnesses must submit a written statement regarding the information they wish to provide. Statements will be reviewed prior to a hearing, and a decision will be made about their admissibility. In Community Standards Board hearings, the Chair of the board will make this decision. In Administrative or Peer Conduct hearings the Director of Student Conduct and Community Standards will make this determination. Witnesses may not appear for the sole purpose of providing information about a party’s character.

**Attorneys**

Holy Cross officials involved in the disciplinary system will only discuss procedural matters with attorneys. All other questions or concerns (written or verbal) will be referred directly to the Office of the General Counsel. All substantive questions, concerns, or comments concerning student discipline, as well as any written correspondence, including the filing of an appeal, must come directly from the student(s) involved. Attorneys may not attend disciplinary hearings or conferences.

**Recording of Hearings**

Community Standards Board hearings (not the deliberations) are recorded for the use of the VPSA/DOS and/or the appeal officer as appropriate and for students who are appealing a decision. Students may make arrangements to listen to the recording by scheduling an appointment with the Director of Student Conduct & Community Standards. Students are not permitted to remove recordings from the office or make copies. Recordings, notes and all materials related to a case remain the sole property of the College. In most occasions, at the completion of the internal appeal process these recordings are destroyed.

**Basis for Findings**

The standard or basis for findings refers to the criterion or measure of proof that is used to assess if a student is responsible or not for violating Community Standards.

The basis for findings used during Community Standards disciplinary proceedings is "more likely than not." More likely than not means that more than 50% of the information presented indicates a violation has occurred and a student will be found responsible.

Decisions which can be made by the Community Standards Board are “responsible,” “not responsible,” “no finding,” or “responsible for a lesser inclusive charge.” If the decision is “responsible,” the board may recommend sanctions up to and including college dismissal.

**The Community Standards Board Hearing**

I. The Chairperson will convene the board, have all parties introduce themselves, explain the purposes of the board, address the issues of honesty and confidentiality, and explain the role of advisors if any are present. All witnesses will be asked to leave the room.

II. Both parties will be asked if the Director of Student Conduct & Community Standards or designated hearing coordinator offered them the opportunity to challenge any board members for cause.

III. Chairperson reads the allegation against the accused.

IV. The accuser is given an opportunity to present her/his statement. The accused is given an opportunity to respond.

V. Board members question both parties.
VI. Each side is given an opportunity to question the other. This may be done through the Chair.

VII. Witnesses are brought into the room individually and answer questions from all parties. Witnesses for the accuser are heard first. Questions for witnesses from the accuser and accused may be directed through the Chair.

VIII. The accuser and the accused, respectively, are given the opportunity to make a final summary statement to the panel.

IX. Upon hearing all relevant information, the panel adjourns to deliberate.

X. The panel will determine if it is more likely than not that the accused has violated Community Standards. If a finding of responsibility is determined, the panel will then recommend appropriate sanctions.

XI. The findings and recommendations will be forwarded to the VPSA/DOS.

XII. Final recommendations shall reflect the majority opinion of the hearing panel.

XIII. The Board may choose to meet with the accused and, if permitted by applicable privacy laws, complainant (may be done separately or together) to inform each party of the findings and recommendations being forwarded to the VPSA/DOS, or designate the hearing officer to inform the accused and complainant of their recommendations.

XIV. The hearing officer shall be responsible for providing written notification of the findings and recommendations to the accused and accuser within two business days after the conclusion of the hearing. Final results of a disciplinary proceeding may only be shared in accordance with privacy law.

XV. The VPSA/DOS may take the following actions on a Board’s recommendations:
   a. accept the recommendations in their entirety;
   b. alter the recommended sanction by making it more severe, less severe or otherwise different;
   c. refer the case to a new Community Standards Board to be reheard in its entirety;
   d. remand the case to the original hearing board panel for further review.

* It certain circumstances it may be necessary for parties to participate in a hearing remotely, via telephone or video conference.

Appeals
A student has the right to appeal a decision of a Community Standards Board Hearing if the student can demonstrate a) a lack of fairness in the procedures, b) a violation of the process, or c) there is significant new information (previously unknown) that has been revealed or discovered which alters the facts of the matter and may alter the outcome.

Appeals are reviewed by the Vice President for Student Affairs / Dean of Students or designee. The severity of a sanction is not a legitimate ground for an appeal however a student may ask that the appeals officer to review the sanction as part of the appeal process. Letters of appeal addressed to the Vice President for Student Affairs / Dean of Students, or designee and must be received within five (5) business days of the date of the decision letter.

If the VPSA/DOS or designee decides that the appeal has merit (e.g., a case in which there is proof of improper procedures and/or where new information would be likely to change the previous result) s/he may:
   a. alter the recommended sanction by making it more severe, less severe or otherwise different;
   b. refer the case to a new Community Standards Board panel to be reheard in its entirety;
   c. remand the case to the original hearing board panel for further review.

If the VPSA/DOS or designee decides that the appeal does not have merit, the sanctions are immediately imposed.

Community Standards Board Membership
Each panel of the Community Standards Board is composed of five members selected from the faculty, administration and student body with a representation of two students, at least one faculty member, at least one staff member, and the fifth member may be either faculty or staff. The Chairpersons for each panel of the
Community Standards Board will be designated by the Director of Student Conduct and Community Standards or hearing coordinator.

Faculty board members are appointed for a staggered three-year term by the Provost and Dean of the College. Administrative staff board members are appointed for a staggered three-year term by the Vice President for Student Affairs/Dean of Students. Student board members consist of recommendations by the Student Government Association and are appointed through their graduation by the Vice President for Student Affairs/Dean of Students upon the recommendation of the SGA Executive Board. At least one student and one faculty member of the Community Standards Board pool shall be elected members of the Student Life Council.

The VPSA/DOS and Director of Student Conduct and Community Standards may fill any openings on the Community Standards Board that occur during the academic year. In consultation with the VPSA/DOS, the Director may dismiss a member of the Board for failure to support the regulations, non-completion of duties, breach of privacy, or if a student member is found responsible for violating College rules/regulations.

**Disciplinary Action While Criminal Charges Are Pending**

When a student has been arrested or is otherwise subject to criminal charges the student is required to immediately report this information to the Office of Student Conduct and Community Standards. Students may be accountable both to civil authorities and to the College for acts that constitute violations of the law and of the College community standards and/or other College policy, rule or regulation. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. It may be necessary to place a student on an interim suspension in certain circumstances if the College chooses to defer disciplinary action, pending the resolution of a criminal complaint.

**Interpretation**

The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. These regulations are not written with the specificity of a criminal statute. Any question of interpretation regarding these disciplinary procedures shall be referred to the VPSA/DOS and/or Director of Student Conduct and Community Standards for consideration.

**Parental/Guardian Notification**

At the discretion of the VPSA/DOS, the Director of Student Conduct and Community Standards or designated hearing officer, disciplinary decisions and sanctions may be shared with the student’s parent(s) or guardian, and/or other appropriate College officials. This information is shared in a spirit of partnership to communicate concerns and assist in the success, development and education of students. Parents or family members may not attend any disciplinary hearings or conferences in any capacity.

**Student Groups**

Student groups including teams, clubs or any other student organization may be held collectively and individually responsible for violations of community standards for actions committed by members on behalf of the organization. Disciplinary actions against an organization is separate from actions that may be taken against individuals. Student groups are subject to an administrative hearing process. When allegations against a student group are made, officers, leaders or captains may represent the organization. Sanctions for student groups, team, clubs or other student organization may include revocation or denial of registration or recognition, suspension of organizational activities for a defined period of time or other sanctions appropriate to the circumstances.

**Disciplinary Records**

Student discipline records are considered educational records and are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Disciplinary records of all students are kept secured in the Office of Student Conduct and Community Standards and used for internal statistical reporting and external reporting required by law and federal regulations. They are also maintained by the office to assist in completing clearance forms for graduate schools, and employment background checks.
Following a student’s graduation, in response to background check requests and other external requests for disciplinary history, with the student’s prior written consent, the College will disclose suspensions and dismissals but will not disclose other sanctions unless required by applicable law. Student discipline files are maintained by the College until the end of the applicable statute of limitations period.

A record of disciplinary probation may impact a student’s ability to participate in various activities or roles on campus. These may include serving as a resident assistant, student government officer, orientation leader, hearing board member, or other leadership role. Students who have been placed on probation may also be excluded from participating in the study abroad program, or living off-campus.

If a student is actively on disciplinary probation this is noted on the Dean’s Clearance form used for external requests for a student’s disciplinary history.

Withdrawal and Readmission
Information regarding student leaves and withdrawals is detailed in the College catalog. In the event a student voluntarily withdraws from the College while a complaint is pending, his/her academic dean will be notified. The Academic Dean’s Office will be informed that the student shall not be permitted to re-enroll until the matter has been satisfactorily resolved. Any such request for readmission will be reviewed and, if appropriate, permission granted at the sole discretion of the VPSA/DOS or designee. In cases when a student has withdrawn from the College with charges pending the Dean’s Clearance form will indicate: Withdrawn with disciplinary charges pending.

Sanctions
Because each violation of the college’s community standards is different, involving unique factors and individuals, it is difficult to prescribe standardized sanctions for all violations. Sanctions for violations of community standards range from a statement of concern to dismissal from the College, depending on the magnitude and specifics of the incident. The various sanctions for student misconduct are defined as follows:

Statement of Concern: A hearing officer may issue a statement of concern to a student for a minor violation of community standards. Such statements are placed in the student’s discipline file and may be the basis for further disciplinary action if a similar violation occurs in the future.

Alcohol or Drug Education: Students found responsible for violating the alcohol or drug policies may be sanctioned to complete an educational assignment related to substance use / abuse. This may include required substance abuse counseling off-campus.

College Warning: A College warning is written notification to the student that his or her behavior has violated community standards. Any additional misconduct may result in further disciplinary action.

Loss of Privileges: Denial of specified privileges for a defined period of time (e.g., guest, computer, housing lottery, residence hall visitation, dining services, living off-campus, representing the College at an athletic event, co-curricular activity, work study job, etc.). This also includes restricting participation in events such as senior week.

Fine: A monetary fee may be imposed which must be paid.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service, monetary, or material replacement.

Community Restitution: Community Restitution is uncompensated work / service on campus or off at a non-profit community services agency. Students assigned community restitution may also be assigned a reflection paper about their experience.

Educational Project: Completion of a project or research / reflection paper specifically designed to help the student reflect on the incident.

Administrative Relocation: Required relocation to another room within the residence hall system.
Stay-Away Order: A Stay-Away Order may be imposed in instances where it is determined that a student poses a potential threat to another or to maintain general order on campus. This order, specific to a person and/or location, would prohibit the subject from having any further direct or indirect contact with the person in any manner or media (e.g., e-mail, mail, telephone, instant message, face to face, or any contact through a third party, etc.) with one or more other individuals. A Stay-Away Order may be imposed prior to a hearing, or as a result of a hearing. Violation of a Stay-Away Order could result in either further adjudication or possible residence hall or College suspension or dismissal.

Residence Hall Probation: A written reprimand for violation of community standards. Residence Hall Probation is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional community standards violation during the probationary period. A record of Residence Hall probation will likely preclude a student from receiving permission to live off-campus.

Residence Hall Suspension: Revocation of residence hall privileges for a defined limited period of time.

Housing Agreement Cancelation: Revocation of residence hall privileges. A student may be eligible to reapply for on campus housing after a defined period of time, and or other specified requirements are met.

Disciplinary Probation: Probation indicates to a student that his or her behavior found in violation of the community standards has resulted in a sanction that is close to suspension. It is imposed for a specified period of time. Any further misconduct while on probation may result in suspension from the college. Disciplinary probation may also place specific restrictions and extra requirements on the student. These conditions will vary with each case and may result in restriction from participating in intercollegiate athletics, extracurricular and residence life activities, student leadership positions, and/or involve other requirements.

Off-Campus Probation: Serves notice to students who are living off-campus that any future disturbances or police calls to their apartment or house, can result in their off-campus permission being revoked regardless of the financial impact of a lease or other legal obligations. Students who have their permission revoked will be required to return to on campus housing with its attendant expense, or move to another housing arrangement approved by the College.

Revocation of Off-Campus Permission: Students who have their permission revoked will be required to return to on campus housing with its attendant expense, regardless of the financial impact of a lease or other legal obligations, or move to another housing arrangement approved by the College.

College Suspension: Suspension prohibits the student from attending the College and from being present without permission on College property or at any College event or activity for a specified period of time, usually no less than one academic semester. The Director of Student Conduct and Community Standards will determine the effective date of this sanction. Students who are suspended must complete all other imposed sanctions prior to petitioning for re-enrollment.

College Dismissal: Dismissal is the permanent separation of a student from the College. Dismissals are noted on the student’s permanent education record.

Note: Failure to Comply with the terms of an imposed disciplinary sanction. Noncompliance with or failure to meet the terms of a sanction imposed at any discipline hearing may result in residence and/or college suspension or loss of College privileges. Participation in residence hall room selection and/or class registration may also be delayed for noncompliance.

Student Identification – Crusader OneCard Each student of the College of the Holy Cross is issued a Crusader OneCard. This card serves as your student Identification (ID) Card. The Student ID card serves as proof of status with the College and provides access to many resources provided by and available through the community such as dining hall meals, access to buildings and residence halls, use of the libraries and athletic facilities.
All students must maintain and carry a current ID card for the entire period that they are affiliated with the College. The cardholder is responsible for the care and safekeeping of the ID card. The ID card should be protected and carried by the student at all times. Protecting the ID card reduces the risk of abuse related to privileges and funds associated with the ID card and extend the life of the ID card. Holes should not be punched in the ID card and the use of stickers, pins, or other items affixed to the ID card is prohibited. The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields. No one other than the student to whom the card is issued is to use or possess the ID card. The ID card must be presented upon the request of any Holy Cross administrator, faculty member, Residence Life staff member or Public Safety officer.

Lost or damaged cards should be reported to the College’s Public Safety Department immediately. Replacement cards will be issued for a fee.

**Voter Registration and Education**

Participating in dialogue about basic human questions, called for by the College’s Mission Statement, involves participating in the political process. The **Office of Student Involvement in conjunction with the Office of Government and Community Relations** offers students opportunities to engage in and learn about the political process and encourages students 18 years of age and older to register and to vote. The Office of Student Involvement in conjunction with the Student Government Association offer a free service, TurboVote, to help students register to vote, receive election reminders and offers easy access to requesting absentee ballots.