

Silver Lake College

2018-2019

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Dear Students,

Welcome and welcome back to Silver Lake College of the Holy Family! Each of you will be entering into an incredible journey during this academic year. You are joining a learning community filled with gifted and energetic students, faculty, and staff focused on the success of each student. The faculty and staff of Silver Lake College of the Holy Family are committed to supporting you on your path toward achieving your educational, personal, and professional goals.

This Student Handbook will acquaint new students, and remind returning students, about all that Silver Lake College of the Holy Family has to offer. In these pages you will see descriptions of the many services and activities available to students, as well as the community standards governing academic life and our campus community.

Our message to all members of our community is for each of us to embrace life-long learning. We all learn from and teach one another, every day. Our Franciscan heritage tells us that we are all travelers on the journey of life, supporting, listening, rejoicing, celebrating, and challenging each other along the path. We look forward to journeying with each of you this year. We will listen to your ideas, and together, we will make Silver Lake College of the Holy Family an even better place.

When you see faculty and staff on campus, we invite you to reach out and strike up a conversation about the College – or any topic of your choice. As you take on campus employment and leadership roles and actively get involved, remember that you will not only be learning and developing life skills, but also you will be doing the important work of building community and serving others.

Again, welcome to Silver Lake College of the Holy Family! We hope your year ahead will be happy and successful.

Go Lakers!

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MISSION STATEMENT

Silver Lake College is a dynamic learning community that empowers students through a quality liberal arts education integrated with professional preparation offered in an environment of mutual respect and concern for persons, based on the principles and truths of Franciscan Catholic tradition.

VISION STATEMENT

Silver Lake College of the Holy Family will prepare learners for the 21st Century through a dynamic Franciscan Catholic education which energizes faith, strengthens knowledge, guides leadership and inspires service.

GOALS

Silver Lake College of the Holy Family strives:

- To develop a community of life-long learners
- To provide educational opportunities for professional preparation within a liberal arts experience
- To prepare students for self-directed intellectual inquiry and aesthetic appreciation
- To foster commitment to Christian values, service, and leadership in the world community.

SYMBOLS OF SILVER LAKE COLLEGE OF THE HOLY FAMILY

The Mariner's Compass is connected to the *Lakeshore* Area, Manitowoc, and the linkage to east central Wisconsin which shares that heritage. The singular function of a compass is to pinpoint true north for the traveler. From that focal point, all other directions can be determined. So, too, are we as a College Community focused on the direction that we collectively experience.

The College Seal, Coat of Arms of Silver Lake College of the Holy Family, bears symbols of the heritage of the College founded and sponsored by the Franciscan Sisters of Christian Charity. Prominent in the design is the tau cross. Adapted from the Greek letter tau, it is used by the Lateran Council of the Church held in 1213 to symbolize its theme-spiritual renewal. Francis of Assisi, staunchly dedicated to the church, at once adopted the tau cross as his mark or signature.

The tau cross and pierced hand of Christ and Francis of Assisi are shown representing commitment to the gospel way of life, the foundation of Christian renewal. The torch symbolizes the light of faith in God which brings wisdom as it touches life. The effect is peace or well-being spoken in the Latin phrase, *Pax Huic Domui*—"Peace to this house."

Freddy the Pheasant is Silver Lake College of the Holy Family's mascot. Freddy's connection with the college originated in the 1960s with a mounted pheasant on loan to the library from the biology lab. This location made him the target of many pranks from being dressed in costume to "kidnapping" by the student body. Although the original Freddy was eventually returned to the biology lab, another pheasant was acquired for the students. He has been the official mascot of the college since 1975.

HISTORY AND TRADITION

Silver Lake College of the Holy Family, founded in 1935 by the Franciscan Sisters of Christian Charity, has been an important part of their heritage and mission.

Over 800 years ago the Christian world was blessed with a humble man, Francis, from the small town of Assisi in Italy, whose life and ideals captured the hearts of people of all nations and religions. In 1869, this unpretentious man, time-bound by birth but timeless in spirit, inspired the five foundresses of the Franciscan Sisters of Christian Charity to choose his way of life as their example of community and service.

From meditating on the Gospels, a simple but profound spirituality developed for Francis of Assisi. Opening his heart generously to the Word of God, he assimilated and lived the Gospel message and was a light to the world. This Gospel life was characterized by mutual love, respect of the individual, peacemaking, and reverence for creation.

Living the Gospel values motivates the Franciscan Sisters of Christian Charity and is an unceasing challenge in their life and ministry. The Gospel life, the core of the Franciscan life, is the foundation of Silver Lake College of the Holy Family. At the heart of the liberal arts experience, these values provide principles on which professional studies are based. Living a Gospel life of charity and faith, of healing and forgiveness, of acceptance and gratitude, Silver Lake College of the Holy Family aspires to be a living reality of Christ in the world. This is the brand promise: Learning to Connect the Mind and Spirit the Franciscan Way.

Each year the college community explores one of four fundamental Franciscan values.

FRANCISCAN VALUES

- Reverence for Creation
- Community
- Peacemaking
- Compassion

PRAYERS OF ST. FRANCIS OF ASSISI

Prayer Before the Crucifix

Most High,
glorious God,
enlighten the darkness of my heart
and give me
true faith,
certain hope,
and perfect charity, Lord
that I may carry out

Your holy and true command

The Canticle of the Creatures

Most High, all-powerful, good Lord,

Yours are the praises, the glory, the honor, and all blessing,
To You alone, Most High, do they belong,
and no human is worthy to mention Your name.

Praise be You, my Lord, with all your creatures,
especially Brother Sun,
who is the day and through whom You give us light.

And he is beautiful and radiant with great splendor;

And bears a likeness of You, Most High One.

Praise be You, my Lord, through Sister Moon and the stars:
in heaven You formed them clear and precious and
beautiful.

Praise be You, my Lord, through Brother Wind,
and through the air, cloudy and serene, and every kind
of weather,
through whom You give sustenance to Your creatures.

Praise be to You, my Lord, through Sister Water,
who is very useful and humble and precious and chaste.

Praise be You, my Lord, through Brother Fire,
through whom You light the night,
and he is beautiful and playful and robust and strong.

Praise be You, my Lord, through our Sister Mother Earth,
who sustains and governs us,
and who produces various fruit with colored flowers
and herbs.

Praise be to You, my Lord, through those who give pardon
for Your love,
and bear infirmity and tribulation.

Blessed are those who endure in peace

For, by You, Most High, shall they be crowned.

Praise be You, my Lord, through our Sister Bodily Death,
from whom no one living can escape.

Woe to those who die in mortal sin.

Blessed are those whom death will find in Your most
holy will,

for the second death shall do them no harm.

Praise and bless my Lord and give Him thanks
and serve Him with great humility

Blessing of St. Francis

May the Lord bless you and keep you.

May He show His face to you and be merciful to you.

May He turn His countenance to you and give you peace.

May the Lord bless you.

(Francis of Assisi: Early Documents, V.1)

Peace Prayer (attributed to St. Francis of Assisi)

Lord, make me an instrument of your peace

where there is hatred, let me sow love;

where there is injury, pardon;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

O Divine Master,

grant that I may not so much seek to be consoled as to
console,

to be understood as to understand,

to be loved as to love;

for it is in giving that we receive;

for it is in pardoning that we are pardoned;

and it is in dying that we are born to eternal life.

Amen.

ACADEMIC CALENDAR 2018-2018

FALL 2018

August 20	Monday	First-Year Learning Community Courses begin
August 27	Monday	Fall Term & Session I begin
August 31	Friday	Add/drop deadline for 16 week and Session I courses
September 3	Monday	Labor Day—No Classes
September 15	Friday	Deadline to apply for May 2018 graduation
September 27	Thursday	Last day to withdraw with a “W” for Session I courses
October 20	Saturday	Session I ends
October 22	Monday	Session II begins
October 22-23	Monday-Tuesday	Fall Break (16-week session only)
October 26	Friday	Add/drop deadline for Session II courses
November 1	Thursday	Last day to withdraw with a “W” for 16 week courses
November 21–23	Wednesday-Friday	Thanksgiving Break – No Classes
November 26	Monday	Last day to withdraw with a “W” for Session II courses
December 15	Saturday	Fall Term & Session II end

SPRING 2019

January 9	Wednesday	Spring Term begins
January 14	Monday	Session I begins
January 15	Tuesday	Deadline to apply for August 2018 graduation
January 18	Friday	Add/drop deadline for 16 week and Session I courses
January 21	Monday	Martin Luther King, Jr. Day – No classes
January 25	Friday	SLC Serves Day
February 11	Monday	Last day to withdraw with a “W” for Session I courses
March 19	Saturday	Session I ends
March 11	Monday	Session II begins
March 11-15	Monday-Friday	Spring Break (16-week session only)
March 15	Friday	Add/drop deadline for Session II courses
March 19	Tuesday	Last day to withdraw with a “W” for 16 week courses
April 11	Thursday	Last day to withdraw with a “W” for Session II courses
April 19	Friday	Good Friday-No Classes
April 22	Monday	Easter Monday-No Classes
April 25	Thursday	Symposium
May 5	Saturday	Spring Term & Session II end
May 11	Saturday	Commencement Ceremony
May 15	Tuesday	Deadline to apply for December 2018 graduation

GENERAL COLLEGE POLICIES, PROCEDURES AND INFORMATION

ACCIDENT AND/OR ILLNESS

In case of an accident or serious illness while on campus, students should inform the Office of Safety and Security (ext. 179 or 920-374-9993). While college personnel may advise students who become ill or injured, insurance regulations prohibit the college from assuming liability; responsibility for actions taken rests with the student unless otherwise indicated (See Emergency Procedures).

ANIMALS IN THE BUILDING

Live animals are not allowed inside Silver Lake College unless it is a service animal used by a person with disabilities or an animal used for class purposes. In the latter case, written permission must be obtained from the class instructor, stating the name of the individual bringing the animal, the purpose for the visit, and the date and time of the visit. This information must be forwarded to the Office of Academic Affairs for approval, at least three days in advance of the class visit.

ANNOUNCEMENTS (OFFICIAL)

Official information relative to academic programming, course schedules, updates, notices, and government mandated published reports are found on the Silver Lake College of the Holy Family website: www.sl.edu. Announcements for the College community are posted on the portal: my.sl.edu.

ANTI-BULLYING/HEALTHY CAMPUS

Purpose: To educate the college community about bullying, to promote civility, and to take immediate corrective action when appropriate.

Policy

Silver Lake College of the Holy Family endorses and promotes a healthy campus culture. The College prohibits conduct which may be interpreted as bullying or harassment as described in this policy. The College wishes to promote a friendly, welcoming, and healthy environment in conjunction with College's Mission Statement. Every individual is entitled to be treated with respect and to be free from bullying and harassment. All members of the College community are expected to behave in a manner which demonstrates proper regard for the rights and welfare of others. Staff are required and students are strongly encouraged to provide support to individuals who are bullied or harassed and to report incidents to the appropriate college official. This anti-bullying policy applies to the entire College community, including full time and part time administration, faculty, staff, students, contractors, consultants, and vendors. It includes conduct in the workplace and conduct in connection with work-related travel and/or at College-sponsored events. It also expands harassment beyond the protected classes to include the entire College community.

Education/Prevention

This policy will be circulated annually to all employees and students through the Office of Human Resources along with the annual distribution of the following: Affirmative Action/Equal Opportunity/Diversity Plan, Drug Free Schools and Sexual Misconduct Policy. Additionally, the Anti-Bullying Policy will be included in all electronic and paper versions of the College's Policy Manual. Staff will facilitate workshops during the academic year for students and employees to educate around the topic of bullying.

Definition

Bullying consists of abusive conduct, relative to acts, omissions, or both, that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct and without regard to the method of delivery, such as verbal, written or electronic. Abusive conduct may include, but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct of a threatening, intimidating, or humiliating nature; the sabotage or undermining of an individual's work performance; or attempts to exploit an individual's known psychological or physical vulnerability. A single act normally will not constitute abusive conduct, but an especially severe and egregious act may meet the standard.

Disciplinary Action

Violations of this policy are subject to disciplinary action in accordance with College policy.

Procedures for Reporting

Normal channels of reporting alleged bullying will be used in accordance with the Student Handbook and College procedures. Investigations of complaints of bullying will be done expeditiously and with the highest level of confidentiality.

Reporting Violations by Students

Complaints of bullying should be reported immediately to the Campus Safety or Residential Life staff (24 hour operations). Complaints may also be reported to the Dean of Students. Complaints will be investigated and forwarded to the Office of Student Development for review in a timely manner. Alleged student conduct violations stemming from complaints will be processed in accordance with the student conduct procedures outlined in the Student Handbook.

ANTI-HARASSMENT/NONDISCRIMINATION

The College expressly prohibits *any form* of unlawful harassment or discrimination based on race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state or local law. Further, improper interference with the ability of College employees to perform their expected job duties will not be tolerated.

Conduct Prohibited

With respect to harassment, the College prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of an inappropriate sexual or otherwise offensive nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic performance;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development) or academic performance;
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted or offensive comments, slurs, jokes, letters, poems, e-mail or voice-mail messages regarding race, color, religion, sex, national origin, age, disability, or any other legally protected status;
- Foul or obscene language;
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess;
- Questions about one's sex life or experiences;
- Repeated, unwelcome sexual flirtations or repeated unwelcome requests for dates;
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons;
- Inappropriate touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, grabbing, groping, kissing, or fondling;
- Leering, staring, stalking;
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.

Complaint procedure:

- Any employee who experiences any job-related harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state, or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident to Human Resources, a Vice President or the President of the College. Human Resources will conduct an investigation.
- A student who decides to formally file a complaint should contact the Office of Student Development. The Office of Student Development will consult with the Vice President of Human Resources and Operations, or designee.
- The College treats all claims of harassment and discrimination seriously. All complaints and information disclosed in the course of investigations will be treated as confidentially as possible.
- The College strictly prohibits any form of retaliation against any employee for filing a good faith complaint concerning prohibited harassment or discrimination, or for assisting in a complaint investigation. Any employee who believes that he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to Human Resources, a Vice President or the President of the College.
- Any employee who is found, after appropriate investigation, to have violated this policy will be subject to appropriate action, up to and including termination.

If further information, interpretation or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact Human Resources.

ATHLETICS

Silver Lake College sponsors men's and women's basketball teams, men's and women's cross country teams, men's and women's soccer teams, a women's volleyball and a softball team. To be eligible for participation in intercollegiate sports, students need to meet the following requirements: be a full-time student (carry at least 12 credits per term) and maintain a cumulative grade point average that reflects the NAIA and Institution's requirements. All eligibility decisions will be determined initially from NAIA (by going through the NAIA Eligibility Center) and then continuing eligibility by the institution's Faculty Athletics Representative, Registrar, Athletics Director and Head Coach.

Silver Lake College is a member of the United States Collegiate Athletic Association (USCAA) and the National Association of Intercollegiate Athletics (NAIA).

CAFETERIA

The cafeteria features meal service throughout the school year. Meals are available to the students, faculty, staff, and guests. Residential and commuter meal plans per term are available. Service hours are posted in the Dining Hall and at silverlake.sodexomyway.com. Information on menus can also be found on Sodexo's Bite app. Please contact Sodexo with questions.

CAMPUS MINISTRY

The Campus Ministry department is open to all members of the college community. The staff strives to walk alongside you during your college experience to help you address religious, spiritual, ethical, and personal questions and to grow in your relationship with Christ and others.

Campus Ministry can help when:

- You have questions about your faith, but don't know where to begin.
- You want to put your faith into action, but don't know how.
- You need help adjusting to campus life or are lonely or homesick.
- You are in conflict with friends or a roommate.
- You are grieving the death of a friend or loved one or the end of a relationship.
- You desire a small faith community for support and reflection, or a Bible study group.
- You want some guidance on life-changing decisions.
- You would like to learn more about the Catholic Church or Franciscan spirituality.
- You are worried about classes or grades.
- You just need to talk.

Programs sponsored by Campus Ministry include, but are not limited to:

- Mass
- Adoration
- Ecumenical prayer services
- Praise & Worship Opportunities
- Retreats
- Social justice education/programs addressing poverty and hunger
- Local community projects and service opportunities
- Alternative Spring Break mission trips

CAMPUS SAFETY AND SECURITY

Silver Lake College of the Holy Family is a dynamic learning community that strives to create an environment of mutual respect and concern for all persons. We are committed to offering students, faculty, staff and visitors of Silver Lake College of the Holy Family opportunities for meaningful and positive experiences in the pursuit of educational, employment and social goals.

Our Campus Safety and Security works in partnership with the Offices of Student Development and Residence life, in addition to Plant Services, to provide security assistance and ensure campus safety oversight. The Office of Safety and Security also enjoys a close working relationship with emergency management service providers of Manitowoc County.

A safe and secure campus environment which promotes learning and social harmony is achieved through the cooperation of all its members. Each person is a partner in this mission. Information presented via the College web page is designed to support the safety and security objectives of the Silver Lake College of the Holy Family community. Further information can also be accessed on my.SL under the Campus Safety tab.

CAMPUS SECURITY AUTHORITY

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) requires this institution of higher education to gather and disseminate reported criminal activity which affects the geographic area of Silver Lake College of the Holy Family, students, and employees.

A Campus Security Authority within the Silver Lake College of the Holy Family organization is a person to who has the responsibility to receive information about criminal activity affecting the College. The Campus Security Authority is required to forward information about all reported criminal activity to the Office of Campus Safety, or to local law enforcement officials.

Silver Lake College of the Holy Family Campus Security Authorities include: President, Vice Presidents, Dean of Students, Residence Hall Director, Resident Assistant/Community Advisor, Athletic Director and Coaches, Director of Facilities, and Campus Safety & Security Specialists.

Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, or other third party.

CAMPUS STORE

The campus store is owned and operated by Silver Lake College of the Holy Family, in collaboration with Sodexo. It is located on the second level of the main building adjacent to the Welcome Center.

CAREER RESOURCES, INTERNSHIPS AND EXPERIENTIAL LEARNING

The SLC Works Office provides services and information for resumes, career mapping, career counseling, internships, career resources listings, job postings, internet job search access, job fairs, mock interviews, networking referrals, interest inventories, temperament survey self-assessments, community service opportunities and workshops. For more information, go to www.sl.edu or call 920-686-6262.

CHECK CASHING POLICY

The Office of Student Financial Services will cash checks for students. Work study, student stipend and refund checks up to \$100 will be cashed with proper College identification. Checks can be cashed Monday – Friday during normal office hours. A \$30 non-sufficient funds fee will be charged for all returned checks.

COMPUTER ACCESS

Computers for student use are available throughout campus. All computers available to students provide productivity software such as Microsoft Word, Excel, PowerPoint, and Publisher, internet access (including LakerLink Email), and other location specific services as defined below:

- Stangel Academic Computer Lab (Rm. 226) – also provides color printing and scanning
- Library Computer Lab (in the A.R.C.) – also provides printing, scanning, laptop checkout, headphone checkout, access to multiple research databases, and Library catalog access.
- Clare Hall (1st Floor and 3rd Floor Lounges)
- Art / Graphics Lab (Rm. 108) – also provides Adobe Creative Cloud Suite, color printing, and scanning. Availability and access is by permission of the Art Department only.
- Music Lab – also provides Music composition software and Piano keyboard interface. Availability and access is by permission of the Music Department only.
- Main Hall 1st Floor – in the Laker Lounge and Study Rooms
- Welcome Center – assistance with My.SL.edu is available.

COMMUNICABLE DISEASES AND VACCINATIONS/IMMUNIZATIONS

Wisconsin legislation (2003 Assembly Bill 344) mandates that all colleges and universities annually provide students detailed information on the risks associated with meningococcal disease and hepatitis B. Students who plan on residing in the residence hall must complete, date, and sign a document affirming that the student has received the information as well as the vaccination status for meningococcal diseases and/or hepatitis B. Silver Lake highly recommends students receive all immunizations as directed by his/her licensed health care professional.

Silver Lake College of the Holy Family's commitment to integrity, human dignity, and concern for others with regard to communicable diseases is stated in the following goals:

1. To educate all members of the Silver Lake College of the Holy Family community about communicable diseases (i.e. hepatitis B and meningitis).
2. To comply with federal, state, and local health laws
3. The College will consider the special needs of students with a communicable disease through services offered by the Office of Student Development. These services include support, education and referrals.
4. The College supports and will comply with laws respecting confidentiality of individuals having a communicable disease.

HEPATITIS B

Hepatitis B is a contagious liver disease that results from infection with the Hepatitis B virus. Hepatitis B can be either acute or chronic. Acute infection can, but does not always, lead to chronic infection. Chronic Hepatitis B is a serious disease that can result in long-term health problems, and even death. Hepatitis B is spread through direct contact with blood or body fluids, exposure to contaminated needles (intravenous drug use), and sexual contact.

The hepatitis B vaccine is a series of 3 injections and is recommended for: all adolescents and young adults, athletes involved in contact sports (football, hockey, wrestling, basketball, lacrosse), and students enrolled in health care studies (nursing, occupational & physical therapy).

MENINGOCOCCAL DISEASE (MENINGITIS)

Meningococcal disease is a disease caused by the inflammation of the protective membranes covering the brain and spinal cord known as the meninges. Meningitis may develop in response to a number of causes, usually bacteria or viruses. This serious illness has a sudden onset, is highly contagious, and can result in death. **Meningococcal disease is spread most commonly** through the exchange of respiratory and throat secretions (coughing, kissing), direct contact with someone infected with the disease. The vaccine is effective for 2 of 3 types of meningococcal disease and is highly recommended for college students living in dormitories or group settings.

TUBERCULOSIS (TB)

Tuberculosis (TB) is a disease caused by bacteria called *Mycobacterium tuberculosis*. The bacteria usually attack the lungs, but can attack any part of the body, such as the kidney, spine and brain. If not treated properly, TB disease can be fatal. TB disease was once the leading cause of death in the United States. TB is spread through the air from one person to another. The bacteria are put into the air when a person with active TB disease of the lungs or throat coughs or sneezes. People nearby may breathe in these bacteria and become infected.

All Teacher Education students are required to submit verification of a current (not more than one year old) TB screening completed with a negative result in EDU 163 or EDU 180.

AIDS & ASSOCIATED CONDITIONS STATEMENT

Silver Lake College of the Holy Family, recognizing an established body of authoritative scientific information concerning Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and HIV antibodies concurs with the international epidemiological community and the National Center for Disease Control that AIDS is not a highly communicable disease.

- The AIDS virus is transmitted only through the transfer of blood or bodily fluids into the broken skin or mucous membranes of the recipient;
- Transfer of the disease occurs through sexual intercourse or other intimate sexual contact, needle puncture with an infected needle, blood transfusion, or prenatally;
- AIDS and the HIV infection are not transmitted by food, water, insects, or casual contact;
- There is no known cure for AIDS or HIV infection.

Silver Lake College of the Holy Family endorses the guidelines on AIDS presented by the American College Health Association. Silver Lake College of the Holy Family designates the Office of Student Development to assume the managerial job in providing consistent and reasonable care of an AIDS or HIV case, utilizing the advice of acknowledged medical authorities and the Manitowoc local and County Health Departments. The Office of Student Development handles the situation with appropriate confidentiality, on a case-by-case basis. The Office of Student Development is cognizant that the assistance is requested by the student or employee.

An Advisory Committee, which reviews each AIDS or HIV case consists of the Office of Student Development and other designees. Silver Lake College of the Holy Family will not exclude or dismiss a student or employee simply on the basis of a diagnosis of AIDS or HIV infection. Rather, it will support, encourage and help make possible the individual's participation within the Silver Lake community, balancing the individual's needs with the concerns of various college constituencies. The college administration emphasizes the fact that the principles of flexibility, sensitivity, simplicity, and concern for the individual, as well as the community welfare, govern Silver Lake College of the Holy Family policy.

Each member of the Silver Lake College of the Holy Family community has an obligation to seek information and learn about AIDS for protection of self and others. The College shall assist in this education through information channeled through the Student Development Office.

DIRECTORY INFORMATION

All students are notified that the following information is classified as directory information and may be published or made available to the public: name, address (permanent and local), telephone number, e-mail address, date of birth, photograph, major field of study, participation in officially recognized activities and sports, height of members of athletic teams, dates of attendance including current classification and year, matriculation and withdrawal dates, degrees and awards received, type of degree and date granted, and most recent educational institution attended. Any student who does not want this information published must complete and sign a written form in the Office of the Registrar.

DRESS CODE

SLC students are expected to dress in a manner that creates an atmosphere of professionalism and success. Students shall have freedom concerning dress unless it directly interferes with learning or health. Courses and campus employment may have different expectations for dress, which must be followed

DRUG AND ALCOHOL POLICY

In compliance with federal law, the Silver Lake College of the Holy Family alcohol and drug use policy is included below for student and employee review. Please review the policy below.

Silver Lake College of the Holy Family absolutely prohibits the unlawful and unauthorized possession, use, or distribution of alcohol and the unlawful and unauthorized possession, use or distribution of illicit drugs by students and employees on its property or as a part of any of its activities. Possession and/or consumption of alcoholic beverages and/or containers in all areas of the Silver Lake College of the Holy Family campus is prohibited. The President may grant exceptions to this prohibition.

In addition, student and employees are strictly prohibited from being under the influence of alcohol or illicit drugs while representing Silver Lake College of the Holy Family whether on the premises or not. Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, or the safety of the employee or others in the workplace.

Health Risks of Alcohol and/or Drug Use

Individuals over 21 years of age have the right to choose to consume alcohol. Silver Lake College of the Holy Family urges those individuals to exercise sound judgment and responsibility in making that decision. Silver Lake College of the Holy Family does not condone underage consumption of alcohol.

Alcohol is a central nervous system depressant. Initially it may appear to stimulate a person and reduce inhibitions. Greater amounts of alcohol will depress deeper parts of the brain, leading to loss of judgment and impaired sensory perception and motor skills.

Risks from excessive drinking, even if only occasional, include: physical and sexual assault, fights, injuries, and diminished academic performance. Brain damage from alcohol abuse is permanent and recent studies suggest that the brain development continues into a person's early 20's making that damage more significant.

Abuse of alcohol can pose a number of other health risks, both physical and psychological such as impaired ability to reason; damage to the heart and liver; irritation of the stomach lining, possibly leading to ulcers; and depression of brain centers, causing poor coordination, confusion, disorientation, stupor, anesthesia, coma, and death.

Marijuana produces an intoxicating effect that slows reasoning abilities. Concentration and problem-solving abilities are impaired. Slowed reflexes, reaction time, and poor peripheral vision may also result.

Marijuana has multiple adverse effects on the body including increased heart rate, lung damage, increased cancer risk, diminished immune systems and risk of memory impairment. Long term use has also been linked to increases in anxiety, depression and lower academic performance.

Important psychological and emotional developmental tasks (such as career establishment or developing emotional intimacy) can be delayed or stalled with heavy use of marijuana.

Party/Club Drugs refer to a large group of drugs often used at parties, raves or dance clubs and other settings that, as a group, have a wide variety of effects and risks. Some of the drugs in this informal grouping include: ecstasy, GHB, Ketamine, LSD, Rohypnol. Ecstasy is the most common of these drugs and it's taken for the euphoric effects, heightened energy and emotional warmth it produces in some users. The risks of these drugs are serious for even occasional use. Risks include: increased heart rate, nausea, dizziness, muscle tensions, teeth clenching, dangerously high body temperature, depression, and anxiety. Long term use can lead to memory problems and depression. Pills sold as ecstasy often include other substances that create even more serious health risks.

Stimulants (Amphetamines, Cocaine) Drugs that stimulate the central nervous system have a high potential for abuse because continuous use can result in severe dependence. Low doses of stimulants cause increased heart rate, blood pressure, and breathing rate. Sleeplessness and anxiety may also result. Higher doses cause irritability and excitability. Users may also experience feelings of paranoia and illusions or hallucinations. Abuse of these substances causes increased risk of heart failure, malnutrition, and a weakening of the body's immune system.

Most prescription drugs used to treat Attention Deficit Disorder are amphetamines and produce the same risks from misuse as other forms of amphetamines noted above. Illegal use of ADD prescription drugs carries very serious criminal penalties.

Depressants (Barbiturates, Narcotics, Hypnotics, and Tranquilizers) Use of substances which depress the central nervous system can produce habituation and physical dependence.

Depressants slow the bodily functions, causing sleepiness or grogginess, impaired motor skills, poor memory, and faulty judgment. Larger doses may cause unconsciousness or death. Taken over a period of time, abusing these substances can result in a physical dependency. Withdrawal from physical dependency must be medically supervised. Abruptly stopping the drug can cause delirium and convulsions.

The use of central nervous system depressants in combination with alcohol significantly increases the risk of death. The most common form of unintentional overdose results from the combination of barbiturates and alcohol.

Misuse of prescription opiates such as OxyContin or Vicodin is very dangerous because of the risk of addictions and overdose. Overdose risk is especially high when combined with alcohol. Legal penalties for such misuse are also very serious.

Hallucinogens (PCP, LSD, and Mescaline) Hallucinogens can cause habituation or psychological dependence. There are minimal withdrawal symptoms when regular use of the drug is stopped. Unpleasant psychological reactions are common, however. Risks include breaks from reality, flashbacks, emotional breakdown, and memory lapse. More severe reactions can include convulsions, partial paralysis, delusion, hysteria, and outbreaks of violence.

In addition to state laws, Manitowoc enforces several local ordinances around alcohol. The legal drinking age is 21. The following actions are prohibited and may be subject to a fine and a mandatory court appearance:

- Underage procurement or attempted procurement of alcohol.
- Underage consumption of alcohol.
- Falsely representing age for the purpose of receiving alcohol.
- Making, altering or duplicating an official ID card.
- If death or serious injury results from the sale or procurement of alcohol for an underage person, the person responsible for that sale or procurement could be guilty of a Class G or H felony.
- More information about WI alcohol laws and penalties can be found at <http://www.codepublishing.com/WI/Manitowoc/> and www.revenue.wi.gov/faqs/ise/atundrg.html.

Compliance with Applicable Federal, State and Local Laws

This policy is subject to amendment. Silver Lake College of the Holy Family reserves the right to amend, add, delete, or modify this policy, and any others, for any purpose including compliance with local, state, or federal law.

Annual Policy Distribution

This policy shall be annually distributed in writing to Silver Lake College of the Holy Family students. The written policy for students will be included in the yearly fall distribution of the Student Handbook and can be found online at www.SL.edu. *The online version of the Handbook is always the most up-to-date and current edition.*

Counseling and Resources

Help is available both on-campus and within the community for students and staff members who are dependent on, or who abuse alcohol or other drugs. Student Development, the Employee Assistance Program, and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities.

Counseling and Treatment

Short-term alcohol and other drug counseling is available on campus to students through Student Development. Students may be referred through Counseling Services to other treatment programs for more intensive treatment. Through Silver Lake College of the Holy Family's Human Resources department, Transcend (HFM Employee Assistance Program) offers employees additional education and counseling, as well as appropriate referrals. Within Manitowoc County, additional substance abuse counseling agencies exist that provide a variety of services, which may include: intake/evaluation, social setting detoxification, intensive residential program, chemical dependency programs, adolescent and adult outpatient services, DUI evaluations, and remedial education. Interested individuals should visit <http://www.co.manitowoc.wi.us/departments/d-h/human-services/clinical-services/alcohol-other-drug-abuse-services-aoda/> for additional information regarding specific services and contact information.

Prevention and Education

Individual, group, and community educational programs and interventions designed to prevent and reduce alcohol and other drug use/abuse are offered to the Silver Lake College of the Holy Family Community. Components of this programming mandated by the Drug-Free Schools and Campuses Act include: distribution of this policy to all students, staff, and faculty on an annual basis; and, during even years, a Biennial Review of the comprehensive alcohol and other drug program. For more information concerning current programs and interventions, contact Student Development.

Annual Program Review

Silver Lake College of the Holy Family will review the Drug and Alcohol Free policy annually, to determine its effectiveness, implement changes if necessary, and ensure that the sanctions are consistently enforced.

ELECTRONIC USAGE AND PRIVACY

All electronic and telephone communications systems (including e-mail, voice mail, etc.) and all information transmitted by, received from, or stored in Silver Lake College of the Holy Family systems are the property of the College.

Silver Lake College of the Holy Family reserves the right to monitor communications transferred via the College's equipment or networks.

E-MAIL

Silver Lake College of the Holy Family provides students with an email account, online file storage solutions, and online access to Microsoft Office applications such as Word, Excel, PowerPoint, and OneNote through the Office 365 for Education program. All registered Silver Lake College of the Holy Family students are assigned an institutional e-mail address (username@my.sl.edu) accessible through the Office 365 LakerLink portal. Consequently, all Silver Lake College of the Holy Family faculty and staff will use this assigned email address exclusively for all electronic communication with students. As a Silver Lake College of the Holy Family student, you are encouraged to use this assigned e-mail address to help ensure consistent and effective communication with all faculty and staff of Silver Lake College of the Holy Family. To access LakerLink email, visit <https://login.microsoftonline.com/> or go to My.SL.edu and click on "LakerLink Email" in the Quick Links box on the left side of the page. Log into LakerLink with your My.SL.edu email address (username@my.sl.edu) that was assigned to you upon registration.

EMERGENCY PROCEDURES

The College strives to provide a safe learning and working environment. Any concerns regarding safety or emergency procedures should be directed to the Safety and Security Manager. Silver Lake College will notify Silver Lake faculty, staff, and students of emergency situations in a variety of ways, including e-mail and text messages through the RAVE alert system.

Fire Evacuation

Sound nearest red fire box alarm if fire is spotted. At the sound of the fire alarm leave the building in an orderly fashion. Assist anyone who may need help. The last one out of the room closes the door. Remain outside of the building until notification is given indicating that it is safe to return.

Injury or Illness

Render assistance if knowledgeable. Dial 0 for attendant or (920) 374-9993 for Security, or call 9-911 from the nearest phone line if life threatening. Remain with and assist the injured person. Assist with a report as required. All incidents are confidential.

Severe Weather

The all-call Public Address (PA) system will be utilized on campus to announce severe weather. In case of severe weather, go to the designated shelter area. Remain in the shelter area until the all clear is given.

Crime/Emergency

Dial (920) 374-9993 for Campus Security, or 9-911 from the nearest College phone, or 911 from a cell phone.

EXPERIENTIAL LEARNING

Deeply woven into the mission and goals of Silver Lake College of the Holy Family is the concept of experiential learning. This is a process that is unique to each person throughout their lifetime. Experiential learning is the process of making meaning from direct experiences. The process begins before you step on campus and continues long after you have completed your program.

If you are an individual attending college for the first time, the experiences you will have, whether inside the classroom or outside the classroom, can be applied to your future and career goals. If you are an adult student returning to college, your past work and life experiences will be integrated with your new class and college experiences. The Career Resources Office is available to help you with this process. For more information, call 920-686-6192.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Silver Lake College of the Holy Family complies with the Family Education Rights & Privacy Act (FERPA). The College's policies and procedures relating to access and disclosure of records:

- Permits students to inspect their education records;
- Limits disclosure to third parties of personally identifiable information from education records without students' prior written consent; and
- Provides students the opportunity to seek correction of their education records where appropriate and necessary.
- The Family Educational Rights & Privacy Act of 1974 (FERPA), as amended, requires that students be advised of their rights concerning education records and certain categories of public information which the College has designated as "directory information."

Silver Lake College defines directory information as:

- Name
- Address (permanent and local)
- Telephone number
- Email address
- Date of birth
- Photograph
- Major field of study
- Dates of attendance, including current classification and year in school
- Matriculation and withdrawal dates
- Degrees and awards received
- Type of degree and date granted
- Most recent educational institution attended
- Participation in officially recognized activities and sports, including height and weight of athletic team members

The law is intended to protect the rights of parents and students with respect to the validity and confidentiality of academic records. Although designed to address parental rights, the law applies to students themselves if they are at least 18 years of age.

For further information on FERPA, releases, and restrictions, contact the Registrar.

FACILITIES AT OFF-CAMPUS LOCATIONS

Students are expected to observe smoking, eating, parking, and safety regulations in effect at off-campus classroom sites. Failure to do so may result in dismissal from the program.

FINANCIAL AID

Financial aid is available for accepted students enrolled in a recognized degree, certificate or certification program. Federal or State agencies, Silver Lake College of the Holy Family, private organizations, and foundations provide this funding. Financial aid may be in the form of gift aid, such as scholarships and grants, which does not have to be repaid. It may also consist of low-interest student loans or student employment. Most types of aid require that a student be enrolled at least half time (6 or more credits per term for undergraduate and certification students). Additional information about financial aid may be obtained by contacting the Welcome Center or calling (920) 686-6175 or online at www.sl.edu. Office hours are Monday-Friday from 8 a.m. to 4:30 p.m.

Individual student eligibility is determined by the Office of Financial Aid on an annual basis using the results of the Free Application for Federal Student Aid (FAFSA). The FAFSA may be filed online at www.fafsa.ed.gov. To ensure that Silver Lake College of the Holy Family receives the processed results, enter the Silver Lake College of the Holy Family school code (003850). Students are encouraged to apply/reapply for financial aid as soon as possible after January 1 of each year for which they seek assistance.

To receive a financial aid award a student must be accepted into an aid-eligible program at Silver Lake College of the Holy Family. In addition, the processed results of the FAFSA and any additional requested documentation (such as tax transcripts, etc.) must be received by the Office of Financial Aid. Once the financial aid file is complete, a financial aid award will be provided listing each type and amount of aid available to the student. In addition, information will be given regarding loan application procedures and other processing requirements. Please review all correspondence from the Office of Financial Aid carefully and respond promptly to all requests to facilitate timely and accurate aid delivery.

Consortia agreements enable students to receive financial aid for pre-approved classes taken at another institution while enrolled at Silver Lake College of the Holy Family. Coursework approved in advance may be included in total enrollment calculations and determination of financial aid eligibility. Please contact the Registrar for further information if planning to enroll in courses at a partner institution.

Students are responsible for notifying the Office of Financial Aid of all changes related to enrollment status (program and/or credit load per term), housing plans, or family financial circumstances. This information is reviewed by the Office of Financial Aid and students are notified of any changes to aid eligibility that result. In addition, students are required to notify the Office of Financial Aid in writing of any additional financial assistance they receive (e.g., private scholarships, tribal grants, employer reimbursement, etc.).

Financial aid funds will be disbursed each term after confirmation of enrollment status. Payment of balance due must be made to the Silver Lake College of the Holy Family Office of Student Financial Services by due dates (see Payment Policy) to retain enrollment eligibility. Students with a credit balance from financial aid will receive those funds within two weeks of disbursement.

Undergraduate Satisfactory Academic Progress Policy

By Federal Regulation, Silver Lake College of the Holy Family is required to apply both qualitative and quantitative standards in measuring academic progress for all students who are accepted to a degree, certificate or teaching licensure/certification program. At the end of each term, students whose cumulative GPA is less than 2.0 are placed on academic probation. While on academic probation, students may not enroll in more than 12 credits and must meet the requirements of their individual academic plan (developed with their advisor).

To be eligible to receive financial aid grant, loan or work study funds administered by the College, students must be accepted to, and be taking credits required for their eligible defined degree, certificate or teaching certification/licensure program. Students must also be meeting progress standards.

If a student is ineligible and receives aid, full repayment will be required of all funds received, excluding Federal Work Study earned. A student working in the Federal Work Study program will have their employment terminated.

Silver Lake College of the Holy Family's academic year consists of summer, fall, and spring terms. The Registrar will mail a notice to all students not making satisfactory academic progress at the end of each term. The status is effective at the start of the subsequent term.

Federal aid program limits on length or amount of eligibility override the qualitative and quantitative standards below:

- ***Cumulative Grade Point Average (CGPA) required for all students (Qualitative Standard)***

Students must meet the cumulative grade point average (CGPA) required for their program or have academic standing consistent with requirements for graduation. Transfer credits do not count toward CGPA.

Undergraduate Programs: 2.0 CGPA

Certificate and Teaching Certification Programs: 2.0 CGPA

- ***Maximum Time Frame and Pace of Progression required for financial aid eligibility (Quantitative Standard)***

Students must complete their program within a set timeframe and maintain progress toward completion requirements throughout their program. All transferred credits are counted toward timeframe and progress.

Aid Limit: 150% of normal program length

The total credits for a required program can be found in the Academic Bulletin. (example: a degree that can be completed in 4 years (120 credits) must be completed in 6 years (180 credits) in order to remain eligible for financial aid. $4 \text{ year degree} \times 150\% = 6 \text{ years}/120 \text{ credits} \times 150\% = 180 \text{ credits}$)

Exceptions may be granted upon appeal. (Example: change of major)

Rate of Progress/Pace: 67% earned of credits attempted

The rate of progress will be calculated as follows: $\text{earned credit hours} \div \text{attempted credit hours} = \text{rate of progress/pace}$ (example: $9 \text{ earned credits}/12 \text{ attempted credits} = 75\% \text{ pace}$)

Withdrawals and “F” grades are attempted credits only.

Repeat Coursework

A student who has failed in any course required for graduation must repeat that course and secure a passing grade. A student may repeat any course in which a grade of C- or lower was received on the first attempt. The first grade remains on the student’s transcript, but is excluded from the grade point average, which is calculated using the higher grade. Repeat coursework may affect pace calculations.

For Financial Aid purposes a student may count one repetition per class towards their Financial Aid eligibility. Students are able to retake a course a second time, but after the first retake they will not receive financial aid for that course.

Incomplete Coursework

An incomplete must be removed within 30 calendar days of the ending date of the course. If the incomplete is not removed by the deadline, the instructor issues a grade based on the work completed.

A student becomes ineligible for all Federal Student Aid if a Satisfactory Academic Progress (SAP) review indicates that the required GPA, pace or maximum timeframe cannot be met. All first time students including transfers are considered to be meeting SAP.

Financial Aid Warning

Any student not meeting the minimum requirements will be placed on financial aid warning for 1 term. (If a student fails all courses in a term, they will not be placed on Financial Aid Warning and must appeal.) Students on SAP warning are eligible for financial aid. Any student not meeting the minimum requirements after the warning period will lose their financial aid.

Appeal Process

Any student who has lost financial aid eligibility is allowed to appeal in order to be put on Financial Aid Probation. Students may appeal ineligibility by submitting a Satisfactory Academic Progress (SAP) Appeal Form for Title IV Financial Aid Recipients prior to the start date of the next term. Reasons that justify an appeal may include death of a relative, student injury or illness or other special circumstances. Any additional documentation should be supplied with the form. The appeal must explain the student’s reasons for failing to progress, explain what has changed in their situation.

Incomplete appeals lacking documentation will not be approved. The Director of Financial Aid will notify the student of the decision and the decision is final.

Financial Aid Probation

Financial Aid Probation is granted to those students who have successfully submitted the appeal form and have the appeal approved. All students on financial aid probation may receive aid for one term, unless they were placed on an Academic Plan.

Academic Plan

A student who has not successfully met SAP standards will be required to complete a Financial Aid Academic Plan. An Academic Plan will be assigned with checkpoints that must be achieved by the student. The student must fulfill the requirements of the academic plan at the end of the probation in order to remain eligible for financial aid.

Regaining Eligibility

Students who do not appeal or whose appeal is not approved, can regain eligibility by achieving the required cumulative grade point average or rate of progress at the student’s own expense. Student’s progress status remains in effect even upon their return to the College after an absence. Credits taken elsewhere that transfer to the student’s SLC program count toward the rate of progress but do not impact CGPA and will be reviewed by the Registrar during the readmittance process.

Tuition Adjustment and Refund Policies

An adjustment to tuition and other charges may occur when a student changes their credit load or withdraws from the College. A student must submit official written intent to withdraw from a course or the College to the Registrar to initiate the tuition adjustment process.

The date a course is dropped determines if a tuition refund will occur.

Fall and Spring Semester:

Within 7 days after start of course 100% refund

Up to 25% of course completed 75% refund

There is no refund after 25% of the course is completed

The above adjustment/refunding schedule applies to regular fall and spring semester. Summer term, short courses and workshops may have different adjustment schedules. The same adjustment/refunding schedule apply to both course drops and withdrawals from the College.

For questions contact the Office of Student Financial Services at 920-686-6159.

If you enroll for a course(s) and do not attend or stop attending without officially dropping the course(s) or withdrawing from the College, you are still responsible for payment of all tuition and fees for the course(s) unless you officially drop the course(s) or withdraw from the College.

Financial Aid Refund Policy

Students receiving financial aid may have some of their aid returned to the aid source when withdrawing from a course or the College. For students who have received Federal Title IV Financial Aid and withdraw completely from the College, the percentage of federal funds returned to the aid source is based on the percentage of the academic term that the student has not completed. Federal refunds are allocated to the types of federal aid in the order listed below as required by federal regulation. The Wisconsin Higher Educational Aids Board requires that after federal refund requirements are satisfied, state aid programs have priority for any credit balance remaining from an institutional refund. Any remaining credit balance is refunded proportionally among remaining sources of initial payment.

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Grad PLUS (Graduate Student)
4. Federal Parent Loan for Undergraduate Students (PLUS)
5. Federal PELL Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Iraq & Afghanistan Service Grant

For students who withdraw completely but have not received Federal Title IV Financial Aid, or for students who withdraw from some but not all of their courses, the Tuition Refund Policy is used to determine any credit balance. If the student continues to meet eligibility criteria for an aid type, the credit is given to the student. If the student no longer meets eligibility criteria for the aid type, aid is refunded to the aid source. Refunds are allocated proportionally among sources of initial payment. For students who receive loan funds and become less than half-time, any remaining credit balance is refunded to their lender. Examples of the application of these policies are available upon request from the Office of Financial Aid.

FIRST AID

All accidents must be reported to Human Resources or the Safety and Security (ext. 179). First aid kits can be found in several locations.

First aid kits are in: Room 316, Laboratories, Business Office, Campus Ministry Office, Residence Life Office, Office of Campus Safety, Generose Enrichment Center (GEC), Franciscan Music Center (FMC), and Welcome Center.

AEDs are located in the GEC, FMC, and on first and second floors of the Academic Building, and on second floor of Clare Hall.

Please note: Gloves must be worn when assisting another person with open wounds or when cleaning up any bodily fluid. This is for your protection.

FREDDY AWARD

“Freddy” the Pheasant is Silver Lake College of the Holy Family’s mascot and personifies the building of a spirit of fraternalism on our campus. Since 1976, a “Freddy Award” has been given annually up to four (4) students with Junior or Senior standing and one (1) faculty, staff or administrator for “fostering the Fraternal Spirit within and beyond the college community.” The award is presented at the annual Awards Ceremony.

GOOD SAMARITAN/MEDICAL AMNESTY POLICY

Purpose

Student health and safety are of primary concern at Silver Lake College of the Holy Family. As such, in cases of intoxication due to the consumption of alcohol and/or drugs, the College encourages individuals to seek assistance for themselves or others. The Good Samaritan/Medical Amnesty Policy protects students who seek help in matters of safety or well-being.

Policy

Students who report a safety concern or certain policy violation will not face judicial sanctions for violating College policy if the intent in reporting is in good faith and is to ensure the safety/well-being of self or others.

Good faith is shown when a student comes forward to seek assistance or to report an incident and not primarily to avoid judicial consequences. For example, a student who has violated the alcohol/drug policy but comes forward out of concern for the safety of a fellow student will not face judicial consequences.

In lieu of conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Dean of Students or designee and/or the alcohol and drug counselor for an alcohol and drug clinical assessment. This is not a judicial sanction. The purpose of the meeting and alcohol assessment is to minimize the chances of future safety risk or other serious alcohol/drug incidents through education. Failure to complete educational requirements or treatment recommendations issued under this protocol will result in the reinstatement of student conduct charges.

This Good Samaritan/Medical Amnesty Policy does not preclude disciplinary action regarding other violations of College policies, such as causing or threatening physical harm, sexual misconduct/relationship violence as a respondent, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.

Good Samaritan/Medical Amnesty status can be sought as many times as needed. Incidents will be carefully reviewed by the College to ensure safety and good faith use of the policy.

If in doubt about a person's safety related to but not limited to alcohol/drug use, incidents of sexual misconduct/relationship violence, or bias incidents, seek help by calling Silver Lake College of the Holy Family Security at 920-374-9993.

GRIEVANCE PROCEDURE

Silver Lake College of the Holy Family recognizes the rights of community members in conflict. Resolution is first sought through dialogue. If no resolution can be found, formal grievance procedures can be utilized. The College community may also file a grievance by emailing the information to complaints@sl.edu.

Grievance in Academic Matters

In case of a grievance in a strictly academic matter, for example, grading in a course, acceptance into or continuation in an academic program or similar grievance, the initial recourse is through departmental procedures. An academic grievance that cannot be resolved by the faculty and student should be referred to the Department Chair and/or Dean within 10 days of the incident. A matter that cannot be resolved on the department level is referred to the Dean of the appropriate school.

The student will present the matter to the Dean in writing, along with his/her reasons for making the appeal. The petition should include documentation of evidence that supports the student's request for consideration of the question. A summary of the materials, including a re-grading by a different faculty member when appropriate, are submitted with a recommendation to the Dean. If the student is not satisfied with the result, they may appeal the decision. If the facts warrant a review, the President's designee will consult with the concerned parties, student, faculty, and department to ascertain the facts of the matter and render a final judgment.

Grievance in Non-Academic Matters

Grievance in non-academic matters are coordinated through the Office of Student Development and should be submitted within 10 days of the incident. An appropriate designee is assigned for investigation and resolution of the grievance.

The most current grievance procedure is published on sl.edu under Consumer Information.

HANDICAPPING CONDITION ACCOMMODATION STATEMENT

In accordance with Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Silver Lake College of the Holy Family is committed to providing learning opportunities for all qualified students so they may achieve their academic potential. Students seeking reasonable accommodations need to request the appropriate forms from the Academic Support Coordinator.

Disability Accommodations: Reasonable accommodations, as arranged through the Academic Center for Excellence (ACE), ext. 115, will be provided for any student with a documented disability. *It is the student's responsibility to request the appropriate forms from the Academic Support Coordinator in the Academic Center for Excellence and complete the Silver Lake College of the Holy Family eligibility determination requirements before reasonable accommodations for qualified disabilities are made.* In compliance with Section 504, these adjustments are defined as modifications/adaptations which will afford a student equal opportunity to participate as those without a disability. (Rehabilitation Act of 1973: Section 504; P.L. 92-112, Subpart E, Section 84.43, 84.44.).

HOUSING

Silver Lake College of the Holy Family provides housing for eligible Silver Lake College of the Holy Family students on campus. Students are housed in Clare Hall in furnished double rooms and suites. The Hall Director and student Resident Assistants (RAs) reside in Clare Hall.

Silver Lake College of the Holy Family policy states students who are veterans, married, living with parents or guardians less than 30 miles from campus, living with dependent children, or have accumulated 90 credits shall not be required to live in College housing. Students who do not comply with the Residency Requirement will be charged for housing for the academic years for which they attend the college.

Students who fall below 12 credits, but who are enrolled in 9 or more credits will be required to sign an addendum to their original housing contract in order to remain in housing. Students who do not sign the addendum within 48 hours of falling below 12 credits may be removed from housing.

Students who fall below 9 credits may not be offered an addendum and may be removed from housing within 48 hours of falling below 9 credits.

It is the responsibility of the student in housing to notify the Office of Residence Life if the student falls below 12 credits. Disciplinary action may result if a student attempts to remain in housing without notifying the Office of Residence Life within 48 hours of falling below 12 credits.

For more information, contact the Residence Life Staff at (920) 686-6129.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (20 USC § 1092 (F))

The Jeanne Clery Act requires all college's to prepare, publish and distribute to all current students and employees, an annual security report containing information with respect to the campus security policies and campus crime statistics.

Silver Lake College of the Holy Family strives to provide a safe learning and working environment. Any concerns regarding safety or emergency procedures should be directed to Campus Security at (920) 686-6179. For more information see the *SLC Campus Safety web page at www.SL.edu*.

LOST AND FOUND

Any lost items can be turned in and claimed in the Welcome Center, Office of Residence Life, and Franciscan Center Welcome Desk. Items not claimed within the designated time frame will be disposed of appropriately.

MAIL

Out-going mail may be sent through the Print Shop, located in the lower level of Clare Hall. Stamps are available for purchase in the Print Shop. Packages may be sent USPS, UPS, and FedEx through the Print Shop. Mailboxes are provided in the Clare Hall North Lounge for residential students.

MILITARY SERVICE POLICY

Silver Lake College of the Holy Family voluntarily adopts the policy granting tuition refunds or credit toward future enrollment if a student is called to military active duty by the United States Defense Department.

A student called to military service retains his/her academic status and, upon reentry to Silver Lake College of the Holy Family, receives extended time to complete the course(s) needed in order to gain academic credit for work that was in progress when the student was called to military active duty.

OFFICE HOURS

Faculty members are available for consultation through regular office hours or by individual appointment. Check your course syllabi for specific faculty office hours. Off-campus students can contact faculty members directly by phone or email. General college office hours are 8:00 a.m. to 4:30 p.m., Monday thru Friday, during the school year. Summer hours may vary.

ORIENTATION

All students entering Silver Lake College of the Holy Family as freshmen, transfer students, or returning as adult learners attend an orientation program. Orientation sessions are scheduled prior to the start of classes and are devoted to college life and work in general, and to Silver Lake College of the Holy Family in particular.

Orientation for all new full-time on-campus students is held prior to the opening of classes each fall and spring. Special programs are arranged to help new students become acquainted with the College as well as to help them register for their classes. Transfer students attend a similar orientation. Orientation for off-campus students is held at the beginning of each term, as needed.

PARENT/LEGAL GUARDIAN NOTIFICATION POLICY

College personnel may, at times of extreme concern for a students' health, welfare, or in a grave emergency (i.e. death of a student, etc.), notify parent(s)/legal guardian(s) of a student. When alcohol or drug violations of College policy occur and the student is under 21 years of age, College personnel may notify parent(s)/legal guardian(s) in writing and/or by phone.

PARKING POLICY & PROCEDURES

Silver Lake College of the Holy Family will maintain a regulated parking system for the authorized use of College owned parking facilities.

Procedure:

Parking on Silver Lake College of the Holy Family property is regulated in order to maintain campus security, to allow Safety and Security and Plant Services to identify vehicles, and to contact vehicle owners when necessary. Regulated parking on Silver Lake College of the Holy Family property is enacted under the authority of Wisconsin Statute 346.55(4):

“Owners or lessees of public or private property may permit parking by certain persons and limit, restrict or prohibit parking as to other persons if the owner posts a sign on the property indicating for whom parking is permitted, limited, restricted or prohibited. No person may leave or park any motor vehicle on public or private property contrary to a sign posted thereon.”

Persons affiliated with the College, other than guests, who use parking facilities for attending classes, residency, or employment are required to obtain a Silver Lake College of the Holy Family Parking Permit.

A Parking Permit application form must be filled out and submitted to the Welcome Center prior to the issuance of any parking permit. Persons who use multiple vehicles must obtain a permit for each vehicle. There will be no fee for the issuance of a parking permit.

Overnight guest parking requires notification of the Office of Student Development, or the Safety and Security Office. Information that must be provided includes: make and color of vehicle, license plate number, owner’s name, and the campus resident or employee host contact information.

Temporary parking permits may be issued for special events, or activities that require overnight or long term parking on College property. A temporary parking permit system will be coordinated through the Office of Safety and Security and the College Department sponsoring the event.

The following offenses may be settled by payment of forfeiture to the Silver Lake College of the Holy Family Business Office:

- a) Failure to properly display Parking Permit.
- b) Parking in a posted no parking zone.
- c) Parking in a restricted area posted with signs.
- d) Student or employee parking in a space posted for Guest Parking.
- e) Unregistered overnight guest parking.
- f) Parking in a loading zone.
- g) Parking within 10’ of a fire hydrant.
- h) Parking on a crosswalk.
- i) Improper parking in designated parking spaces.
- j) Parking on a sidewalk area.
- k) Parking too close to another vehicle.
- l) Unauthorized temporary parking

The penalty for violating parking regulations will be as follows:

1. The first offense may result in the issuance of a Silver Lake College of the Holy Family Parking Warning Notice.
2. A second or subsequent offense, within a 12-month period, may result in the issuance of a Silver Lake College of the Holy Family Parking Citation. The penalty is a \$15 forfeiture, payable to the Silver Lake College of the Holy Family Business Office, if paid within seven (7) days of the offense. After seven (7) days the forfeiture shall be increased to \$30; and, after fourteen (14) days the forfeiture shall be increased to \$45.
3. Illegal parking in a “handicap parking” space will result in enforcement action by local law enforcement authorities.
4. Emergency or unusual parking procedures, restrictions or limitations will be promulgated by the Office of Safety and Security.
5. SLC security staff members and SLC Works/Work Study students working under the authority of the College are authorized to issue warning notices, as well as Silver Lake College of the Holy Family Parking Citations.
6. Due process procedures for contesting alleged rule infractions are outlined in the Silver Lake College of the Holy Family Community Standards.

Updates to regulated parking will be posted on the Silver Lake College of the Holy Family web site www.sl.edu under the heading of “Campus Safety”.

PAYMENT POLICY

If the student is enrolling in a new program (e.g., undergraduate, graduate or licensure student) a \$100.00 non-refundable registration deposit is required. This deposit is applied to tuition. The registration deposit for the fall semester may be refundable if requested before May 1st.

Tuition and Fees are due in full by the first day of the semester/session or the student must enroll in a Tuition Payment Plan by the first week of the semester/session. To enroll in a Payment Plan contact Student Financial Services at 920-686-6146. Tuition payments for workshop and special arrangement courses are due at time of registration. Silver Lake College reserves the right to cancel any student's registration for non-compliance of the related due dates.

Tuition and Fees may be paid with cash (in person only), check, or online through My.SL.edu. Statements are available online by logging onto My.SL.edu, selecting the Students tab, and then selecting view and pay your bill.

A student will not receive a diploma, an official transcript of credits, or may not be allowed to register for the next semester until all previous balances have been paid or an approved payment plan is arranged. Unresolved student accounts are subject to collection.

Financial Aid Recipients – please see Financial Aid section or contact the Financial Aid Office for Aid Refund Policies..

PHYSICAL FITNESS

Silver Lake College of the Holy Family encourages and promotes student interest and participation in recreational and intramural sports. Students can participate in the opportunities offered through Student Development. The on-campus Fitness Center hours are posted at the beginning of each term. Students are expected to abide by posted Fitness Center policies.

POSTING MATERIALS

Students and community members wishing to post announcements and/or fliers concerning any upcoming event(s) may display posting after being approved and initialed by the Office of Student Development. Announcements should include specific contact information with event information. Unapproved postings will be removed.

PRINT SHOP

The Print Shop is located in the basement of Clare Hall in Room 003. The center provides discounted printing services and mailing services for the college and students at Silver Lake College of the Holy Family including: copying or printing, collating, stapling, folding, trimming, bindings, booklets, labeling, numbering, padding, hole punching/drilling, USPS, FedEx and discounted UPS services. The Print Shop is open Monday-Friday 8:00 am-4:30pm.

PUBLICITY

The dissemination of all news releases or other information on student sponsored events must be channeled through and approved by the Office of Communications. Unauthorized publication or use of the College's name or its logo is strictly prohibited, including statements implying endorsement by the College.

RECYCLING

Silver Lake College of the Holy Family maintains a plan for the purpose of supporting procedures related to the purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the environment.

Containers are labeled and are placed in areas of easy access for recycling. Garbage containers are also provided for non-recyclables ("dirty" or food paper items). For more information contact Sodexo.

REFUND POLICIES

An adjustment to tuition and other charges may occur when students change their credit load or withdraw from the college. A student must submit official written or verbal notification of intent to withdraw to the Advisor or Registrar to initiate the tuition adjustment process. Delay in submitting a Change in Registration Form may reduce or cancel any possible refund of tuition and fees.

Tuition and Housing Refund Policy

Amount of refund depends upon when Registrar is notified of credit changes.

Within 7 days after start of course or semester*	100% refund
Up to 25% of course or semester completed**	75% refund
Over 25% of course or semester completed**	No refund

*Does not apply to short courses (weekend, one-week, etc.)

**Based on start date and end date

RESERVATIONS FOR & USE OF COLLEGE FACILITIES

By special reservation, college facilities (main campus, Generose Enrichment Center, and Franciscan Music and Education Center), may be used by faculty, students, and staff for meetings and other events as long as such events do not conflict with officially scheduled classes. Reservations and rooms are to be reserved through the Office of Events. Reservations for a classroom must be made through the Registrar's Office. Early reservation will improve the likelihood of being able to reserve the space needed and of getting the event on the Master Calendar.

Individuals or groups using College facilities must abide by all regulations set by the College and must leave the facilities in good condition. An advisor must be present at events sponsored by student organizations.

SEXUAL MISCONDUCT POLICY

Members of the college community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in **zero tolerance policy for gender-based misconduct**. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The Sexual Misconduct policy has been developed to reaffirm these principles, to provide recourse for those individuals whose rights have been violated, is intended to define community expectations, and to establish a mechanism for determining when those expectations have been violated. The Sexual Misconduct policy is available separately in print and on my.SL.edu.

If further information, interpretation or advice is needed regarding prohibited harassment, discrimination, or retaliation -- or the complaint process regarding potential violation of this policy -- please contact Title IX Coordinator or Human Resources, any Vice President, or the President of the College.

Title IX Coordinator: Director of Human Resources

Location: Room 219	Phone: 920-686-6180
Mailing Address:	Director of Human Resources Silver Lake College of the Holy Family 2406 S Alverno Rd · Manitowoc, WI 54220-9319

Sexual Assault Resource Center Hotline: 920-684-5770 (24 hours a day/ 7 days a week)

SMOKING

Silver Lake College of the Holy Family is a smoke-free facility, in accordance with 2009 Wisconsin Act 12.

SOCIAL NETWORKING POLICY

Facebook, Instagram, Snapchat, Twitter and other social networking websites are great innovations which users utilize to express themselves and create opportunities to form relationships. Due to the nature of this forum, it allows users to make choices about their identity and how they represent themselves to the public. Silver Lake College of the Holy Family will not actively monitor any of the social networking websites. Students are reminded that pictures and information posted on the internet are public information. Pictures or information from the internet that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy or the Community Standards has taken place, on campus or at a College sponsored function off-campus, are subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

STUDENT EMPLOYMENT

Student employment is available through Federal Work Study, College Work Study, and SLC Works Programs. Federal Work Study (FWS) is a form of financial assistance consisting of earnings from a part-time job. Students must file a Free Application for Federal Student Aid (FAFSA) and if eligible for Federal Work Study must work to earn the money awarded under this program. Jobs are available in most campus departments and at select off-campus non-profit agencies. Examples of student employment positions include receptionists, library aides, lab aides, (including science, computer, and media departments), office assistants, and tutors.

Students interested in working on campus must apply/reapply for positions each year to foster the development of employment skills and ensure the best match between students and employers. Campus employment applications are posted on the forms and resources link under the financial aid office, and completed applications should be returned to the SLC Works Coordinator.

FWS supervisors interview applicants and hire students to work in their area. When hired for a campus position, students must complete required employment paperwork available in the Finance Office and Office of Student Financial Services prior to starting work. Timesheets signed by the student and students' supervisors are submitted to the Finance Office each pay period so that students receive bi-weekly payment for the hours worked.

Questions about FWS eligibility should be directed to the Office of Financial Aid. For assistance in obtaining campus employment, please contact the SLC Works Office at 920-686-6262. SLC Works information is available in this handbook and can be accessed through the Office of SLC Works.

STUDENT HEALTH AND COUNSELING SERVICES

The Silver Lake College of the Holy Family Student Health Center is located at Holy Family Memorial's Clinic in Manitowoc Health and Rehabilitation, 2021 S. Alverno Road, Manitowoc. The clinic is open Monday – Friday. Although the schedule is flexible, appointments are preferred and can be made by calling 920-320-2346. You will need to bring your valid Silver Lake College of the Holy Family Student ID card and your insurance card.

Counseling Services are available on-campus. The staff are professionals trained to help with emotional and alcohol/drug problems. Appointments are available on at least 2 days per week, and the schedule is posted at the beginning of each semester. For a complete brochure or more information, please stop in the Office of Student Development (Main Hall 138A).

STUDENT HEALTH INSURANCE

Silver Lake College of the Holy Family provides access for all full-time, undergraduate degree seeking students to have health insurance. Recognizing that students do not always have access to insurance, the College has partnered with several WAICU (Wisconsin Association of Independent Colleges and Universities) schools to provide students with Student Health and Accident Insurance. International students are required to have health insurance and can utilize the WAICU plan. For more information, please contact the Office of Student Development.

STUDENT ID

All full-time and part-time students are required to obtain a student ID card. This card must be presented upon request to any member of the college administration, faculty, and staff. Students will need this card to register for classes, obtain copies of grades and transcripts, utilize library resources, utilize computers, utilize the meal plan and Flex-Dollars in the Cafeteria and/or Mimi's Café, and for admission to activities on and off campus. If a student loses their Student ID card, they must report the loss immediately to the Office of Safety and Security. A replacement fee will be assessed.

STUDENT LOUNGE (LAKER LOUNGE)

The Silver Lake College of the Holy Family Student Lounge is located on the 1st level of the academic wing, and offers snack and soda machines, wireless internet, and recreational equipment.

Malfunctions of any machines, including lost money, should be reported to the Office of Student Development. Students are asked to keep the lounge in order by depositing waste in the proper receptacles.

STUDENT ORGANIZATIONS

Silver Lake College of the Holy Family seeks to provide a Christian environment in which students may be educated in the liberal arts tradition and prepared for service to society. An atmosphere of trust, respect, and community exists among students, faculty, administration, and staff.

The Student Development Office coordinates programs, activities, and services for students. On-campus and off-campus students are welcome to join campus clubs and organizations. The aim of all campus organizations is to further the objectives of the college and to form a closer relationship between the students and faculty through the provision of an official body for adequate and effective expression of student opinions and interests.

Student organizations wishing to make use of Silver Lake College of the Holy Family facilities or the name of Silver Lake College of the Holy Family in communications, publicity and records must obtain recognition from and must file a copy of their constitution with the Office of Student Development. This information must be updated each academic year.

Starting a New Student Organization

Any student or group of students may start a new organization on campus if they see a need not being met by current organizations and activities. In order to start a new student organization, contact the Office of Student Development.

TEXTBOOKS

Books for Silver Lake College of the Holy Family courses are available through the Silver Lake College of the Holy Family Virtual Bookstore. For further information, contact Jodi Popp by phone 920-686-6188 or email: Jodi.popp@sl.edu. Books/materials are listed by course number, at <http://www.ecampus.com/sl>, no later than three (3) weeks before a term begins. Orders should be placed at least two (2) weeks prior to the start of a course. Allow one (1) week for Ground Delivery by UPS. Shipping costs vary for Ground, Second Day Air and Next Day Air. Use a street address; P.O. Box addresses are shipped through U.S. Postal Mail and therefore are not tracked and take longer to ship.

To Place an Order

You will need course numbers, course names and the start dates of each course. Complete your order via:

- Internet <http://www.ecampus.com/sl> (pay by credit card only)
- Phone 1-877-284-6744 *identify yourself as a Silver Lake College of the Holy Family student* (pay by credit card only)
- Order forms are available at <http://www.ecampus.com/sl>

Payment

- Credit card: VISA, MasterCard, Discover, American Express (orders ship within 24 hours)
- Check (starter checks not accepted) or Money Order (orders ship when payment is received)

TUITION & FEES FOR 2018-2019

The College reserves the right to change tuition and fees as conditions may require without notice. For current tuition and fees go to www.SL.edu.

VOTER REGISTRATION

Silver Lake College of the Holy Family is committed to engagement in the greater community which includes exercising each citizen's right to vote and have a say in who becomes our elected leaders at the national, state, and local levels.

If you have questions on the following information or your questions cannot be answered by the following information, contact the Office of Student Development.

Voter ID Information

Please note that the address on your voter ID does not matter. Any one of the following can be used as voter ID:

- Unexpired Wisconsin driver license or state ID receipt
- Other accepted forms of ID:
 - o Expired Wisconsin driver license*
 - o WI DOT-issued photo ID card*
 - o U.S. passport*
 - o Military ID card*
 - o Certificate of naturalization issued within last 2 years
 - o ID card issued by a federally recognized Indian tribe in Wisconsin

* With an expiration date after the date of the last November general election

In addition to the above information, please visit the City Clerk's webpage for more information on Voter ID at <http://www.manitowoc.org/168/Elections>. Note that you are still able to register to vote on Election Day.

MyVote

Visit <https://myvote.wi.gov/en-us> to gain your own voter information, to find your polling site, discover who is on the ballot at your polling site, update your voting name or address, register to vote, and/or to request an absentee ballot.

Guide to Student Residency

The following link is a detailed guide to understanding student residency in Wisconsin and lays out guidelines for residency considerations (if you are planning to vote in Wisconsin):

http://www.gab.wi.gov/sites/default/files/publication/154/student_residency_wi_voter_guide_pdf_17636.pdf

ACADEMIC POLICIES, PROCEDURES, AND INFORMATION

ACADEMIC INFORMATION

Current course information can be found online at my.sl.edu. Students can consult the Registrar's Office for the class schedule, notice of changes in time or location for classes, etc. Official academic records are held in the Registrar's Office. Students and advisors may request information regarding academic records from the Registrar.

ACADEMIC ADVISING & MENTORING

Frequently students need help in clarifying their educational and career objectives, in understanding and meeting requirements, in planning their program, and in selecting appropriate courses. Each student therefore meets with the advisor at least once each term to arrange an academic program and to discuss academic achievement and progress.

The advising sessions are a time to meet advisors, and with their guidance, select classes for the term. Students should feel free to share their career and academic goals with the advisors, allowing for the selection of appropriate classes.

ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE), located in the Library, is a service to all students to assist them in their academic success. Services include tutoring, study groups, proofreading and editing assistance, test taking strategies and skills, budgeting skills, research assistance, mentoring, and placement exams. The Academic Support Coordinator serves as a resource for students.

ACADEMIC INTEGRITY

Undergraduate Division

Students must be guided by a sense of personal integrity and institutional obligation in honestly completing academic assignments. Students who cheat or plagiarize jeopardize their integrity and violate their institutional obligation.

Cheating is the act of being fraudulent, deceptive, or dishonest in the completion of course work or in willingly helping others to dishonestly complete work. Plagiarism is presenting the work of others as one's own.

Plagiarism

An instructor suspecting a student of cheating or plagiarism will meet with the student. The meeting will afford the student the opportunity of explaining the specifics behind the alleged infraction.

- If the student is exonerated, the issue is dismissed.
- If the student admits culpability, a description of the violation written and signed by the instructor and signed by the student will be placed on file in the Office of the Academic Affairs. The appropriate penalty will then be levied.
- If the student denies the allegation but the instructor insists a violation has occurred, the issue will be brought before the Dean of the school. The student and the instructor will each be given the opportunity to present his/her side of the case to the Dean who will then determine an appropriate course of action.
- A non-transferable record of all student violations shall be kept by the Office of Academic Affairs and removed upon graduation.

Penalties:

- First infraction: the student receives a grade of "F" for the work constituting the violation.
- Second infraction: the student receives a grade of "F" for the course.
- Third infraction: the student is dismissed from Silver Lake College of the Holy Family.

Graduate Division

All Silver Lake College faculty and students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to examinations, assigned papers, projects, and the preparation of the thesis/project.

Cheating and plagiarism:

- An instructor suspecting a student of cheating or plagiarism will meet with the student. The meeting will afford the student the opportunity of explaining the specifics behind the alleged infraction.
- If the student is exonerated, the issue is dismissed.
- If the student admits culpability, a description of the violation written and signed by the instructor and signed by the student will be placed on file in the Office of Academic Affairs. The appropriate penalty will then be levied.
- By nature of this process, the opportunity to appeal is inherent by virtue of the instructor and/or student escalating re- view of the case by the Office of Academic Affairs. Before the Office of Academic Affairs designee, the student and the instructor will each be given the opportunity to present his/her side of the case. The Academic Affairs designee will then determine an appropriate course of action. This decision is final.

A nontransferable record of all student violations shall be kept by the Office of Academic Affairs and removed upon **graduation**.

ACADEMIC PROBATION

Students are to maintain a minimum term and cumulative GPA of 2.0.

At the end of each term, students whose cumulative Grade Point Average (GPA) at Silver Lake College of the Holy Family is less than 2.0 earn academic probation. While on academic probation, students usually carry at most 12-15 semester hours of credit, meet with their advisor, and must meet the requirements of their plan of improvement drafted with their advisor and/or a student success staff member. Academic probation of more than two terms may lead to loss of financial aid eligibility. Full-time students may remain on probation for up to two terms. Students who earn probation are to maintain a term GPA of a minimum of 2.0. If unsuccessful, the College may withdraw the student from the degree program at any point (mid-term or final grade timeline). Part-time students have a time limit of approximately double that of a full-time student.

- Students who were previously placed on probation and proceed to earn less than a 2.00 term GPA during their next semester of enrollment may be withdrawn from Silver Lake College of the Holy Family. If a student is withdrawn from the College at any point prior to a third term of probationary status, the student has the option to formally appeal for immediate reinstatement as an effort to maintain continuous enrollment. It is the student's responsibility to make a formal appeal in writing and submit to the Office of Academic Affairs.
- Students who are withdrawn from the degree program may request the option to register as special student/non-degree seeking student as an option to increase the cumulative GPA with the intention of petitioning for re-admission to a degree program after attaining a cumulative GPA of 2.0.
- The College may find it is in the best interest of the student to be withdrawn and to take at least one full semester (fall or spring) off from coursework at Silver Lake College of the Holy Family to address the causes related to their academic performance issues, academic probation and withdrawn status. The student may then request re-admission to the College.

The Student Success Team reviews each student scenario when either the term or cumulative GPA fall below 2.0 as an effort to exercise a holistic approach to advising and supporting our students; however, Academic Affairs assumes the stance that students are accountable for their own academic performance. This team recommends appropriate action to the Deans Council. As the policy provided above allows for case-by-case considerations, which may mean withdrawal at any point in the event the student does not abide by the terms and conditions as stated in the probationary letter and/or plan of improvement, the ruling of the Deans Council is final.

ADVISORS

Academic advising helps students clarify their educational objectives, understand and meet requirements, and select appropriate courses. Faculty advisors serve as mentors to assist students in attaining their academic and career goals. Final responsibility for knowledge of and compliance with Silver Lake College program policies rests with the student.

New Students

Academic course scheduling is completed for new students throughout the year and is facilitated through the Offices of Admissions & Academic Affairs. These scheduling sessions are a time to meet advisors and, with their guidance, select classes for the term. Students should feel free to share their career and academic goals with the advisors, allowing the selection of appropriate classes. First time full-time freshman and/or students enrolled in learning community are advised by the instructor of their learning community until they declare a major. All other students are advised by faculty in their intended program(s) of study.

Students are placed into composition courses based on their English ACT scores. Students whose English ACT score indicates that they may benefit from additional guidance and support are placed into ENG 111: Composition I as well as ENG 111L: Comp Lab, a co-requisite course. Students whose English ACT score indicates that they are ready to begin a college-level writing course are placed into ENG 111. Students whose ACT scores indicate that they are writing at an advanced level are placed into ENG 112.

Graduate Advising

Each student will receive assistance from her/his advisor and from other faculty, final responsibility for knowledge of and compliance with Silver Lake College graduate program policies rests with the student.

Non-degree students, except students in licensure programs and Kodály certificate programs, are not assigned advisors, but should feel free to ask instructors or other college personnel for information and advice.

ATTENDANCE

Students are expected to be present at each class session. They are directly responsible to the instructor both for attendance and for work missed for any reason. An instructor may recommend to the Office of Academic Affairs that a student withdraw from a course for excessive absences when, in the opinion of the instructor and the student, the student would receive little benefit from further attendance. Documentation of absences due to health concerns or extreme personal difficulties must be presented to the Office of Academic Affairs for absences to be excused. The office will communicate the excused absence to faculty.

AUDITS

Students wishing to audit a course must register for the course(s) and pay the auditor's fee. An auditor must fulfill course requirements as outlined by the instructor. Course(s) are included on the student's transcript as audit. More information can be located in the Academic Bulletin.

CANCELLATION OF CLASSES

The cancellation of classes will be announced on the Silver Lake website, my.sl.edu, local radio and TV stations and the RAVE alert system as early as possible. *Students are requested to check for announcements and not to call the College. Students should check Joule for individual course information.*

CLASSIFICATION OF STUDENTS

Credits: The credit is the unit for computing the amount of work required for graduation. Please see the Academic Bulletin for current credit hour definitions.

Enrollment Status: A full-time undergraduate student is one enrolled in courses which have a total credit evaluation of 12 or more term hours. A part-time undergraduate student is one enrolled in courses which have a total evaluation of less than 12 term hours. A full-time graduate student is one enrolled in at least 6 term hours.

Class Standing: Students are classified according to the number of term hours earned:

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90 or more credits

COMMENCEMENT

Commencement ceremonies are held annually at the end of the spring term. Students completing requirements for graduation in the summer, fall, and spring terms are encouraged to participate. Graduating students will be notified of the procedures for ordering caps and gowns.

COURSE EXAMINATIONS

Examinations or other types of course evaluation are held throughout the term. Students should refer to course syllabi to identify the assessments for each course.

COURSES TAKEN AT OTHER INSTITUTIONS

Credits will be evaluated for acceptance before the student matriculates at Silver Lake College of the Holy Family. Only courses in which the student has earned a grade of “C” or better are accepted for transfer. There is a limit to how many credits may be transferred to Silver Lake.

Students who wish to take courses at other institutions, after matriculation at Silver Lake, must have advisor’s and Academic Dean’s approval and complete a Transfer Credit Approval form prior to enrolling in the course. Contact your academic advisor or Registrar’s Office for forms. More detailed information is located in the Academic Bulletin.

CREDIT BY EXAMINATION

Information on CLEP (College Level Examination Program) may be obtained from the Academic Resource Center. These exams are used to measure background in general and subject areas. Silver Lake College of the Holy Family students may earn credit through the CLEP general and subject examination on a matching Silver Lake credit basis. Silver Lake College of the Holy Family also grants credit for Advanced Placement and International Baccalaureate work with requisite scores. See the Academic Bulletin for more specific information.

CREDIT FOR PRIOR LEARNING

Silver Lake College of the Holy Family defines credit for prior learning as credit earned through:

- Examination (CLEP, standardized tests),
- Accreditation (courses, workshops, and training programs offered by business, government, military, and other non-collegiate agencies accredited by the American Council on Education), and
- Essay assessment

Silver Lake College of the Holy Family students may earn up to 60 credits for prior learning on a matching credit basis, that is, one hour of credit for prior learning for one hour credit earned at Silver Lake.

Students may be granted credit for prior learning through the senior year if it has been approved for the student’s program by the Dean’s Council designee and the student’s advisor.

The amount of credit awarded for prior learning will equal that granted by Silver Lake College of the Holy Family for a course covering the same content area.

Departments reserve the right to determine the amount of prior learning credit that may be applied to a major or minor.

CREDIT LOAD

A full-time credit load is defined as 12–19 credits per term. Typically, the student must average a load of 15 credits per term to complete their undergraduate degree program in four years. Please see program degree requirements for exceptions. Students must appeal to the Office of Academic Affairs for permission to carry a load of more than 19 credit hours in a term. The required form is available through the Office of the Registrar.

DEGREES

Silver Lake College of the Holy Family confers the following degrees:

Bachelor of Arts; Bachelor of Music; Bachelor of Science; Bachelor of Science in Nursing; Master of Music (Music Education- Kodaly); Master of Arts in Education (Teacher Leadership or Administrative Leadership); Master of Science (Leadership and Organizational Development). The requirements for a degree are listed in the Academic Bulletin.

FAILURES

A student who has failed (received a C+) in any course required for graduation in her/his program must remove the “C+” by repeating that course and earning a passing grade.

When a student retakes a course, the first grade remains on the student’s transcript but is not used in the computation of the grade point average, which is calculated using the better of the two grades.

GRADE REPORTS

In semester long courses, mid-term grades will be posted on the portal. Final grades for each term are posted on the portal. Academic advisors have access to their advisees’ grades. *Grade reports are not mailed to students.*

GRADING SYSTEM

Evaluation of student learning, both formal and informal, is continuous. Midterm grades are posted for traditional delivery courses; final grades are posted for all courses.

Quality points per course equal the number of quality points for a grade multiplied by the number of credits earned in that course. The total grade point average (GPA) equals the total number of quality points earned divided by the total number of credits attempted. Pass/no credit courses are not included in determining the GPA.

The scale of grades and quality points is as follows:

A	Superior	4.00	97-100%
A-		3.67	94-96%
B+		3.33	92-93%
B		3.00	89-91%
B-		2.67	87-88%
C+		2.33	84-86%
C		2.00	80-83%
C-	Not making satisfactory academic progress	1.67	77-79%
D+		1.33	75-76%
D		1.00	72-74%
D-		0.67	70-71%
F	Failure	0.00	below 70%
I	Incomplete		
P/NC	Pass/No Credit		
W	Withdraw		

Course grade scales are published in course syllabi and may differ from course to course.

In order to encourage students to explore areas outside their major field and to select courses in which they are interested but which they fear may lower their grade point average, all students in good standing (not on probation) are allowed to take a maximum of six term courses on a pass/no credit (P/NC) basis to fulfill degree requirements. Such courses may not be courses in the student's major, minor area of concentration, education courses needed for teacher certification, or courses satisfying the General Education requirements. Special students, not in the above categories, may take any courses on the Pass/No Credit basis.

Students electing a course under this option will indicate their intention at any time prior to one week following the issuing of mid-term grades. Also, these students will be expected to meet the same course requirements as those students receiving a grade.

GRADUATION APPLICATION

Students must file an application for graduation. The application can be obtained from the student's academic advisor or my.sl.edu. The deadline for filing this application is listed on the official academic calendar of the academic year the student plans to graduate.

GUIDED STUDY

Students who are seeking a degree, a certificate, or a certification sequence program for teaching licensure from Silver Lake College of the Holy Family, with the approval of the Department Chair, Program Director, and the Academic Dean, may request they be allowed to take Guided Study courses. Student-requested Guided Study courses are courses currently listed in the Academic Bulletin that are not being offered in the semester the student proposes taking them.

To be considered for a Guided Study, the student must:

1. Show that course cannot be taken as a regularly scheduled course
2. Show course is required for his or her program(s)
3. Meet all prerequisites for the course
4. Receive approval for the Guided Study from the instructor, the academic advisor, the department chair, and the Dean's Council designee.

Approval will be considered for the following reasons:

1. To resolve a conflict between required courses
2. To substitute a required course not offered during the term needed to ensure graduation
3. Other as approved by Dean's Council designee.

HONORS AND DEAN'S LIST

Dean's List: Full-time students who earn a grade point average of 3.5 or above merit a place on the Dean's List of honor students. The Office of the Registrar announces this list at the close of each fall and spring term.

Graduation honors: The College confers graduation honors on those students who attain the requisite grade point average for courses taken at Silver Lake College of the Holy Family.

- Summa cum Laude 3.9 GPA
- Magna cum Laude 3.7 GPA
- Cum laude 3.5 GPA

To be eligible for graduation honors, students must have earned at least 51 credits with quality points at Silver Lake College of the Holy Family. Honors are based on credits earned at Silver Lake College of the Holy Family. The honor will be noted on the student's transcript.

INCOMPLETES

An incomplete is an exceptional designation granted only when a student cannot complete all requirements of a course due to unusual circumstances. It is not automatically given. Incompletes are at the discretion of the instructor and are generally not granted unless the student has completed the majority of the course work with a passing grade. The request for an incomplete must be made in writing prior to the scheduled date for the final exam or last scheduled class meeting if there is no exam. The decision to grant or deny the request is made by the instructor based on the reasons presented.

When only a final exam/assignment is missed because of circumstances which arise unexpectedly, the request for the incomplete designation must be made within twenty-four (24) hours after the scheduled exam/assignment due time.

Provisions for the removal of an incomplete are individually arranged with the instructor granting the incomplete at the time the request is approved. These provisions are detailed on the request agreement form. If an incomplete is not removed within the time stipulated on the request agreement form a grade will be submitted to the Registrar. A fee is charged for the removal of an incomplete.

INDEPENDENT STUDY

Independent study is an option available only to graduate students enrolled at Silver Lake College in a degree program, a certification program or in a certification sequence for a teaching licensure.

A student may complete no more than six (6) credits of independent study in a program.

INTERNSHIP EXPERIENCES

Internships are designed to supplement classroom learning with practical hands-on work experience. In order to qualify for an internship a student must have a 2.0 or higher grade point average and must have successfully completed 60 credits or more.

There are 2 types of internship opportunities: a non-credit internship (SLC Works internship) and a credit internship.

- 1) The non-credit internship or SLC Works internship starts in the fall semester and concludes at the end of the spring semester. The student must complete 150 hours of work each semester for a total of 300 hours over 2 semesters and earns a tuition credit.
- 2) For a credit internship, the student must receive permission from his or her academic advisor in order to do the internship for credit. The credit internship is one semester long, the student receives a letter grade after completion of the required internship hours, and the internship credits earned go toward meeting the academic requirements for graduation in the student's major area of study. For each credit earned the student must put in 40 hours of work related to their major (i.e. for a 3 credit internship a student must put in 120 hours of work).

For more information about SLC Works internships and academic credit internships contact the SLC Works office.

JOULE

Joule is a Learning Management System (LMS). Many instructors and programs at Silver Lake College of the Holy Family use *Joule* to develop interactive and dynamic online communities that promote the effective transfer of knowledge and communication with students.

To access and use Joule

To begin using *Joule*, log onto <http://sl.mrooms3.net/> using the log-in and initial password that were assigned to you. *Joule* log-in information is connected to my.sl.edu and can be changed through the Access Manager.

For more information on *Joule* and its use as a learning management system, please contact the Stangel Academic Computer Lab.

LIBRARY

General Information:

The library is located on the second floor of the east wing of the building. It maintains an extensive collection of books, current periodicals, pamphlets, CDs, music records, and various audio-visual materials. Special Collections include Young Adult Literature and Children's literature, the Kodaly Music collection, and over 1,200 rare books.

The Study Room, Rare Book Room, Young Adult and Children's Literature Collections, A-V materials, along with back issues of periodicals are located on the Mezzanine. If at any time you need help in finding something, please ask at the circulation/reference desk.

Library hours are posted each term. Student ID cards also serve as a library card and must be presented to check out materials.

Material	Loan Period	Renewal	Fines
Books/Pamphlets	4 weeks	Once	N/A
Kodaly Reserve	1 week	Twice	N/A
Reserve	2 hours	None	50 cents/hour
	1 day	None	50 cents/day/item
	2 day	None	50 cents/day/item
	1 week	None	50 cents/day/item
MEDIA (video, DVD, CD, AV material)	1 week	Once	N/A
Headphones	2 hours	Once	\$1.00/hour/item
Reference	Non-Circulating	None	N/A
Music Listening Room	Non-Circulating	None	N/A
Periodicals	Non-Circulating	None	N/A
Laptop	1 day	None	\$10/day/item

When a maximum fine is reached on an item (or an item is not returned after 1 month) the item is declared lost and replacement fee is assessed. The replacement fee includes a non-refundable \$5.00 processing fee.

- Bar-coded ID or courtesy card required for circulation transactions.
- To renew items, bring them to the circulation desk, call (920) 686-6174, e-mail library@sl.edu or renew online at <http://snclib.snc.edu/patroninfo~S1>. Please have your library barcode available.
- All patrons will have check-out privileges blocked when their fines/fees reach \$15.00.

References and Services:

1. Databases available:
 - a. ONLINE – BadgerLink (EBSCO) and EBSCO CINAHL with Full Text (also accessible through BadgerLink), JSTOR, International Index to Music Periodicals and ProQuest Dissertation & Thesis Database (Silver Lake College of the Holy Family Kodaly Thesis only), Naxos Music Library, and IPA Source. There is no charge to students if articles are printed out in black and white.
2. Interlibrary Loan – The librarians will arrange to get materials for you on interlibrary loan. Interlibrary loan request forms are available at the Circulation Desk or use the online InterLibrary Loan Request Form – limited to 5 requests per week. Most requested items should arrive in two weeks; be sure to order in time to have materials when they are needed.

Machines/equipment for use in the library:

1. Computer use -Sign in at the circulation desk
2. Headphones for two (2) hour check out
3. Laptops are available for a one-day checkout.
4. VCR/DVD player with television is available for use by individuals and groups to watch programs assigned by the faculty.
5. Copier – A copier with both a reduction and enlargement mode is available for use any time the library is open. Copies are 12 cents each.

MAJOR-MINOR DECLARATION

Application for Major and/or Minor

Before the end of the sophomore year, a student should select a major and minor, if applicable. It is the responsibility of the student to meet with the advisor and complete the required paperwork to declare the major and minor. Declaration of a major does not automatically ensure acceptance into the program.

RECORDING OF CLASSES

Course lectures are legally considered the intellectual property of the instructor. Therefore, students wishing to record a class session must get written permission from the instructor. Recordings may not be played or sold for financial gain, or distributed to any third party without the written consent of the course instructor and/or the College. Written permissions must be filed with the Office of Academic Affairs.

REGISTRATION

Students should meet with their academic advisors each term to select courses. New or re-entry students register by appointment with an advisor throughout the year.

Students receive no credit for work completed in courses for which they are not registered. Although there are opportunities for guidance, students assume final and complete responsibility for their selection of courses and registration.

Changes in Registration: Students may make necessary changes in their registration during the first week of each term by applying to the Office of the Registrar. A grade of “W” is recorded for courses dropped after the first week through 60% of the course.

STUDENT PORTAL (MY.SL.EDU)

The interactive student portal is my.sl.edu. Students have access to academic information as well as billing, financial aid, advising information and other resources. Information about accessing *my.sl.edu* is provided to all registered students.

TEACHER EDUCATION PROGRAM

Silver Lake College of the Holy Family’s Teacher Education Committee is responsible for continuous selection and retention of its students in the Teacher Education Program. Students entering the Teacher Education course sequence must submit to a background investigation check and provide proof of a negative TB test. Applicants for admission to the Teacher Education Program must have a grade point average of 2.5 and passing scores on the Praxis I prior to entrance. Admission to Student Teaching requires applicants to have a grade point average of 2.75 and a passing score on the State Content exam prior to Student Teaching.

Procedure for application and acceptance to the teacher education program:

Refer to the Teacher Education Handbook and/or ask your advisor.

Procedure for earning first license only:

Degreed students seeking certification must fulfill all requirements and qualifications before state certification is recommended. Procedure is as follows:

1. Formal application to Silver Lake College of the Holy Family.
2. Appointment with the License Coordinator to apply for acceptance into the Teacher Education Program.
3. Fulfillment of required courses and clinicals necessary for the specific certification program.
4. Fulfillment of required tests for licensing.
5. Application for entrance into the program and application and interview for student teaching.
6. Student teaching in specific program(s).
7. Submission of evaluations and final conference form for student teaching.
8. Application for certification.

TRANSCRIPTS

The final grades and the number of semester hours are listed on the student’s permanent record. The Office of the Registrar issues official transcripts of a student’s record upon the written request of the student. A fee is charged for each transcript requested. The Office of the Registrar issues no transcripts for students with delinquent accounts.

The Registrar will not issue transcripts from other/previous institutions of study.

WITHDRAWAL FROM THE COLLEGE

Registered students who wish to withdraw from the college must complete a withdrawal form. This form must be returned to the Office of the Registrar before the withdrawal is official. Failure to withdraw officially results in both academic and financial penalty.

The College reserves the right to require the withdrawal of any student.

Dismissal from a Degree Program

A student who earns a grade lower than “B-” in two graduate degree program courses will receive a notice of dismissal from the program.

The program director will prepare the official notification of dismissal and notify the Registrar and the Office of Academic Affairs of the dismissal and the reason(s) for it.

Appeal of Dismissal

A student who has been dismissed from a graduate degree program may appeal the dismissal. A written appeal must be filed with the program director within thirty (30) days of the date of distribution of the notification of dismissal. The appeal is then considered by the Graduate Studies Council. The outcome will be communicated to the student and the Office of the Registrar.

WITHDRAWAL FROM COURSES

Students may withdraw from courses without academic penalty, that is a grade of “W” on the transcript, provided that they complete an official notification of withdrawal and return it to the Registrar prior to completion of 60% of the course for shorter courses.

Withdrawal after 60% of the course has been completed or at any time without official notification to the Registrar merits academic failure, a grade of “F” in the course.

Students are strongly discouraged from withdrawing from courses. The program director reserves the right to administratively withdraw the student from the course if warranted due to student conduct issues. Student’s due process is detailed in the student code of conduct.

SILVER LAKE COLLEGE OF THE HOLY FAMILY COMMUNITY STANDARDS (CODE OF CONDUCT)

INTRODUCTION

Silver Lake College of the Holy Family, following the Franciscan tradition, embraces the profound respect Francis of Assisi had for all of creation, especially the dignity of the human person. A liberal arts education, integrated with professional development, addresses the whole person. Embracing the values of community, compassion, peacemaking, and reverence for creation, Silver Lake College of the Holy Family has developed specific policies to facilitate the growth of the learner. As stated in the College mission statement, this occurs in an environment of mutual respect and concern for persons.

The SLC Community Standards are the result of Silver Lake College of the Holy Family community consideration of what constitutes a learning environment informed by Catholic, Franciscan values. Understanding human growth, Silver Lake College of the Holy Family intends these policies to be developmental. All College rules, regulations and policies apply to all students and their conduct both on the College premises and at College-sponsored events held off campus. Incidents occurring off campus that adversely affect Silver Lake College of the Holy Family or the pursuit of its objectives are also subject to disciplinary action under the Community Standards.

The Silver Lake College of the Holy Family Community Standards provide descriptions of prohibited conduct for the Silver Lake community and is not designed to define misconduct in all-inclusive terms. These guidelines are subject to change by the authority of the Dean of Students. The student body will be notified, in a timely manner, of any changes to the Community Standards. Each student of the College is obligated to abide by the standards outlined in the Community Standards. Any deviations from this Code are subject to procedures and sanctions that originate from the Dean of Students and/or designee.

PROHIBITED CONDUCT

1. Obstruction, disruption and/or interference with, or attempts to obstruct, disrupt and/or interfere with teaching, research, administration, disciplinary proceedings, studying, public speaking, business operations, fire, police or emergency services, or other College activities, including public service functions on College property or at College-sponsored or supervised activities, including but not limited to:
 - a. Disruption, obstruction or interference with or attempts to obstruct, disrupt or interfere with another student’s right to study, learn, or complete assignments, including, but not limited to, destroying, preventing or limiting access to information or records used by another student in connection with College responsibilities.
 - b. Disruption, obstruction or interference with educational activities in classrooms, lecture halls, campus library, laboratories, theatres, or any other places where education and teaching activities take place including, but not limited to, talking at inappropriate times, drawing unwarranted attention to self, engaging in loud or distracting behaviors, displaying defiance or disrespect of others, or threatening another individual.

2. Physical abuse, verbal abuse, contempt, disrespect, insults, threats, intimidation, harassment, sexual assault, sexual contact without permission, sexual misconduct, stalking, coercion, cyber-stalking, forced consumption of liquor, drugs or other conduct directed at a specific person, which threatens the health and safety of any person or seriously alarms or intimidates another person. Such conduct may include, but is not limited to:
 - a. Explicit or implicit threats, including gestures that place a person in reasonable apprehension of unwelcome physical contact, harm or death;
 - b. Unwanted sexual contact of any kind or threat of such contact. Sexual contact will be considered unwanted or without consent if no clear consent is freely given, if inflicted through force or threat of force; or if inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent.
 - c. Stalking (purposely and repeatedly engaging in a course of conduct that causes the victim to experience serious emotional distress or to fear bodily injury or death of her/himself, a family member or a member of his/her household) directed at a specific person, which reasonably causes that person alarm, distress, fear or a change of normal behavior.
 - d. Making remarks which are by common usage lewd, obscene, rude or disparaging, or that can reasonably be expected to have a tendency to cause acts of violence to the person(s) to whom the remark is made;
 - e. Unwanted, repeated, harassing, lewd or obscene communication using electronic or digital devices.
 - f. Recording, taking, sending or uploading any content including audio, copy, emails, photo(s) and/or video(s) of another that may denigrate or humiliate.
 - g. Attempted or actual removal or theft of, damage to, destruction of, misuse, or unauthorized use of College property, or the services or property of a member of the College community, or other personal or public property. Possession of stolen property, or unauthorized possession of College property, or the property of a member of the College community.
3. Failure to comply with the directions of or treating discourteously College officials, including but not limited to, campus safety and security personnel and residence life personnel, acting in performance of their duties and/or failure to identify oneself to these persons when asked to do so.
4. Unauthorized possession, duplication, or use of keys or door cards to any College facility or premises or unauthorized presence, entry to, or use of College facilities or premises, including, but not limited to, camping, building a fire, or use of an unauthorized heating, cooking or electrical device. Breach of security including propping doors open, violations of the Guest and Visitation policy, etc.
5. Violation of any Silver Lake College of the Holy Family policy, rule or regulation published in hard copy or available electronically on the Silver Lake website.
6. Violation of any federal, state or local law.
7. Use, possession, sale, manufacturing or distribution of alcoholic beverages, marijuana, heroin, narcotics, prescribed drugs, or other controlled substances.
 - a. Silver Lake College of the Holy Family prohibits the possession and/or consumption of alcoholic beverages and/or containers in all areas of the campus. The President may grant exceptions to this prohibition. All requests must be approved in writing.
 - b. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
 - c. Alcohol and/or other drug intoxication regardless of age. Indicators of alcohol and/or other drug intoxication may be blood/breath alcohol concentration above the legal limit of 0.08, bloodshot or glassy eyes, blurred vision, confusion, chills or sweating, irrational conversation, mood swings, rapid eye movement, slurred speech, strong odor of alcohol or other drugs, unsteady walk or gait, or other actions that signify poor judgment.
 - d. Inability to exercise care for one's own safety and/or the safety of others due to intoxication.
 - e. Behavior that encourages or contributes to excessive alcohol consumption by any student.
8. Use, sale, advertisement or distribution of tobacco products (i.e. Cigarettes, vaporizers, chewing tobacco, cigars, etc.) in College facilities, at College indoor events, and in College fleet vehicles, except in outdoor areas designated by ashtrays.

9. 2011 Wisconsin Act 35 addresses the carrying of concealed weapons. Act 35 defines a weapon as a handgun, an electric weapon (stun gun), a knife other than a switchblade, or a billy club.
 - a. No person may possess or store firearms or weapons inside any building controlled by Silver Lake College of the Holy Family.
 - b. Silver Lake College of the Holy Family also prohibits the possession or storage within its buildings, all types of firearms, bows and arrows, sling shots, explosives, impact instruments, or any device that is designed to propel a projectile or to be propelled in an offensive manner. Cutting instruments that are not designed to be used as tools during College related work or educational projects are also prohibited.
 - c. 2011 Wisconsin Act 35 notwithstanding, the Silver Lake College of the Holy Family Administration reserves the right to determine whether any article is to be allowed onto, or prohibited from the campus. Prohibited possession of weapons on Silver Lake College of the Holy Family property may result in academic expulsion, termination of employment, or referral to the judicial system. Confiscated items will be inventoried and secured by Campus Safety. These items may be returned to the owner at the close of the semester.
 - d. Possession of legal weapons does not apply to storage within a vehicle that is driven onto the property, or parked in the parking facility.
 - e. The policy does not apply to police officers, armed forces, or military personnel armed in the line of duty, or any person authorized by the police chief of any city, village or town, or the sheriff of any county to possess a firearm in any building.
10. Participation in a gathering or assembly that disrupts the normal operations of the College or infringes on the rights of other members of the College community, or leading or inciting others to disrupt scheduled or normal activities on College premises or at College-sponsored or supervised functions.
11. Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on College property or at College-sponsored or supervised events.
12. Conduct that is disorderly, disrespectful, lewd, or indecent; breach of peace; or aiding, abetting or finding another to breach the peace on College property or at College sponsored functions.
13. Unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge when such a recording is likely to cause injury or distress. This includes, but is not limited to, taking pictures of another person in a gym, locker room or restroom.
14. All electronic and telephone communications systems (including e-mail, voice mail, etc.) and all information transmitted by, received from, or stored in Silver Lake College of the Holy Family systems are the property of the College. Silver Lake College of the Holy Family reserves the right to monitor communications transferred via the College's equipment or networks. Computer and Electronic Usage Guidelines have been established to familiarize users with security-related measures associated with the use of computers and/or electronic networks on the Silver Lake College of the Holy Family campus. *The computing and electronic communication facilities and services provided by Silver Lake College of the Holy Family are primarily intended for teaching, educational, research, and administrative purposes. Their use is governed by all applicable college policies (including harassment), and staff, administrator, faculty, and student due process and disciplinary policies, as well as by applicable federal, state, and local laws.*

Examples of Prohibited Use

- Commercial activity, e.g., solicitation in connection with personally owned businesses
- Political activities, e.g., endorsement of candidates for political office
- Electronic harassment, e.g., communication that would be deemed a violation of the College's harassment policy, but which occurs in an electronic environment
- Copyright infringement
- Trademark infringement
- Plagiarism
- Violation of any criminal law, e.g., obscenity or child pornography statutes, defamation
- Extensive personal use, i.e., any use which impedes access to the system resources by other members of the college community or which subjects the institution to a material increase in its operating cost
- Installation of unlicensed software on College computers, either related to one's discipline or unrelated, (e.g., electronic games) unless specifically authorized by appropriate supervisor and Manager of Computer Systems for use related to college work. The license for the software must reside on the premises
- Unauthorized use of others' passwords, file data, department software, etc.
- No unauthorized attempt will be made to use, modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.

- “Hacking” includes, but is not necessarily limited to;
 - Obtaining and/or using through unauthorized means a level of security higher than that given by appropriate personnel
 - Changing one’s own or any other user’s security levels
 - Creating real or fictitious user accounts
 - Attempting to access in any way accounts, files, directories, servers, and data to which the user has no right
15. Illegal gambling of any kind is prohibited.
 16. Unauthorized use of the College’s duplicating or reproduction equipment, public address systems, telephone, or email is prohibited. Authorization for such use may be granted only by the College President or his designee.
 17. Any and all official information related to the College and its operation shall be transmitted to news media only through the College’s External Relations Office. Arrangements for reporters and/or radio or television station representatives to report or televise events on the College Premises shall be made only by the External Relations Office. Any other arrangements are unauthorized and the College reserves the right to bar (or remove) from the College Premises unauthorized news media representatives.
 18. Defacing, damaging, or maliciously destroying any College, Faculty, or Student property is prohibited.
 19. All Visitors must be on the College Premises for a legitimate purpose. The College reserves the right to determine whether the purpose is legitimate. If it is not, Visitors will be asked to leave. Visitors are required to show identification when requested to do so by security or administrative officers. Failure to do so, or to leave when requested will result in such Visitors being considered as trespassers subject to arrest.
 20. Student Identification: All Students and College Personnel are required to obtain and carry College identification cards at all times and to present them upon request to any College Official, or Faculty Member. Other identification must be shown if such a request is made and the person questioned does not have an ID card in his/her possession.
 21. Disorderly or unlawful behavior is prohibited and may be prosecuted by the College under this procedure whether or not such behavior is the subject of prosecution in any civil or criminal court.
 22. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys public or private property, for the purposes of initiation, admission to, affiliation with, or as a condition of continued membership with a group or organization. The express or implied consent of the victim will not be a defense. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
 23. Chewing tobacco or using any tobacco product or similar product or device such as pipes, cigars or cigarettes or personal vaporizers is prohibited in all buildings on the College Premises.
 24. False alarms, bomb scares or any form of false reporting submitted to any law enforcement or College agency involving alleged incidents or occurrences on College Premises is prohibited.
 25. Unlawful behavior that is motivated in the selection of the victim or commission of an offense by a perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation is prohibited and may result in the imposition of more severe penalties.
 26. Intentionally furnishing the College with false information is prohibited.
 27. Any activity that would be a violation of any federal, state or local statute is prohibited on College Premises.
 28. Any retaliatory action of any kind taken against a person seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.
 29. Misusing, damaging or tampering with fire extinguishers, alarms, smoke detectors or safety equipment.
 30. Setting fires or creating an open flame without prior authorization.
 31. Bringing an animal not trained to assist persons with disabilities into buildings; bringing unleashed, unauthorized or unlicensed animals on College owned or controlled property; leaving any animal unattended.
 32. Driving a vehicle in an unsafe manner on or around the College campus.
 33. Knowingly violating the terms of any disciplinary proceeding or sanction imposed in accordance with this Code, including, but not limited to:
 - a. Failure to comply with sanctions or failure to appear at a disciplinary meeting, conference or hearing when requested.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption of or interference with disciplinary proceedings.
 - d. Attempting to influence, harassing or intimidating a victim, witness or member of the College prior to, during, and/or after a disciplinary proceeding.
 34. Aiding or abetting other individuals in carrying out an unlawful act or violation of any Silver Lake College of the Holy Family regulations.
 35. Being present during the occurrence of any infraction of local, state, or federal regulation may be considered to be in violation.

DISCIPLINE PROCESS

Students subject to academic suspension or academic expulsion from the College for non-academic misconduct will be entitled to a hearing before the Dean of Students or designee. Students subject to lesser sanctions for non-academic misconduct will be entitled to a disciplinary conference. Campus disciplinary proceedings are designed to provide a fair evaluation of the student's responsibility for violating College regulations. Formal rules of evidence shall not be applied nor shall deviations from prescribed procedures necessarily invalidate a decision.

- 1. Filing a Report** – Any Silver Lake College of the Holy Family student, faculty, staff or other community member who believes that a student may have violated the *Community Standards* may file a report. Any person who is affected by misconduct and/or anyone who witnesses an alleged violation may file a report. The Office of Student Development must be contacted for assistance in interpreting the *Community Standards*. The Office of Student Development determines whether alleged behavior is a possible violation of the *Community Standards*.
 - a. A report alleging a violation of the *Community Standards* must be in writing (preferably typed) and signed by the individual filing the report. Reports should be submitted directly to the Office of Student Development and/or Campus Safety and Security. A student living in the residence hall may contact the Residence Life staff about filing a report. Any report made against a student to Campus Safety that alleges a crime and/or a violation of the *Community Standards* will also be forwarded to the Office of Student Development. All reports should be specific and include: the name and contact information for the person filing the report, a complete description of the incident including who, what, where, why and how as it relates to the alleged violation of the *Community Standards*, and the names of all parties involved as participants or witnesses. It is important to file the report as soon as possible. Reports initiate the student conduct process. With prompt reporting, information is easier to collect and witnesses are more likely to remember events for a quicker resolution.
 - b. Reports from Silver Lake Residence Life staff and Silver Lake Campus Safety about student behavior are routinely submitted to the Office of Student Development for possible College disciplinary action. Additionally, arrests/citations or other reports from law enforcement agencies outside of Silver Lake are forwarded to the Office of Student Development for consideration of College action. The College may also pursue disciplinary action for published reports of student misconduct.
 - c. The person(s) filing a report may be expected to participate in the student conduct process, to answer questions related to the incident and to present relevant information at disciplinary conferences or hearings.
 - d. In the case of an active criminal investigation by law enforcement authorities, disciplinary action by Dean of Students or designee may be postponed until the criminal investigation is concluded.
- 2. Preliminary Review** – The Office of Student Development or designee will conduct a preliminary review. The preliminary review (investigation) may include interviews, a review of related documents, requests for written statements from any person involved in the alleged incident, and review of material available electronically. Students, members of student organizations and others are encouraged to be forthright and as specific as possible when offering information related to a preliminary review, but may choose the extent to which they share information. Cases may be dropped for insufficient information, or referred for mediation, arbitration, informal resolution or disciplinary action. In order for a case to be referred for disciplinary action, there must be sufficient information to believe that a policy violation may have occurred and that the alleged individual/group may be responsible.
 - a. The Office of Student Development or designee will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion from a housing facility or suspension or expulsion from the College. The Office of Student Development or designee will also determine whether the accused student disputes the facts that form the basis of the complaint. Accused students not subject to expulsion from a housing facility or suspension or expulsion from the College will be referred for disciplinary conference. Accused students subject to academic suspension or academic expulsion from the College will be referred for a disciplinary conference. The Office of Student Development reserves the right to refer the case to any College official or a group.
 - b. In cases of sexual assault, gender-based discrimination/harassment, or sexual misconduct the case will be handed over to the Title IX Coordinator. Please refer to my.SL.edu or sl.edu for more information.
- 3. Waiving the Right to a Conference** – Students eligible for a hearing may defer proceedings and may choose to have their cases resolved without his/her input. Such a choice must be in writing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the College.
- 4. Mediation** – mediation is encouraged as an alternative means to resolve many disciplinary cases. The Office of Student Development may require the parties in a nonacademic misconduct case make a reasonable attempt to achieve a mediated agreement. To be binding in a disciplinary case, any mediated agreement must be approved by the Office of Student Development. Mediation is typically voluntary.

- 5. Disciplinary Conference** – Students accused of non-academic offenses that may result in sanctions less severe than academic suspension or academic expulsion from the College are subject to a disciplinary conference with the Office of Student Development designee. Violations will be determined on the basis of whether it is more likely than not that the accused student violated the code. Formal rules of evidence shall not apply. The following procedural protections are provided to accused student in disciplinary conferences. These procedural protections apply to disciplinary hearings as well.
- Written notice of the specific charges at least three (3) days prior to the scheduled disciplinary conference. Notification to the student will be made via email or in writing and sent to the last address provided by the student to the College.
 - Reasonable access to the written reports prior to and during the disciplinary conference.
 - An opportunity to respond to the report and to present relevant and necessary witnesses.
 - An opportunity to be assisted by a non-student consultant of the student’s own choice and at the student’s own expense. The consultant may not be a current SLC student. The consultant may advise the student using written communication, but is not permitted to participate in the conference and may not appear in lieu of the student.
 - Written notification of the determination, including any sanctions will be made in writing and sent to the last USPS address provided by the student to the College if a determination is not made during the conference.
- 6. Hearing Procedures** – Students accused of non-academic offenses that may result in sanctions are entitled to a hearing before the Office of Student Development or designee. The following procedures are followed in disciplinary hearings.
- The accused student will receive written notification of the hearing date and the specific alleged act(s) of misconduct at least three (3) days prior to the hearing.
 - Students eligible for a hearing by the Office of Student Development or designee may defer proceedings and may choose to have their cases resolved without his/her input. Such a choice must be in writing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the College.
 - Notice shall be given by personal delivery, email, or by certified mail to the last address the student provided to the College.
 - On a date specified by the Office of Student Development, the person filing the report and the accused student will submit to the Office of Student Development or designee the names of witnesses for the hearing, a summary of the information each witness is expected to provide, and any document(s) the person filing the report and the accused student expect to present at the hearing. The Office of Student Development will make copies of the information available to the person filing the report, the accused student and hearing officer prior to the hearing.
 - The Office of Student Development or designee is responsible for coordinating the hearing.
 - The hearing officer may request relevant witnesses after consultation with the Office of Student Development. Requests must be personally delivered or sent by certified mail. College students and employees are expected to comply with requests issued as a part of disciplinary proceeding unless compliance would result in significant or unavoidable personal hardship or substantial interference with normal College activities.
 - Accused students who fail to appear at the hearing will be seen as having pled “innocent” to the allegations pending against them. A hearing may be conducted in their absence, if necessary.
 - The hearing officer will exercise control over the hearing. Any person, including the accused student, who disrupts a hearing, may be excluded by the hearing officer.
 - Hearings shall be conducted in closed session.
 - Accused students may speak on their own behalf. They will not be forced to speak against themselves and their silence will not be used to their disadvantage.
 - The individual filing the report, the accused student and the hearing officer may examine the information.
 - After the hearing, the hearing officer shall determine whether the accused student has violated each section of the Code that student is charged with violating.
 - Violations will be determined on the basis of whether it is more likely than not that the accused student violated the code. Formal rules of evidence shall not apply.
 - Within three (3) days of the hearing, the hearing officer will submit its recommendations in writing to the Office of Student Development or designee.

- 7. Sanctions** - One or more of the following disciplinary measures, also called sanctions, may be imposed for a violation of the Community Standards. In deciding upon a sanction, the adjudicator will consider relevant factors including the nature of the offense, the severity of any damage, mitigating circumstances, the student's current demeanor, history of disciplinary infractions, failure of the individual to comply with past sanctions, and/or injury or harm resulting from the offense, etc. The sanctions listed below may be enhanced or substituted with additional conditions deemed appropriate by the disciplinary authority.
- a. **Warning** – Notice, verbally or in writing, that the continuation or repetition of prohibited behavior may be cause for additional disciplinary action.
 - b. **Reprimand** – An official written censure with notice: (a) of inappropriate behavior (b) conduct associated with the violation must stop immediately and permanently, and (c) additional violations may result in more severe sanctions.
 - c. **Behavioral Contract** – A written document signed by the student and a College official in which the student agrees to correct inappropriate behaviors and/or comply with required stipulations.
 - d. **Disciplinary Probation** – A written reprimand specifying the violation for which the student is responsible. Students on probation are not considered to be in good standing with the College. Probation is for a designated period of time and includes the probability of more severe disciplinary action if the student is found to be in violation of any College policy during the probationary period.
 - e. **Educational Activities** – Written apologies, written/research assignments, community service, participation in classes/workshops/online learning programs, service to the College, or work assignments, etc. Written proof of participation may be required.
 - f. **Fines** – A sum of money imposed as a penalty.
 - g. **Mediation** – Individuals make a reasonable attempt to achieve agreement.
 - h. **No Trespass Order** – No trespass notice may be issued to a Silver Lake student and/or guest restricting the movement or presence of the individual from any or all facilities and locations on campus. Local authorities may be contacted for assistance in the event of a violation of a no trespass order. Violators may also face additional disciplinary action.
 - i. **Parental or Guardian Notification** – If a student is under the age of twenty-one (21) at the time of notification, parents or guardians may be informed of alcohol and drug violations when the College determines that the student has committed a disciplinary violation with respect to use or possession of alcohol or drugs.
 - j. **Referrals** – Students may be referred to counseling, rehabilitation or other offices, agencies or programs for assessment, guidance and service. Compliance with the recommendations made by the professional to whom the referral is made is expected and the student may be held responsible for any payment associated with the referral.
 - k. **Restitution** – Compensation for loss, damage or injury, etc. Such compensation may take the form of appropriate service, monetary replacement and/or material replacement.
 - l. **Restrictions or Loss of Privileges** – Denial of certain privileges for a specified period of time. Examples: Removal from practice, competition, a living group, activity group, or specific facility, restricting registration or closing a computer account.
 - m. **Residence Hall Suspension** – Separation from the residence hall for a specified period of time after which the student may be eligible to return. Students may be held responsible for room and board payments as outlined in the contract; conditions for readmission may be specified. The College is not responsible for housing/relocation costs when a student is suspended from the residence.
 - n. **Residence Hall Removal** – Permanent separation from the residence hall. Students may be held responsible for room and board payments as outlined in the contract. The College is not responsible for housing /relocation costs when a student is suspended from the residence.
 - o. **Interim Suspension** – The Office of Student Development may suspend a student from class, campus facilities, College premises and/or College-sponsored functions, for an interim period pending disciplinary or criminal proceedings or medical evaluation.
 - i. The interim suspension shall be immediately effective with no prior notice when there is evidence that the presence of the student at the College poses an immediate threat to him or herself, or to others, to the preservation of College property, or to the stability and continuation of standard College operations.
 - ii. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Dean of Students or designee to discuss the reliability of the information related to the student's conduct, the reliability of the information concerning the student's identity, and if the conduct and related circumstances reasonably show that the continued presence of the student on College premises poses an immediate threat to the student, to others or to the stability and continuation of standard College operations.
 - p. **College Suspension** – Separation from the College for a specified period of time. Conditions for readmission may be specified.

- q. College Expulsion – Complete separation of the student from the College.
 - r. Withholding Degree – The College may withhold a degree otherwise earned until the completion of the process set forth in these Community Standards, including completion of sanctions, if any.
 - s. Collateral Notification – The College may notify offices or areas of involvement of student’s involvement in an incident and related sanctions.
- 8. Appeals** - A person filing a report or an accused student may appeal a disciplinary sanction imposed or a decision rendered.
- a. Students have the right to appeal. Students filing an appeal must understand that the appeal decision and sanction may be more severe than the original decision and sanction.
 - b. Appeals shall be made to the Office of Student Development within seven calendar (7) days of the date shown on the decision letter or sanction form.
 - c. The appeal shall be in writing and state the grounds for the appeal.
 - d. Appeals must be based on substantive or procedural errors which were committed during the disciplinary conference or hearing. These are the items to address in an appeal:
 - i. Were the procedures outlined in the *Community Standards* followed?
 - ii. If an error in procedure took place, were the rights of the individual or organization affected to the degree that the individual or student did not receive a fair hearing?
 - iii. Was the conference or hearing carried out in a manner that permitted the individual or organization ample notification and the chance to present their account of the incident?
 - iv. Was the information presented at the conference sufficient to substantiate the decision reached?
 - v. Was there information available at the time of the conference or hearing that was not revealed until after the conference or hearing?
 - vi. Were the sanctions appropriate to the violation?
 - e. The Office of Student Development or designee may impose sanctions during the appeal process to ensure the safety and well-being of members of the College community, preservation of College property, or the stability and continuance of normal College functions.
 - f. The decision made on the appeal by the Office of Student Development or designee is final. A decision on the appeal will be made after reviewing reports, records from the hearing and other supporting documentation. Based on this information, the Office of Student Development or designee will determine:
 - i. If the disciplinary conference or hearing was conducted fairly and in conformity with procedures providing the person filing the report with a reasonable opportunity to prepare and present evidence that the *Community Standards* were violated and providing the accused student a reasonable opportunity to prepare and present a response to the allegation;
 - ii. Whether the decision regarding the accused student was based on adequate information and if the facts were sufficient to determine whether it was more likely than not that a violation had occurred
 - iii. If the sanctions given the accused student were appropriate to the violation the accused student was found to have committed;
 - iv. whether there is new information, sufficient to alter a decision, or other relevant information not brought forth at the time of the disciplinary conference or hearing because the facts or information were not known to the student appealing at the time of the original disciplinary conference or hearing.

The Office of Student Development or designee will advise the accused student of his or her final decision in writing. Notification to the student will be made in writing and sent to the last address provided by the student to the College.

VIOLATION GUIDELINE LIST

As guidelines, the sanctions listed below are to be viewed as predictable outcomes for Code violations. It must be noted that each case is handled on a case-by-case basis, and final sanctions may be different depending on the nature and severity of an incident, as well as any behavior exhibited by the student involved.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol Possession and/or Use	WR \$50 MF, ES	DP, \$100 MF, CS, C	\$200 MF, RRH, SS, RSSL	RSSL
Distribution of Alcohol	DP, \$100 MF, 10-15 CS, ES, C	\$250 MF, SS, RRH, RSSL	US	
Possession/Use of Illegal Drugs	DP, \$100 MF, 10-15 CS, C	\$250 MF, SS, RRH, RSSL	US	
Distribution of Illegal Drugs	UE			
Noise	WR, \$25-50 MF	1-5 CS, \$50-\$100 MF	DP, 5-10 CS, \$100-\$200 MF	RSSL
Firearms or Weapons Possession	DP, \$100 MF, 1-5 CS, C	\$250 MF, RRH, SS, RSSL	US	
Sexual Assault	US			
Guest/Visitation Violation	WR, \$50-100 MF	DP, \$100-\$150, LVP	\$200 MF, RRH, RSSL	RSSL

Key:

WR – Written Reprimand

CS – Community Service

DP – Disciplinary Probation

SS – Social Suspension

SP – Social Probation

US – College Sanction

MF – Monetary Fine

UE – College Expulsion

C – Counseling

RRH – Removal from Residence Hall

ES – Educational Sanction

R – Return of Items/Property

MR – Monetary Restitution

LVP – Loss of Visitation Privileges

RESIDENCE LIFE POLICIES AND PROCEDURES

Living in the student residential community is a living experience where all members have certain rights and responsibilities. The following policies and procedures are designed to maximize the positive aspects of community life by specifically stating behavioral expectations the College has of all residents.

Conduct incompatible with the Silver Lake College of the Holy Family Community Standards shall be subject to disciplinary action. All violations of College policies, federal, state and local laws will be referred to the Dean of Students, who will determine appropriate action.

ACADEMIC PROGRESS

It is expected that residents attend classes regularly, carry a minimum of 12 term credits, and show academic progress toward a degree. Students who drop below the required credit load during the course of the term must contact the Residence Life Staff if they wish to remain in the student residence. Failure to attend classes on a regular basis or dropping below the required credit load may result in termination of the housing agreement.

Students who fall below 12 credits, but who are enrolled in 9 or more credits will be required to sign an addendum to their original housing contract in order to remain in housing. Students who do not sign the addendum within 48 hours of falling below 12 credits may be removed from housing.

Students who fall below 9 credits may not be offered an addendum and may be removed from housing within 48 hours of falling below 9 credits.

It is the responsibility of the student in housing to notify the Office of Residence Life if the student falls below 12 credits. Disciplinary action may result if a student attempts to remain in housing without notifying the Office of Residence Life within 48 hours of falling below 12 credits.

For more information, contact the Residence Life Staff at (920) 686-6278 or (920) 686-6129.

ALCOHOL

Students are expected to abide by all Wisconsin state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. The College absolutely prohibits the possession and/or consumption of alcoholic beverages and/or containers in **all areas** of the Silver Lake College of the Holy Family campus, (unless granted special permission by the President of the College for a specific event or occasion).

Students will be held responsible for the contents of their room/suite. If alcohol and/or alcohol containers are found anywhere in a student's room/suite, that student may be found in violation of the alcohol policy. This includes, but is not limited to, empty alcohol bottles, cans, or other containers used for alcohol.

Illegal distribution of alcoholic beverages is defined as providing anyone under 21 years of age with alcohol. Students under 21 years of age providing alcohol to other students under 21 years of age are also in violation of the illegal distribution policy.

ASSIGNMENT OF HOUSING

All housing assignments are subject to availability and are made through the Office of Residence Life. To reserve a space, students must complete the College admission process, pay the required housing deposit, complete a Housing Application and agree to the terms of the Housing Contract. Race, color, national origin, sexual orientation, and religion are not considered in housing and roommate assignments. The College reserves the right to make all final decisions on housing assignments and roommate assignments. Returning students are assigned housing upon request and are given priority based on class status. Returning students select housing for the following school year during the spring term. New students are assigned housing according to specific requests and the result of the application process. The College reserves the right to determine the best utilization of space based on housing demand. The College also reserves the right to terminate the housing assignment due to a student's failure to engage in the learning process.

BICYCLES

Storage of bicycles outside the building is permitted as long as they are not left on the grounds, sidewalk or attached in any manner to the building. A bicycle rack is provided on the grounds. Students storing their bicycles in their room are completely responsible for damage (stains, marks, etc.) to the room caused by the bicycle(s). Bicycles cannot be stored in hallways or common areas.

BREAK HOUSING

The residence halls are closed during semester and summer break unless special arrangements are made in advance with the Office of Residence Life. There may be an additional charge if these residence units are occupied during semester and summer breaks. However, these residence units are open for occupancy during Thanksgiving, Spring, and Easter breaks. Students who enter the residence without registering during a break will be subject to disciplinary sanctions. International students, athletes, and students employed by the College, who are required to stay late, or who are required to come back from break early are exempt from the fee only for the period of time they are required to stay on campus. Students with classes that meet during the scheduled breaks are exempt from the fee.

CABLE TV

All rooms are cable ready and basic service is provided through the College. Equipment provided to the resident must remain in the room (i.e. remote control and cables).

CANDLES, OIL LAMPS, AND INCENSE

To protect all residents from the danger of fire, the possession, display, and use of candles/oil lamps/incense in the student residence is not permitted. These items will be confiscated and disposed of if discovered on the premises and disciplinary action may be initiated.

CRIMINAL AND CIVIL CHARGES

College Action – *Community Standards* proceedings may be instituted against a student charged with a violation of law when the underlying conduct is also a violation of the *Community Standards* without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The College reserves the right to respond outside of the formal disciplinary process when it deems such action necessary to protect the health and safety of members of the College community, or to prevent disruption of the learning, working, or living environment.

College Responsibility - If an alleged criminal offense is also the subject of a proceeding under the *Community Standards*, the institution may advise off campus authorities of the existence of the *Community Standards* and of how such matters are handled internally within the college community. The College will not release specific information about the student as required by FERPA, unless subpoenaed. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation or disciplinary process, but the College will commence its own investigation as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any investigation or criminal proceeding. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Criminal or Civil Offenses Convictions - Students convicted of a violation of federal, state or local laws may be subject to sanction where the conduct would fall within the prescriptions set out in this code or college regulations. Where the student has been found guilty in a court of law, or has declined to contest such charges (e.g., pleading "no contest" or "nolo contendere"), the underlying conduct that formed the basis of the criminal charges may be deemed established for purposes of *Community Standards* proceedings.

Felony Convictions - When the College becomes aware of a student or applicant for admission or re-admission who has been convicted of a felony (including an individual who is awaiting sentencing or is, on parole), the Office of Student Development will collect as much information as possible regarding the circumstances surrounding the conduct underlying said conviction, including whether conduct was of heinous or aggravated nature against person or property. Offenses of particular concern include, but are not limited to, the following: Arson; Sex Offenses; Homicide (negligent or non-negligent); Robbery; Burglary; Assault Offenses; Kidnapping/Abduction; and Hate Crimes. The Office of Student Development will determine whether or not the individual may be permitted to remain on campus and/or, be readmitted or be admitted to the College. If the individual is permitted to attend (or continue to attend) the College, the Office of Student Development will determine any appropriate conditions for attendance, including (but not limited to) whether the individual shall be permitted to reside in campus housing.

Pending Disciplinary Action – Generally a student will be permitted to continue to remain on campus and attend classes pending the resolution of the student conduct process, except when the College, in its discretion, determines that interim measures are necessary to the health and safety of members of the College community, or to prevent disruption of the learning, working, or living environment. The accused student may be removed from campus housing until the matter is adjudicated. The student's return to campus housing is contingent upon approval by the Office of Student Development. The decision by the Assistant Dean is final.

Presence of Consultant of Student's Own Choice – See: *Community Standards- Discipline Process*

COMMON AREAS

No personal belongings may be left in the common areas of the residence hall, including (but not limited to) kitchenettes, lounges, restrooms, and hallways. This is both a courtesy and health and safety precaution. Unusual wear, messiness, or damage to these areas will result in extra cleaning charges assessed to the individual(s) responsible. Hallways must be kept clear of furniture and personal belongings, as well as activities which may result in harm to the facility or persons within the facility. Hallway sports, such as races, soccer, hockey, etc. are prohibited.

COMMUNITY RESPONSIBILITY

Living in a residence hall requires community responsibility by all residents. Therefore, students should address inappropriate behavior of their peers. In the event of damage to the common areas of the hall, the larger community may be held accountable if individuals cannot be identified.

COOKING ON CAMPUS

Cooking on campus can be fun and challenging. Microwaves are provided for the residents of the residence hall in the kitchenette on each floor. For the safety of all residents, appliances with open heating elements and/or without automatic shutoffs, such as toasters, hot plates, pizza ovens, deep fryers, and the like are strictly prohibited. Personal belongings should not be left in the kitchenettes and will be disposed of on a regular basis. Cafeteria dishes should not be removed from the Cafeteria and will be confiscated.

DAMAGE RESPONSIBILITY

Assigned occupants of each room/suite are responsible for keeping the room and its contents in good order and free from damage, whether caused by themselves or others. The cost of any room damage and/or damage to its contents (such as broken screens, damage to furnishings, tape-damaged walls, etc.) or extra custodial services, other than normal wear and tear, will be charged to the student(s) living in the room. When two or more students occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally among the residents. Cost for damages and/or extra custodial services are added to the students' account in the Business Office and are not chargeable against the \$100.00 student housing deposit. If the student will not be returning to the student residence for the following school year, charges for damages and/or extra custodial services will be deducted from the \$100.00 student housing deposit.

DECORATING POLICY

Decorations are encouraged in rooms as long as they do not create health or fire hazards or cause structural damage. A room condition form will be filed when a student checks in, or changes rooms, and at check out. In accordance with fire and safety standards, decorations may be used in rooms but the following guidelines are to be followed:

1. Combustible materials are prohibited. All materials must be non-flammable.
2. The use of adhesive substances, such as contact paper, glue, and some adhesive tape on walls, ceilings, floors, doors, or furnishings results in damage to existing surfaces and are therefore prohibited. Approved methods of hanging items are sticky-tack and removable adhesive strips.
3. All halogen, quartz and similar high-intensity type lamps are prohibited.
4. Live Christmas trees are not allowed in student rooms. Artificial trees must be smaller than 36.”
5. Students are responsible for any decorations that alter, ruin or otherwise damage College property.
6. All decorations, personal belongings, and furniture must maintain an 18” clearance from smoke detectors and sprinklers.

DIVERSITY AND EQUALITY

Silver Lake College of the Holy Family believes diversity is integral to the educational and developmental experience of all learners. As a college community, we strive to be inclusive, recognizing and valuing opportunities to integrate dimensions of diversity in broadening our interpretation and understanding of humanity. We respect and uphold the many facets of human identity in helping support and strengthen our college mission, vision and values.

The Residence Life Office at Silver Lake College of the Holy Family is committed to ensuring a fair environment for all individuals within the student residential community. In pursuit of this goal, the principles of impartiality, equity, and reciprocity (treating others as one would desire to be treated) are basic. A crucial aspect of promoting fairness is demonstrating an appreciation of human differences and opposing intolerance, hate-related behavior, and bigotry concerning these differences. Important human differences include, but are not limited to, characteristics such as age, culture, ethnicity, gender, ability, race, religion, or sexual orientation.

All members of the Silver Lake College of the Holy Family community share a common responsibility to maintain a climate suitable to a community of scholars and to refrain from conduct that obstructs the work of the College, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or property, prevents the proper use of facilities of the College, or impairs the maintenance of that kind of environment which is essential to the operation of an institution of higher learning.

DRUGS

The College absolutely prohibits the unlawful possession, use, or distribution of illicit drugs/controlled substances/drug paraphernalia by students and others in all areas of the Silver Lake College of the Holy Family campus.

Violations of these provisions by a student will lead to the imposition of disciplinary sanctions. The student will immediately be referred to the Dean of Students. Law enforcement may be contacted in the case of incidents of unlawful possession, use, or distribution of illicit drugs/controlled substances.

EMERGENCY DIALING INSTRUCTIONS

For aid in fire, police, rescue/ambulance, sheriff, dial 9-911 from a campus phone. Security can be reached at (920) 374-9993. The Resident Assistant on call can be reached at (920) 973-0536. In an emergency, call emergency personnel first, then Silver Lake personnel.

FIREARMS AND WEAPONS

Residents may not possess or store firearms or other weapons in their rooms or the student residence. Anyone possessing firearms and/or weapons such as (not an inclusive list): air-soft guns, bow and arrows, swords, police batons, brass knuckles, knives, blowguns, dart guns, wrist rockets, pellet guns, paintball guns, BB guns, catapults, switchblades, ammunition, or martial arts equipment. Possession of these weapons is subject to College disciplinary action which could include expulsion.

FIRE SAFETY

Firefighting equipment, fire alarm systems, sprinkler system, smoke detectors, and fire evacuation procedures are provided for the protection of life and property of residents. Students should familiarize themselves with the type and location of equipment, exits, and the proper evacuation procedure from their room/suite.

Students will be sanctioned for any violation of a fire safety policy, in addition to any sanctions by the Manitowoc Fire Department. Examples (not inclusive):

- Misuse of firefighting equipment, fire alarm system, sprinkler system, and/or smoke detectors
- Possession/ display/use of candles/oil lamps/incense
- Possession/display/use of halogen lamps
- Improper use of barbecue grills
- Failure to follow the smoking policy
- Failure to evacuate building when fire alarm system is activated

Fines will be billed through Student Accounts in the Business Office. The Dean of Students, or designee, is responsible for assessing fines and administering consequences. The use of multi-outlet plugs or power strips is acceptable *only if* the equipment has a built-in circuit breaker.

FURNITURE

Each room is fully furnished. College property must remain in the room at all times and should not be removed or disassembled. Any additional furniture must be approved by the Residence Life Office before bringing the article to the residence, for safety reasons. Lofts are strictly prohibited. Common area furniture may not be removed from the common area where it has been placed. Residents who are found to have lounge furniture or any other college property not assigned to their room, in their room, may be subject to sanctions.

GUESTS

Residents are welcome to have guests visit campus. Overnight guests may stay in the residence facility for no more than **three consecutive nights** (no matter who the guest host may be), and **no more than 12 nights per semester** (no matter who the guest host may be). Residents must register their guests with their Resident Assistant, the RA on duty, or the Hall Director. Residents must also obtain the permission of their roommate(s), if applicable. Guests must sleep on floors/rooms of their own gender. All guests must observe all College policies and are the responsibility of the resident host. Non-registered guests will be asked to leave the residential facility. No guests under the age of 18 are permitted in the halls unless the guest is a sibling of a resident. Resident's siblings under the age of 18 are permitted only with the consent of the Office of Residence Life. Students contracting for housing may not extend "residency" to their guests or other students. Keys will not be issued to guests.

HAIRCUTTING/HAIR DYING POLICY

Residents interested in cutting or dying hair must do so within their own room. It is the responsibility of each resident to clean up after themselves.

HALOGEN LAMPS

All halogen lamps are banned from use by residents. This includes halogen lamps that meet or exceed Underwriters Laboratories (UL) 153 standard. Because of the seriousness of this issue, halogen lamps found on premises will be confiscated immediately by Resident Assistants and/or other Residence Life personnel. As an alternative, consider buying a lower-wattage incandescent or fluorescent lamp.

HARASSMENT

Harassment of any kind will not be tolerated. Please see Anti-Harassment/Nondiscrimination Policy in the General Policies of this book and on the Safety and Security website.

INSURANCE (PERSONAL PROPERTY)

The College does not carry insurance on the personal property of students. All students should make certain that personal property is covered by a renter's or homeowner's insurance policy. Under no circumstance does the College assume liability for personal property damaged, lost, or stolen from a student during a theft, fire, or other catastrophe.

KEYS

All keys necessary for living in the student resident community are issued to residents upon checking in. Each resident will be issued one room key, one mailbox key, and one fob (electronic pass key). These keys will provide students access to the building and floors and to the student's room. If a key is lost, the student will be billed the cost to have the lock changed and new keys issued. This charge will be billed through Student Accounts in the Business Office. Keys are the property of Silver Lake College of the Holy Family; therefore students are prohibited from making copies of keys issued to them. Keys and fobs issued to each resident must not be given or loaned to anyone. Persons found to be in possession of keys which are not assigned to them may be subject to sanctions.

LAUNDRY FACILITIES

Washers and dryers are available in the residence hall for residents' use only. The washers require the use of high efficiency detergent. Courtesy and respect for others' property should always be practiced in the use and sharing of these facilities. Any equipment malfunction should be reported immediately to a Residence Life staff member. Refund slips can be obtained from the Office of Residence Life.

LOCKOUT POLICY

The security of students and their personal property is important to the College. All residence hall rooms automatically lock. Students should carry keys and fobs each time they leave the room. If students are locked out of a room, the Office of Residence Life will assist and a lock-out fee will be assessed. Security staff and Maintenance/Custodial Staff are not authorized to open doors. Excessive lock-outs may result in sanctions.

LOUNGE FURNITURE

Students are prohibited from removing any equipment or furnishings from lounges. If furnishings from the lounges are moved to a room/suite, the resident(s) of that room/suite will be held responsible. Sanctions may be imposed.

MAINTENANCE AND REPAIR

The Office of Facilities employs staff to keep the residence facilities in good physical condition. All maintenance and service requests should be directed to the Office of Residence Life. Maintenance will be completed as soon as possible after the request is made. Maintenance staff may enter rooms to complete work without the presence of the resident. Students are expected to clean up after themselves. This includes any accidents involving food, spit, vomit, urine, feces, or hair.

MOVE-IN/MOVE-OUT PROCEDURES

Once students have moved into the room/suite, they assume responsibility for the room/suite's contents and condition. The Room Condition Form includes an evaluation on the condition of each item provided by the College. When the resident moves out of the apartment, this Room Condition Form will be used to determine what damages, if any, have occurred. Any damages incurred in the room/suite during the year will be charged to the residents of the room/suite and billed through Student Financial Services. When two or more students occupy the same room/suite and individual responsibility cannot be determined, the cost will be divided and assessed equally among the residents. A student will not receive a diploma, an official transcript of credits, or may not be allowed to register for the next semester until all previous balances have been paid or an approved payment plan is arranged. Unresolved student accounts are subject to collection.

PETS

Pets are not permitted in the student residences, with the exception of fish and crustaceans in an aquarium. Service animals, such as seeing-eye dogs, are permitted in the student residence with documentation. Discovered animals must be removed from the residence hall within 24 hours of notification.

QUIET HOURS

Residents are expected to respect the rights of others with regard to noise level. Music is to be kept at a level that can only be heard within a resident's room. Lowering your voice when you are talking in the hallways can also help to maintain a quiet environment. *A request for quiet from any student resident community member prevails over all other conditions. A resident must be able to study or sleep in his/her room at any hour of the day or night. Courtesy hours are in effect 24 hours a day.* Residents are encouraged to confront other community members who are being loud. If no response is made, residents may contact a Resident Assistant. *Quiet hours are established from 10:00 p.m. - 8:00 a.m. on days preceding classes and from 1:00 a.m. - 9:00 a.m. on days not preceding classes.* During finals week the Office of Residence Life may establish additional quiet hours for the residential community. Failure to adhere to these regulations may result in disciplinary action.

RESIDENCY REQUIREMENT

Those students with more than 90 credits, who live less than 30 miles from Silver Lake College of the Holy Family, are married, veterans, and/or having and living with dependent child(ren) shall not be required to live in College housing.

Students who do not comply with the Residency Requirement will be charged for housing for the academic years for which they attend the College.

ROOM AND ROOMMATE CHANGES

The College believes that learning how to get along with other people is an important part of an education. All attempts will be made to ensure that roommates are compatible. Occasionally, unforeseen situations arise in which two roommates will need to separate. All residents are encouraged to work through any difficult situations with the help of Residence Life staff. Room changes will not be granted during the first two weeks of any term. Residents may not move from their assigned room into other rooms without prior permission of the Office of Residence Life.

Roommate changes may not be made on the basis of race, color, religion, national origin, ancestry, sexual orientation or physical ability. Roommate changes may be made by mutual agreement of all roommates. The Hall Director must be notified and approve of these changes.

ROOM CONSOLIDATION

If residents find themselves without a suitemate either at the beginning or the term or at any time during the first eight weeks of the semester, they will be considered participants in the room consolidation process. After all residents have been assigned permanent rooms at the beginning of each semester, residents in that situation have the following options:

- You may contract your room as a single (if there is adequate space within the residence hall for all residents) and pay the pro-rated amount for the privilege of having a single according to the fee schedule. This contract must be approved in advance by the Office of Student Financial Services.
- You may find someone in the same situation and move in with that person
- You may find someone in the same situation and have that person move in with you
- You may have the Office of Residence Life assign someone to move in with you or assign you to move in with someone else.

ROOM ENTRY

The Dean of Students (or designee), Residence Life Staff (or designee), and Facilities staff have the authority to enter a resident's room/suite, after knocking, under the following circumstances:

- To conduct health and safety inspections
- To search for missing lounge furniture or other missing College property
- To conduct repairs or general maintenance
- To deal with emergencies threatening the health and/or safety of a resident or the surrounding residents
- To confront questionable or inappropriate behavior of residents

If the resident(s) refuse(s) to open the door, or are not present at the time, College officials are authorized to use pass keys to gain entrance.

SEARCHES & SEIZURES

In the interest of maintaining an environment that facilitates scholarship and provides for the health and safety of resident students, the College reserves the right when necessary, for authorized College personnel to enter or search a College-owned room/suite. Nothing in this policy shall exist to prevent police officers from entering rooms or searching and seizing in accordance with applicable statutes, policies, rules and regulations. Personal items may also be searched with due cause.

SMOKING/TOBACCO USE POLICY

Silver Lake College of the Holy Family is a smoke-free and tobacco free facility. This includes electronic cigarettes or "e-cigs" and any sort of vaporized smoking. A student who ignores the smoking policy will face disciplinary action.

TELEPHONE SERVICE

Local phone service is provided in the kitchenettes of each floor. Phone service is toll-restricted. This means that residents are required to use 800-numbers to access long-distance telephone service. Telephone service is considered a privilege; therefore, inappropriate use may result in restricted use and/or College sanctions.

THEFT

For the safety and protection of the student's personal belongings, students should always close their doors when not present in their rooms. Thefts should be reported promptly to a Resident Assistant. Exterior doors to the residence hall are locked nightly. These doors are locked to discourage access to the residence and to provide students with a secure environment. Therefore, outside and interior hall doors should not be propped open. As with any security system, the residents play a significant role in ensuring that no breach of the system occurs. Therefore, it is the residents' responsibility to abide by these policies. Any violation will be subject to disciplinary action. Silver Lake College of the Holy Family does not accept responsibility for loss, theft or damage to personal property. It is strongly recommended that each student provide insurance for all personal property.

TRASH REMOVAL AND RECYCLING

All residents are expected to keep their environment free of trash and recyclables by placing them in appropriate containers. The trash and recycling receptacles for the residence hall are located off of the loading dock. Kitchenette receptacles are not intended as a floor trash/recycling receptacle. Recycling is mandatory by state and local laws.

UNAUTHORIZED ENTRY

Students, guests, and all other unauthorized persons are prohibited from entering any College building or room, including residence rooms, as well as College-owned or individually-owned vehicles without expressed permission from an authorized College official, faculty/staff member, or resident of such housing unit or vehicle.

VISITATION HOURS FOR GUESTS

Visitation hours in which members of the opposite gender are permitted in the student residence are 8:00 a.m. to 1:00 a.m. Opposite gender guests invited to your room who also live in the student residence are under the same visiting hour privileges as guests from outside your room. Same gender guests are also under the same visiting hour privileges unless they are registered as overnight guests (see Guests policy). All guests who are not registered as overnight guests must vacate the residence hall by 1:00 a.m.

WIRELESS INTERNET ACCESS (WI-FI)

Silver Lake College of the Holy Family wants all residents to have sufficient wireless (Wi-Fi) access to online resources for both educational and personal use within the residence hall and across campus. Students are permitted to connect a reasonable number of devices to the Wireless Network for all legal and lawful purposes in accordance with the “Computing and Information Resources and Privileged” Document as posted on My.SL.edu.

To ensure that all residents are able to utilize this shared service, wireless ad-hoc networks, personal wireless hot-spots, or wireless tethering is prohibited on campus. These rogue networks congest our in-place Wi-Fi infrastructure and interfere with other users’ ability to connect and use the Wireless Network as provided. Silver Lake College of the Holy Family Technology Services reserves the right to protect and control IEEE802.11 defined wireless radio frequencies for the benefit of all users and may detect and contain rogue wireless networks at our discretion and without notice.

Students are permitted to use the Wireless Network SLC-Student for all internet access on campus. As this is a shared network, it is the student’s responsibility to ensure that measures are taken to appropriately secure all devices connected to this network both from other users on the local network (SLC-Student) and also from internet related threats. The authentication password for the SLC-Student Wireless Network will be changed at the onset of each new academic term. The authentication password will be distributed by Residence Life and should not be divulged except to fellow students. Guests are free to use the open network SLC-Guest. Students are not permitted to connect devices to any wired network connection on campus.

(1)Wisconsin Administrative Code ATP 134, governing landlord and tenant obligations under Wisconsin law, does not govern Silver Lake College of the Holy Family student housing. Revised: February 2007

SLC WORKS POLICIES AND PROCEDURES

INTRODUCTION/ORIENTATION

PURPOSE

Silver Lake College of the Holy Family understands the values and benefits of being a lifelong learner. Coupled with the gifts of Silver Lake College of the Holy Family's friends and benefactors, student work helps keep the cost of attending Silver Lake lower. SLC Works is an important part of student learning and personal growth and development including hands-on leadership experience on campus. In addition to the many different job-specific skills acquired by students, the dynamics of Silver Lake College of the Holy Family's work program create opportunities for students to successfully develop abilities and attitudes that are evident in lifelong learners.

SLC WORKS GOALS

1. To assist students connecting classroom learning with real work experience throughout their entire college career and beyond into their professional career.
2. To enhance core Liberal Arts education by integrating practical professional experiences.
3. To provide opportunities for students to develop and practice servant leadership.
4. To keep cost of Silver Lake College of the Holy Family education affordable.
5. To build teamwork and leadership skills in the workplace.

DEMONSTRATED LEARNING OUTCOMES

Attendance

- Is punctual and arrives on time for work as scheduled and/or required.
- Completes work hours as scheduled.
- Provides ample advance notice of request for absences.

Accountability

- Manages time well and provides timely and accurate completion of position assignments.
- Supports workplace policies and procedures including following safety requirements and modeling professional behavior.
- Demonstrates proper care of college equipment, facilities, materials, and work environment.

Collaboration

- Demonstrates a willingness to work, support, and collaborate with supervisors and colleagues while promoting a positive atmosphere in the workplace for all people.
- Exhibits compassion to colleagues by offering support to help accomplish overall department work expectations.
- Exhibits respectful conduct in the workplace and interacts positively with all people including supervisors, colleagues and those being served.
- Maintains respectful demeanor when managing and addressing conflict and differing points of view.
- Demonstrates an understanding of the relationship of his/her work to the work of others within the department.

Initiative

- Consistently completes position assignments without need for constant supervision.
- Is a self-starter with the ability to adjust and adapt to change as needed.
- Able to solve problems on his or her own in a professional manner.

Respect

- Exhibits professional conduct in the workplace and interacts courteously with all people including supervisors, colleagues and those being served.
- Handles conflict and differing points of view courteously with a solutions-oriented focus.

Learning

- Enhances the effectiveness of the department and colleagues by sharing knowledge.
- Demonstrates a motivation to learn new ideas and skills.
- Reflects on the value of the position and how it relates to personal development.
- Is able to apply skills learned to other work scenarios and situations.

Position Specific Knowledge

- Fulfillment of the basic labor requirements and objectives as set forth in the position description.

FUNDAMENTAL RIGHTS AND RESPONSIBILITIES OF STUDENT WORKERS

1. The program is open to all students regardless of age, race, religion, creed, color, disability, marital status, sex, sexual orientation, national origin, arrest record, or other characteristics protected by the federal, state, and local laws. Silver Lake College of the Holy Family offers reasonable accommodations for individuals with disabilities throughout the hiring process.
2. Students seeking and requesting reasonable accommodations due to disability will be referred to the Coordinator. Upon receipt of an accommodation request, the SLC Works Coordinator and Human Resources Department will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Silver Lake College of the Holy Family might make to help overcome those limitations. The SLC Works Coordinator and the Human Resources Department will determine the feasibility of the requested accommodation and inform the student of the final determination on the accommodation request.
3. All records of student workers are treated as confidential material in agreement with the Family Educational Rights and Privacy Act (FERPA). Written records of any kind pertaining to students that are kept by the Coordinator include but are not limited to job applications, evaluations, and warnings. Such information may be shared with appropriate, authorized personnel (faculty, staff, and student managers) with a legitimate reason on a need-to-know basis without student approval. Students possess the right to review and copy information stored in their work record.
4. Students are expected to fulfill the objectives required in their work assignments and will be evaluated based on their performance.
5. Student managers/leads may participate in helping set the rules governing the work program. All students have an obligation to be aware of and abide by the program and department guidelines.
6. Silver Lake College of the Holy Family is committed to the principle that each member of the college community should be able to pursue their learning and work in an environment free from harassment, or other behavior or language of an offensive or abusive nature. The college's policy regarding harassment can be found in the Student Handbook and will be followed in situations of alleged harassment at work. Allegations of other offensive or abusive conduct at work will be handled through the program's disciplinary process.

TYPICAL JOBS PERFORMED BY STUDENTS

Academic Services:

Students serve as faculty assistants, peer mentors, and tutors across all academic disciplines including the Academic Resource Center.

Administrative Services:

Students provide support for all administrative offices including Business Office, Financial Aid, Student/Resident Life, Admissions, Registrar, Advancement/Alumni Affairs, President's Office, Office of Institutional Research, and the Welcome Center. Students serve as office assistants, research assistants, public relations writers, photographers, and campus tour guides.

Athletic Services:

Student jobs include assisting the athletic trainer, clerical staff for coaches, set-up for athletic events, and general cleaning in the facility.

Campus Safety:

Students perform duties including radio dispatch, campus patrol and escort, building security including daily lock-up and unlocking, manage the campus motor pool for events, security for campus events, and shuttle services from building to building for events.

Campus Maintenance:

Student jobs include providing support for grounds, building maintenance, or set-up and teardown for campus special events. Workers are required to wear protective gear as directed by supervisors.

Housekeeping:

Students are responsible for cleaning the residence halls including hallways, stairwells, lounges, and bathrooms. Students also provide support in cleaning the academic/administrative buildings including classrooms, hallways and bathrooms.

Dining and Hospitality:

This department provides staffing for the kitchen and dining hall, dishwashing, Mimi's Café, and for any banquets or catering events. Student workers are involved in meal preparation and service, and sanitation for the entire dining area.

Library:

Student workers provide support in a variety of tasks including bookkeeping, periodicals, processing, interlibrary loan, book mending, library technology, copy machine, and maintaining a clean and studious environment.

JOB LEVELS

The purpose of the job levels is to give all students a chance to learn the skills they need to grow as a professional through the SLC Works program.

Level 1: These positions are intended for all students, regardless of major, experience, or skill level. These entry level positions help student employees develop professional soft skills (communication, teamwork, problem solving, conflict resolution, etc.) as well as standard workplace expectations (timeliness, dress code, absence policy, etc.). Students also will gain a basic understanding of the various functions of the department and what additional roles/opportunities there are for advancement within the department.

Level 2: Positions categorized at level 2 may require more specialized knowledge, skills, and experience, with many of the positions requiring previous work experience at Silver Lake College of the Holy Family. Student employees at this level are able to work more independent and require less supervision. Further skill development may include leadership, mentoring/coaching, and significant position specific knowledge. Level 2 students will take on additional responsibilities within a department, often working with and training level 1 student employees.

Level 3: These positions have supervision and managerial responsibilities and significant prior work experience either on or off campus. Level 3 students will oversee other students, taking on a supervisory role for Level 1 and Level 2 workers. These students will be held to a higher standard of decorum and will be reputable models and a resource for other students. These students may help with scheduling or holding other students accountable for their work.

STUDENT RESPONSIBILITY

Students are responsible for learning how to apply the general principles of community conduct stated in the handbook in order to prevent conflicts or the interference with the rights of others. Students are responsible for reading, becoming familiar with, and abiding by, the Student Handbook, guidelines, and academic requirements.

PLACEMENT

Student Placement Process

The SLC Works Placement Committee will be chaired by the Dean of SLC Works and will consist of full-time Silver Lake College of the Holy Family faculty and staff. The SLC Works Placement Committee is responsible for the initial placement of residential freshman and first year transfer students.

Job Assignment Process for New Students

Freshman will submit an application for employment along with their application to the institution. The freshman placement process is a fair and equitable process with students being placed semi-randomly with consideration for college needs, class schedule, and medical and other accommodations. The majority of freshman positions are Level 1 positions. Transfer student's prior work experience and potential major/career path may be taken into consideration.

APPLICATION PROCESS FOR RETURNING STUDENTS

Near the beginning of the spring semester, an On-Campus Job Fair will take place at which returning students will be given an opportunity to apply for jobs for the upcoming school year. Students may apply directly to the Work Supervisor or online at my.sl.edu. Work Supervisors will then conduct interviews and, after consulting the Office of SLC Works, offer positions to students. Students may have multiple job offers and will then have to accept and/or decline offers. If a student chooses not to participate in the spring interview process, the SLC Works Placement Committee will place them at the time of freshman placement. When making such placements, the SLC Works Placement Committee takes into consideration the needs of the campus, the students' qualifications and past work record, class schedule, and, lastly, their preferences and seniority.

JOB REASSIGNMENT BASED ON CAMPUS NEEDS

In the event that reassignment of workers is necessary during the year in order to meet campus needs, the Dean of SLC Works will determine which students are to be transferred. The primary conditions for reassigning workers are class schedule and qualifications. Student seniority will be considered only if all other relevant factors are equal. However, with appropriate reason only, managers needing workers reserve the right to reject workers offered to them.

JOB TRANSFERS AND VACANCIES

Job transfers may be made under limited circumstances including documented disability or for class/work schedule conflicts that cannot be resolved with the supervisor. Requests for transfers may be considered on a limited basis and must be made through the employee's Work Supervisor to the SLC Works Office.

GENERAL INFORMATION

Personal Cell Phones and Other Electronic Devices

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to all student employees. Cell phones and other electronic devices should be turned off or set to silent during work time, unless deemed appropriate by the Work Supervisor. Students may not use any personal electronic devices during worktime. Failure to comply may result in a work corrective action or other consequences in accordance with the corrective action process.

Social Networking Policy

Students are responsible for adhering to the guidelines as outlined in the Student Handbook.

College-Owned Vehicles

1. Students will not use College vehicles for personal use. All College vehicles are reserved for College business. Any campus personnel including faculty, staff, and student wishing to be an approved driver must contact the office of campus safety to begin that process. In order to be approved to operate College vehicles, one must possess a valid driver's license, successfully complete the online driving test, and meet the college driver safety standards.
2. Persons will not operate college vehicles if they have been consuming alcoholic beverages or using intoxicating drugs (legal or illegal). Neither alcoholic beverages nor illicit drugs will be consumed or transported in any college vehicle at any time.

Consensual Relationship Policy

Considering the nature of the student work program, it is inevitable that students involved in relationships, both platonic and sexual, will share the same workplace. Silver Lake College of the Holy Family also recognizes that these relationships have the potential to create real or perceived bias with regard to managerial and other evaluative decisions made by student supervisors. Therefore, no student supervisor may influence, directly or indirectly, perform work assignments or other work supervision over another student with whom they share a romantic relationship. Student managers/leads are not allowed to be involved in a romantic relationship with another student in the same department. Students involved in such a relationship are individually responsible for disclosure to their Work Supervisor.

Student managers/leads are expected to conduct themselves in a professional manner and expected not to allow personal relationships to influence or get in the way of making decisions. Silver Lake College of the Holy Family believes that student managers/leads can and will conduct themselves appropriately, while still enjoying the full range of opportunities and relationships that the College experience has to offer.

Sexual and Other Harassment

Students are responsible for adhering to the guidelines as outlined in the student handbook.

DRESS CODE

Silver Lake College of the Holy Family strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and provocations. As part of that effort, the College requires that all student employees maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Work Supervisors may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas. All student employees are required to dress in professional casual attire or uniforms that are mandatory for specific departments.

Professional Casual Attire for Women

Appropriate business casual attire for women includes: skirts, which are no shorter than to the top of the knee; blouses, sweaters, polo-style shirts, and khaki pants, which are neither too loose nor too tight and which are not too faded, frayed or otherwise distressed. Boots, dressy sandals, and pumps are examples of acceptable footwear. Examples of inappropriate attire are: novelty T-Shirts (those with printed writing, slogan or numbers), shorts, spandex pants, crop tops, tank or halter tops, sweatshirts, sweatpants, hats, sundresses which are backless or have straps less than 1 inch in width, leather pants, and flip-flops.

Professional Casual Attire for Men

Appropriate business casual attire for men includes: dress slacks, khaki pants, slacks, sports shirts, polo shirts, and sweaters. Clean topsiders and loafers are examples of appropriate footwear. Examples of inappropriate attire include: denim pants, flight jacket/windbreaker style coats/jackets, shorts of any kind or length, hats, extremely casual shoe style commonly worn for sports or the beach, and sandals.

Note: Understand your work environment. Clothes are not proper for work if the fabric, style, or fit is too revealing or too casual. Business casual is the opportunity to dress less formally, but still keep a professional appearance. It is not an opportunity to wear clothing better suited for the beach, home, yard, gym, or party.

SAFETY ON THE JOB

In order to better promote health and welfare of all persons and protect assets, Silver Lake College of the Holy Family is committed to providing and promoting a safe working environment for everyone on campus. Students, faculty, and staff at Silver Lake College of the Holy Family are expected to abide by all of the College's safety policies and procedures. All are expected to work toward ensuring a safe working environment and promoting safe working practices to ensure individual safety on the job. Some positions may require the mandatory use and wearing of appropriate safety protection gear such as hats, hair nets, shoe guards, uniforms, gloves, and/or goggles, etc. In this instance, the department will provide all the necessary gear needed to safely perform the job.

DAMAGE TO COLLEGE PROPERTY ON THE JOB

Damage to College property is to be reported to the Work Supervisor immediately. If the incident occurs off campus (i.e. vehicle accident) the student must notify the police. If the accident is on campus and involves the property of another student, staff or faculty member or visitor, the police also are to be notified. The student's Work Supervisor is to inspect the damages and submit a "Property Damage Report" to the Director of Student Financial Services-Bursar within no more than 24 hours of the incident, with copies to the Office of SLC Works.

PERSONAL INJURY ON THE JOB

On the job injuries must be reported to the supervisor immediately. The supervisor is to assure that the worker/student receives any necessary medical treatment and that the following procedures are followed:

1. An Injury Report is required to be submitted to the department supervisor and the SLC Works Coordinator the day of the incident and no later than the next business day.
2. If the student requires hospitalization, the supervisor must notify the Student Life Office (or the Assistant Dean of Student Development) and the SLC Works Coordinator immediately.

REQUIRED MEETINGS

Meetings that are labeled as "required" are part of the work requirement and as such will be considered work time. If a student misses a required meeting without an excuse, the Work Supervisor may issue him/her a warning. Students must be given at least 24 hour notice of required meetings. The Office of SLC Works will hold a required weekly 1 hour long staff meeting for all freshman students and a required monthly staff meeting for all others. These meetings will also count as work time and missing will result in corrective action. Each department is encouraged to hold regular scheduled department meeting to ensure information sharing is occurring.

WORK REQUIREMENTS AND OPTIONS

Work Hour Requirement

Upon acceptance to Silver Lake College of the Holy Family, residential students that enrolled prior to fall 2016 are required to work a minimum of 5 hours of weekly work, or 80 hours per semester. For all residential students that enrolled with the college on or after fall 2016, 10 hours of weekly work, or 150 hours per semester, is required. Students will not be allowed to exceed 10 hours in one work week. Only student managers/leads may be allowed to work up to 15 hours in one work week with the approval of both their Work Supervisor and the Office of SLC Works. A pay period consists of every two consecutive work weeks.

All hours will be scheduled and approved by Work Supervisors to ensure that students work no less than their required hours a week and no more than 10 hours a week in accordance with all jobs worked. Each student is responsible to coordinate their work hours with all jobs to ensure they meet the minimum and maximum hours worked.

Paid Work Hours

All hours worked and approved by the Work Supervisor will be compensated to the appropriate student. Students may only work extra hours as a result of extenuating circumstances with prior approval of the Dean of SLC Works. The following will also apply:

1. Requests must be submitted to the Office of SLC Works in advance and must indicate the department being charged.
2. Workers cannot be on any type of school related probation (i.e. academic, work, or other probation) in order to be considered.
3. Students will not be allowed to work more than 10 hours per week unless there are extenuating circumstances that require special arrangements to be made.

Work Schedule

All student work hours must be scheduled around their class schedules. Please keep in mind that Work Supervisors may not always be able to schedule work hours around extra-curricular activities unless the activity is part of a class. Work schedules are made in regard to student availability and department needs. Work hours vary and are dependent on the department and position. There are no particular standards for scheduling; work hours must not conflict with class times or other class requirements such as field trips. As student work schedules are flexible, no compensated meal time is provided, unless approved by the Work Supervisor for extenuating circumstances such as special events.

Scheduled Campus Holidays

School and work is dismissed unless the job is essential to the department (i.e. food service, campus safety, maintenance, etc.). Students who work on holidays will be paid their regular rate of pay for all hours worked.

Time and Absence Policies

All on-campus student positions must be arranged through the Office of SLC Works. Students are not allowed to begin work if they have not made arrangements. Work Supervisors should notify the Office of SLC Works prior to hiring a student.

Recording of Hours/Time Card Procedures

- A. All students must submit a bi-weekly time card which must be signed by the Work Supervisor and student employee and turned in to the Business Office. The work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. Timesheets for the previous two weeks are due on Monday by 10:00 a.m.
- B. Student employees are compensated in quarter hour increments. Time worked at 7 minutes or less should be rounded to the next quarter increment. Time worked at 8 minutes or more should be rounded up to the next quarter hour increment. Example: Student worker arrives for work at 8:08 a.m. This time should be recorded as 8:15 a.m. on the timesheet.
- C. If workers do not submit **signed** timesheets by the deadline, their paychecks may be delayed.

Under-Time Hours

If a student works less than his/her work requirement he/she is assessed under-time as follows:

- A. Workers receive under-time for all work missed unless waived due to a documented medical emergency, required military service, or other unforeseen extenuating circumstances. Students are responsible for making up under-time hours.
- B. Workers in the National Guard/Reserves are excused from work for REQUIRED service if they follow absence procedures. Under-time will be assessed UNLESS they must miss one or more weeks of work due to being activated for “extraordinary circumstances” (i.e. national or local emergency/disaster).
- C. If a student withdraws during the semester the amount of his/her tuition credit will be adjusted according to the actual number of “tuition credit” that he/she worked. Students that do not complete their required “tuition credit” by the end of the semester will be billed for the “unearned” (hours not worked) portion of their tuition credit.

NOTE: A worker may be allowed to carry under-time incurred into the next semester in special circumstances (i.e. family emergencies, medical absence within the last few weeks of semester). A request must be submitted by the student for approval. If the worker does not return the next semester or does not work the hours he/she will be billed for the hours not worked.

- D. Students who are over 25 hours behind on tuition credit hours at the end of a semester will be put on Work Probation and will be given notice during the semester break. A written appeal may be made to the Dean of SLC Works between semesters.
- E. Students who are over 50 hours behind on tuition credit hours at the end of semester may be put on Work Suspension and may not be allowed to return to campus the following semester. A written appeal may be made to the Dean of SLC Works between semesters.

Banking Work Hours

Students may be approved to bank extra work hours on a case-by-case basis. The banked hours are to be credited to the student’s tuition credit as they are worked. Prior to banking hours, students must seek authorization with the help of their supervisor in order to obtain approval to bank hours. Approval must be granted by Coordinator *prior* to banking the hours. A student may bank no more than 15 hours in any given work week. Students need to work at least 5 hours per week in order to bank up to 15 hours per pay period.

Students are not allowed to bank hours in order to eliminate a work week.

Work Responsibility for Students in Athletic, Academic, and Other Extracurricular Activities

Students are ultimately responsible for making sure that they are available to work their scheduled hours. In regards to extracurricular activities (i.e. sports and clubs) it is the student’s responsibility to communicate with their supervisor about changes in their schedules. Students involved in sports must provide for their supervisor a schedule for both practice times and game times. If changes are made to the schedule during the semester, it is the student’s responsibility to provide a more accurate schedule to their supervisor at the time of the changes. Students involved in other activities must provide their schedule for their supervisor as well. If schedules are not provided ahead of time, accommodations may not be possible. Failure to meet work requirements and responsibilities may result in a work warning which will be in accordance with the work programs Corrective Action system.

Attendance and Tardiness

Students are expected to maintain good attendance and to plan absences in advance as much as possible. Planned absences are to be approved by your full-time Work Supervisor prior to the date of absence. You are asked to provide as much advanced notice as reasonably possible, but in all events notify your full-time Work Supervisor within at least 24 hours of the start of your work day. We realize that situations arise which may require a student to be absent without notice, however, the full-time Work Supervisor should be contacted as soon as possible.

Keep in mind that absenteeism and tardiness interfere with the operations of Silver Lake College of the Holy Family business. Students who are chronically unable or unwilling to attend work regularly present a hardship to other students/co-workers/visitors. Unreported or excessive absences (as determined by full-time Work Supervisor) are grounds for corrective action, up to and including dismissal.

WORKER PERFORMANCE APPRAISAL AND ASSISTANCE

Work Evaluations

All student workers will be formally evaluated at the end of each semester by their Work Supervisor. Students will be evaluated based on the areas of work learning, development, performance, and the demonstrated learning outcomes assigned to their position.

Work Supervisors are required to meet with each student at the end of each semester to discuss their evaluation. The purpose of a work evaluation is to offer feedback on the student's work, learning, growth, and development progress, as well as performance, and to identify areas that need improvement. The evaluation also is intended to obtain student's feedback for supervisors regarding any job concerns that he/she may have. Copies of evaluations will be housed in the Office of SLC Works. At the end of each semester the results of the evaluation will be added to the student's Work Transcript, which can be accessed by the student at any time.

SLC WORKS DEMONSTRATED LEARNING OUTCOMES

Drawing from our strong liberal arts foundation and rooted in the SLC Franciscan Values (Collaboration, Community, Peacemaking and Reverence for Creation), our SLC Mission/Goals (to foster commitment to Christian values, service, and leadership in the world community), and to develop a community of life-long learners, we strive to fulfill our mission through our commitment of:

- › Integrating academic studies, productive work, and meaningful service for all students throughout their entire college career.
- › Assisting students in connecting classroom learning with real work experience.
- › Equipping students with skills for the 21st century workforce and lifelong learning.
- › Providing students with opportunities for personal growth and well-being.
- › Guiding students for civic engagement, a sense of social justice, and servant leadership.
- › Keeping cost of a Silver Lake College of the Holy Family education affordable for all students.
- › Employing quality training and assessment to effectively implement the SLC Works model.
- › Providing adequate resources and local community relationships needed for SLC Works.
- › Maintaining a safe and supportive community representing cultural diversity and expertise.

This is accomplished through the following Demonstrated Learning Outcomes, which were listed in detail previously:

Attendance

Accountability

Collaboration

Initiative

Respect

Learning

Position Specific

WORK CORRECTIVE ACTION SYSTEM

Silver Lake College of the Holy Family strives to provide an environment in which each student can learn and gain professional competencies in their work assignment. However, there may be times when student work performance does not meet expectations, and coaching and corrective action process must occur. The purpose of the Corrective Action Process is to make students aware of conduct or behavior that is not acceptable and to improve work performance to an acceptable standard. This corrective action system applies to all students employed through Silver Lake College of the Holy Family.

Corrective Action Process

The basic purpose of a corrective action process is to provide the opportunity for the student to improve their performance. SLC Works strives and hopes for all students to be successful. In order to accomplish this, sometime steps must be taken to assist a student in understanding work requirements. If an action is so egregious that a Work Supervisor believes the Corrective Action Process should be forgone, the Dean of SLC Works should be consulted with as soon as possible.

The Corrective Action Process is a developmental opportunity for students to learn and grow as an employee. Please utilize the "Student Corrective Action Form" to document all formal steps. This document can be requested from the Office of SLC Works. The Corrective Action Process should include:

Department Level Steps (no need to consult with the Office of SLC Works)

- **Informal Verbal Warning and Conversation:** The goal of this discussion is to prevent the unacceptable behavior and endeavor to resolve it before it becomes an ongoing or more serious performance problem and moving to a formal corrective action process.
- **First Written Warning:** If behavior does not change, a first written warning followed up with a conversation is needed. The student should write the action steps they will take to correct their behavior in order to ensure they fully understand the implications of their actions.
- **Second Written Warning:** Clearly define the path these actions are taking them down and potential end results.
- **Final Warning and Department Probation:** At this point, please notify the Office of SLC Works. A member of the SLC Works team will be present for the final warning conversation and will continue to follow up with both the Work Supervisor and student employee.

The Office of SLC Works Level Steps

- **Work Probation:** If behavior still does not improve, the Work Supervisor and Dean of SLC Works will place a student on Work Probation. Work probation is a written warning to the student that he/she is in serious danger of being terminated from their position if substantial improvement in performance is not made immediately. An agreement will be written detailing the conditions of the Work Probation, including a referral to any other appropriate college resources for assistance. While a student is on probation, he/she will not be eligible to participate in athletics or extra-curricular activities. The student's focus is expected to be placed on academic and work assignment success. A student may be placed on Work Probation for a minimum of 30 days and up to the length of a semester. If unacceptable work performance continues, the student is in jeopardy of maintaining their enrollment at the College for those enrolled under the SLC Works program or maintaining their ability to work on campus for those not enrolled under the SLC Works program.
- **Departmental Release and 1 Week Reflection Period:** Upon release from a position, a student will participate in a "last chance" 1 week reflection time with the Office of SLC Works. This week will include meeting with campus faculty and staff and the writing of a 2-3 page reflection paper. Upon successful completion of this week, the Dean of SLC Works will determine if the student is ready to return to work or suspended from campus.
- **Work Suspension:** Failing to complete the 1 week reflection period or continuing to not meet work requirements and expectations may result in work suspension. This suspension may be effective immediately or at the end of a semester. Student employees have the right appeal this decision with the Vice President of Human Resources and Operations.

These formal corrective action warnings become a permanent part of the student's work file. Work Supervisors issuing one of the warning steps above must document the warning given to the student including reason, date(s) of unacceptable conduct, and steps to correct the performance/conduct using the College's Corrective Action forms. Due to the severity of the conduct, one or more of the warning steps may be bypassed as deemed appropriate by the supervisor in consultation with the Dean of SLC Works.

Examples of Work Violations

All student employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Examples of unacceptable conduct that may result in corrective action include, but are not limited to:

1. Excessive absenteeism or tardiness for work.
2. No call/no shows.
3. Falsification of timesheets, personnel records or other institutional records.
4. Neglect of duties, wasting time during work hours, overall unsatisfactory performance, or not in assigned work area while on work time.
5. Insubordination or refusal to follow work procedures or perform work as requested.
6. Physically or verbally abusive behavior, intimidating or hostile-behavior toward co-workers, students or visitors to Silver Lake College of the Holy Family (including sexual and other forms of harassment).
7. Fighting, horseplay, practical jokes or other disorderly conduct that may endanger the well-being of other individuals.
8. Unacceptable work quality or intentionally causing additional work for others.
9. Improper, unsafe, wasteful, or careless handling of tools, equipment, fixtures, property, supplies or goods of Silver Lake College of the Holy Family.
10. Failure to cooperate with supervisor and co-workers.
11. Violations of safety rules or accepted safety practices.
12. Reporting to work while intoxicated or under the influence of non-prescribed drugs and/or the use, possession, distribution of, or sale of non-prescribed drugs.

13. Engaging in act of dishonesty, fraud, theft, damage or sabotage of Silver Lake College of the Holy Family property or personal property of students/co-workers/visitors.
14. Gambling or participation in lotteries or any other games of chance on the premises during work time.
15. Violation of College policies or rules including harassment and discrimination policies.
16. Moral, personal, or criminal conduct associated with employment that is detrimental to the welfare of Silver Lake College of the Holy Family and its students/employees/visitors.
17. Any other circumstance in which Silver Lake College of the Holy Family feels corrective action is warranted.

Dispute Resolution Policy

The College provides employees with an established procedure for expressing employment-related concerns. The College recognizes the rights of active employees to express their dispute and to seek a solution concerning disagreements arising from working relationships, working conditions, supervisor's judgment regarding job performance or professional competence, employment practices or differences of interpretation of policy which might arise between the College and its employees. If an employee believes that he/she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate supervisor. However, when a recent or continuing problem has not been resolved within a particular department or work area, the College wishes to provide employees an alternative for doing so. No employee shall be subjected to discrimination or adverse treatment for participating in a grievance procedure. Former employees may not submit a dispute for resolution under this policy.

When attempts to resolve a problem through discussions with his/her supervisor have failed, employees are encouraged to address their dispute in accordance with the established guidelines in this policy.

Possible discrimination on the basis of race, color, sex, sexual orientation, religion, creed, age, disability, national origin, or status as a veteran are not covered by this policy. Employees wishing to pursue claims of such discrimination must contact the Office of Human Resources.

Guidelines

The dispute should be in writing and contain a) a clear statement of the issues and the facts on which it is based, b) identify the attempts made to resolve the problem with their supervisor, and c) the remedy or corrective action sought by the employee.

Employees should feel free to discuss their concerns with the VP for Human Resources and Operations prior to putting them in writing. The purpose of this meeting is to clarify the exact nature of the dispute, to correct any misunderstanding of personnel policies that may be related to the dispute and, if requested, to help the employee put his/her dispute into writing. Requests by employees for another staff employee or family member to attend this meeting will be considered on a case-by-case basis.

Disputes should be given to the VP for Human Resources and Operations who, in consultation with the appropriate Vice President or Dean and the President or President's designee, will determine the most suitable resolution. The VP for Human Resources and Operations will ensure that the employee receives a written reply within 10 work days; however, the actual resolution to the dispute may be made over a period of time as deemed appropriate.

If an employee waits an unreasonable length of time before submitting his or her dispute, or proceeding to the next step, the fact-finding process could be difficult. As such, employees are strongly encouraged to promptly report their concerns. Disputes should be submitted within 30 days following the incident. Disputes submitted after the 30-day time period may not be considered.

Not every problem can be resolved to all parties' satisfaction. However, through discussions and understanding, employees and management can develop confidence in each other. The College strives to build such confidence and believes it is important to the operation of the College and an efficient and harmonious work environment.

DISCLAIMER OF CONDUCT

It is important to note that the information and policies found in the Silver Lake College of the Holy Family handbooks are offered as a matter of information. The information is not intended as a contract or offer to contract. Silver Lake College of the Holy Family reserves the right to alter or change any information or conditions contained in this publication without notice. However, changes to the handbook will always be announced via Residence Life and campus email.

