

Silver Lake College 2016-2017

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Dear Students,

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

This Student Handbook will acquaint new students, and remind returning students, about all that Silver Lake College 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 Code of Student Conduct.

My message to all members of our community is for each of us to embrace the notion of life-long learning. Each day we are all learning and teaching each other. 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. I look forward to journeying this year with each of you. Be assured that I will listen to your ideas and together we will make Silver Lake College an even better place for life-long learners.

When you see me on campus, I invite you to reach out, 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. I hope your year ahead will be happy and successful.

Best Regards,

Dr. Chris Domes

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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 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

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, 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'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 chose 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. 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 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 and all four values in the Canticle Year, normally the fifth year.

FRANCISCAN VALUES

- Community
- Compassion
- Peacemaking
- Reverence for Creation

PRAYERS BY ST. FRANCIS OF ASSISI

Peace Prayer

Lord, make me an instrument of your peace
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
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.

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)

ACADEMIC CALENDAR 2016-2017

FALL 2016

August 22	Monday	First-Year Learning Community Courses Begin
August 29	Monday	Fall Term & Session I begin
September 2	Friday	Add/Drop Deadline for 16 week and Session I courses
September 5	Monday	Labor Day - No Classes
September 15	Monday	Deadline to apply for May 2017 graduation
September 29	Thursday	Last day to withdraw with a "W" for Session I courses
October 22	Saturday	Session I ends
October 24	Monday	Session II begins
October 24-25	Monday-Tuesday	Fall Break (16 week classes only)
October 28	Friday	Add/Drop Deadline for Session II courses
November 3	Thursday	Last day to withdraw with a "W" for 16 week courses
November 23-25	Wednesday – Friday	Thanksgiving Break – No Classes
November 28	Monday	Last day to withdraw with a "W" for Session II courses
December 17	Saturday	Fall Term and Session II end; Commencement Ceremony

SPRING 2017

January 16	Monday	Spring Term and Session I begins
January 20	Friday	Add/Drop Deadline for 16 week and Session I courses
February 16	Thursday	Last day to withdraw with a "W" for Session I courses
March 11	Saturday	Session I ends
March 13	Monday	Session II begins
March 13-17	Monday – Friday	Spring Break (16 week classes only)
March 17	Friday	Add/Drop Deadline for Session II courses
March 23	Thursday	Last day to withdraw with a "W" for 16 week courses
April 13	Thursday	Last day to withdraw with a "W" for Session II courses
April 14	Friday	Good Friday-No Classes
April 26	Wednesday	Symposium
May 6	Saturday	Spring Term and Session II end; Commencement Ceremony

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 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.

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.

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 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.

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 Assistant Dean for Student Development. 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 Director of Human Resources.
- 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, co-ed golf teams, a women's volleyball team and a men's soccer team. To be eligible for participation in intercollegiate sports, students generally 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 Conference requirements. For incoming freshman, this is interpreted to mean that their high school GPA meets similar standards. Athletes have a maximum of four (4) years of eligibility for college/university play. For student athletes transferring from another two or four year college, they must show they have successfully completed at least twenty-four credits. If a transfer student participated in an intercollegiate sport while attending another college, the years played at the other college or university counts toward the student athlete's four year eligibility maximum. With membership in NAIA, all eligibility decisions will be determined using NAIA guidelines for the 2016-17 school year.

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 and à la carte service. Meals are available to the students, faculty, staff, and guests. A 13 per week or 18 per week meal plans per term are available. Service hours are posted. Please contact the Business Office with questions.

CAMPUS MINISTRY

The Campus Ministry staff serves to support the needs of the entire College Community, inclusive of all backgrounds, faiths, and beliefs. The staff can assist with religious, spiritual, ethical, and personal questions.

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:

- Worship services
- Ecumenical prayer services
- 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 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 opportunities for meaningful and positive experiences in the pursuit of educational, employment and social goals.

Our Campus Safety and Security Office works in partnership with the Offices of Student Development and Residence life, in addition to Plant Services, to avail 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 this Web page is designed to support the safety and security objectives of the Silver Lake College community.

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, students, and employees.

A Campus Security Authority within the Silver Lake College 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 Campus Security Authorities include: President, Vice Presidents, Assistant Dean for Student Development, Residence Hall Director, Resident Assistant/Community Advisor, Athletic Director and Coaches, Director of Facilities, and Campus Safety & Security Manager/Security Specialist/Security Aide.

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, 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 Career Resources, Internships, and Experiential Learning 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 920-686-6192.

CHECK CASHING POLICY

The Finance Office, for the convenience of the College community, cashes checks according to the following policies:

1. Federal work-study and student refund checks can be cashed in the Finance Office up to \$100.
2. Students must present their own checks to be cashed. One student may not cash a check for another.
3. Checks presented by individuals not affiliated with Silver Lake College will not be cashed.
4. Non-sufficient funds charges for a bad check will be \$30.

COMPUTER ACCESS

Computers for student use:

- Wireless network available throughout all academic areas and Clare Hall.
- Stangel Academic Computer Lab (Rm. 226) includes productivity software (e.g. word processing, spreadsheets, database, Inspiration, Internet resources, e-mail, scanners, and black and color printers).
- Library Computer Lab includes reference work, word processing, printer and Internet.
- Welcome Center computer station includes Internet access, my.sl.edu assistance, and word processing.

Further information on computer availability and resources can be found at my.sl.edu.

COMMUNICABLE DISEASES

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 College’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 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, 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 endorses the guidelines on AIDS presented by the American College Health Association. Silver Lake College 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 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 policy.

Each member of the Silver Lake College 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

Silver Lake College 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 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 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.

Annual Policy Distribution

This policy shall be annually distributed in writing to Silver Lake College 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.*

Alcohol and Drug-Related Counseling

Silver Lake College will work with students suffering from drug or alcohol abuse or other personal/emotional problems in receiving the assistance necessary to overcome their dependency. Any student seeking such assistance is encouraged to meet with the Office of Student Development to discuss the situation before problems begin to surface in the College. Any disclosures made by a student will be treated as strictly confidential by the College administration.

The student's decision to seek assistance will not be used as the basis for disciplinary action or used against them in any disciplinary proceedings.

Along with counseling services available through the Office of Student Development, assistance can be obtained through Holy Family Memorial Behavioral Health Services, (920) 320-8600.

Annual Program Review

Silver Lake College 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 systems are the property of the College.

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

E-MAIL

Silver Lake College 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 students are assigned an institutional e-mail address (username@my.sl.edu) accessible through the Office 365 LakerLink portal. Consequently, all Silver Lake College faculty and staff will use this assigned email address exclusively for all electronic communication with students. As a Silver Lake College 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. 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 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 complies with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Silver Lake College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the students' privacy rights under FERPA.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Silver Lake College to comply with the requirements of FERPA.

The Family Education Rights & Privacy Act (FERPA) of 1974, as amended, additionally requires that students be advised of certain categories of public information which the college has designated as "directory information." An annual notice is provided to students outlining these rights.

For further information, contact either the Vice President of Academic Affairs & Student Development or 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, 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 receives the processed results, enter the Silver Lake College 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. 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. 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 Finance/Student Accounts Office in a timely manner to retain enrollment eligibility. Acceptable payment methods include cash, check, Mastercard, Discover, American Express and VISA. Students with a credit balance from financial aid will receive those funds on or shortly after posted release dates.

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 year degree x 150% = 6 years/120 credits x 150% = 180 credits)

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

Rate of Progress/Pace: 75% earned of credits attempted

The rate of progress will be calculated as follows: earned credit hours divided by attempted credit hours = rate of progress/pace (example: 9 earned credits/12 attempted credits = 75% 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 cannot mathematically meet SAP standards within one term or has not successfully met SAP standards after their probationary term, will be required to complete a Financial Aid Academic Plan. In this case an Academic Plan (must not exceed 3 terms) 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.

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 Refund Policy

Amount of refund depends upon when the Registrar is notified of credit change

Within 7 days after start of course* 100% refund

Up to 25% of course completed** 75% refund

Over 25% of course completed** No refund

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

***Based on start date and end date of the course*

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. The percentage of aid returned to the aid source is based on the percentage of tuition refund from the Tuition Refund Policy. 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 the Safety and Security Office (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), 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’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.

GRIEVANCE PROCEDURE

The community of Silver Lake College is concerned with a process for the healing of human persons. Silver Lake College encourages each party to have a face-to-face conversation with persons involved. Dialogue is an integral part of the necessary process of conciliation or reconciliation. Every person as a human being has a right to speak and be heard, as well as the obligation to listen. No procedure can be substituted for the privilege of human dialogue.

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 department procedures. An academic grievance that cannot be resolved by the faculty and student should be referred to the Department Chair and/or Assistant Dean within 10 days of the incident. A matter that cannot be resolved on the department level is referred to the Vice President for Academic Affairs.

The student will present the matter to the Vice President for Academic Affairs 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. The Vice President for Academic Affairs will consider the reasons set forth by the student for the appeal. The student may make an appointment with the Vice President for Academic Affairs to discuss the matter. If the facts warrant a review, the Vice President for Academic Affairs will consult with the concerned parties, student, faculty, and department chair to ascertain the facts of the matter and render a final judgment.

Grievance in Non-Academic Matters

A grievance in a strictly non-academic matter, which cannot be resolved by the individuals involved, is referred to the Office of Student Development no later than 10 days following the incident. The grievance procedure in such a matter follows the same form as in an academic matter.

HANDICAPPING CONDITION ACCOMMODATION STATEMENT

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Silver Lake College 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 Student Success Center, 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 Resource Center and complete the Silver Lake College 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 provides housing for eligible Silver Lake College 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 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*.

LOOK AHEAD LAKERS

Gain valuable experience working with youth, make lasting community connections, and inspire at-risk students to believe a college education is in their future with the Look Ahead Lakers mentoring and college preparatory program. SLC students act as role models for the annual fifth grade campus visit day and/or mentor students as they progress from sixth grade through high school. The goal of the program is to increase academic achievement and alert young students to educational possibilities while providing an opportunity for SLC students to explore their career goals, gain experience, and affect positive change within their community. The majority of students involved with Look Ahead Lakers are education and psychology majors, however all students are encouraged to join.

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

MILITARY SERVICE POLICY

Silver Lake College 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, 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 8a.m. to 4:30p.m.

ORIENTATION

All students entering Silver Lake College 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 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 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 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 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 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 Parking Warning Notice.
2. A second or subsequent offense, within a 12-month period, may result in the issuance of a Silver Lake College Parking Citation. The penalty is a \$15 forfeiture, payable to the Silver Lake College 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 Federal Work Study students working under the authority of the College are authorized to issue warning notices, as well as Silver Lake College Parking Citations.
6. Due process procedures for contesting alleged rule infractions are outlined in the Silver Lake College Code of Conduct.

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 POLICIES

If a student is enrolling in a new program (i.e., new undergraduate student, new graduate student, or new licensure student) a \$100.00 non-refundable registration deposit is required. This deposit is applied to the first course's tuition.

Total tuition is due upon receipt of the billing statement. Interest will start accruing 30 days after the start of the course.

Billing statements will be available on my.sl.edu and updated after financial aid is applied to the student's account.

Payments can be made in person at the Silver Lake College Student Accounts Office, by phone or online through my.sl.edu with a MasterCard, VISA, Discover or American Express, or mailed to: Silver Lake College, Attn: Student Accounts, 2406 South Alverno Road, Manitowoc, WI 54220

Interest will be charged at the rate of 12% annually, 30 days after the start of the semester. Please refer to the Academic Calendar for semester start dates. Unresolved student accounts are subject to collection. If any questions arise, please contact the Finance Office.

A student will not receive a diploma, an official transcript of credits, or be allowed to enroll for the next term until all previous outstanding balances have been paid in full.

Tuition payments for workshops are to be made when registering for the workshop.

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

PHYSICAL FITNESS

Silver Lake College 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.

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 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 Advancement. The use of College facilities will be without charge for events sponsored by recognized student organizations or events that are otherwise related to the College's mission. 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 down by the College and must leave the facilities in good condition. An advisor must be present at events sponsored by student organizations.

RICOH SERVICE CENTER

The RICOH Service Center 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 including: copying or printing, collating, stapling, folding, trimming, bindings, booklets, labeling, numbering, padding, hole punching/drilling, USPS, FedEx and discounted UPS services. RICOH is open Monday-Friday 8:00 am-4:30pm.

SEXUAL MISCONDUCT POLICY

Introduction

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. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Overview of Policy Expectations With Respect To Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with one another, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you do not. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence – without action demonstrating permission – cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No", and "Yes" may not always mean "Yes". Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Overview of Policy Expectations With Respect To Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff/student handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. Violations of this policy will result in disciplinary action up to and including termination of employment.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes Community Advisors and students over who they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a complainant- blaming tone, even unintentionally. With no intention to complainant- blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and /or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt”, “innocence” and “burdens of proof” are not applicable, but the College never assumes a student is in violation of College policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Discrimination – Conduct Prohibited:

While harassment is a form of discrimination under law, federal and local laws prohibit, more broadly, different treatment of similarly situated individuals based on race, color, religion, gender, national origin, age, disability or other legally protected characteristics or conduct.

Complaint Procedure; Prohibitions against Retaliation or False Complaints:

- Any person who experiences any 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 should immediately report any such incident to Human Resources, a Vice President, or the President of the College. Human Resources or some other office or College representative as designated by the President will conduct a prompt and thorough investigation.
- 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 person for filing a good faith complaint concerning prohibited harassment or discrimination, or for assisting in a complaint investigation. Any person 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 person who is found, after appropriate investigation, to have violated this policy may expect disciplinary action, up to and including termination or expulsion.
- Because false accusations may have a serious impact upon the person accused, any person who makes a complaint lacking a good-faith basis may be subject to disciplinary action, up to and including termination.

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 Coordinators or Human Resources, any Vice President, or the President of the College.

Title IX Coordinator: Matthew Soucy, Vice-President for Academic Affairs

Location: Room 306 Phone: 920-686-6370 Email: matthew.soucy@sl.edu
Mailing Address: Office of Academic Affairs
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 is a smoke-free facility, in accordance with 2009 Wisconsin Act 12.

SOCIAL NETWORKING POLICY

Facebook, Instagram, Vine, 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 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 Code of Conduct 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 areas. When hired for a campus position, students must complete required employment paperwork available in the Finance Office prior to receiving their first paycheck. Timesheets signed by students' supervisors are submitted to the Finance Office each pay period so that students receive monthly payment for the hours worked. Students may earn up to the amount of FWS on their financial aid award. Earnings and eligibility are monitored by the Office of Financial Aid on a monthly basis. Questions about FWS eligibility should be directed to the Office of Financial Aid. For assistance in obtaining campus employment, please contact the SLC Works Coordinator at 920-686-6281. SLC Works information can be accessed through the Office of SLC Works.

STUDENT HEALTH AND COUNSELING SERVICES

The Silver Lake College Student Health Center is located at Holy Family Memorial's Harbor Town Campus in the Work Health Option's Office, 1650 South 41st Street, Manitowoc. Work Health Options is open Monday – Friday from 8 a.m. to 4:30 p.m. Although you do not need an appointment, it is preferred that you call ahead if possible at 920-320-4660. You will need to bring your valid Silver Lake College 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 requires all full-time, undergraduate degree seeking students to have health insurance. Students must provide the Office of Student Development with a copy of insurance information. 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. 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 at 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 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 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.

Student organizations wishing to make use of Silver Lake College facilities or the name of Silver Lake College 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 Development.

TEXTBOOKS

Books for Silver Lake College courses are available through the Silver Lake College 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 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 2016-2017

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.

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 PROBATION

At the end of each term, students whose cumulative grade point average is less than 2.0 incur academic probation. While on academic probation, students may carry at most 12 semester hours of credit and meet with their advisor according to the student's academic plan. The length of academic probation is determined by the student's academic plan. Lack of progress toward successful completion of the academic plan may result in dismissal from the college. Students who are asked to withdraw from the degree program may register as special students and petition for re-admission to a degree program after attaining a cumulative GPA of 2.0.

ACADEMIC RESOURCE CENTER

The Academic Resource Center, 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, research assistance, mentoring, and placement exams. The Academic Support Coordinator serves as a resource for students and the Credit for Prior Learning Coordinator.

ADVISORS

Students are responsible for monitoring their progress toward a degree. An Academic Advisor is assigned to each degree-seeking student in order to ensure that students make progress toward the degree. Advisors are also assigned for students following a teacher certification sequence or a certificate program. Students are to consult their Academic Advisors on any questions regarding course selection, registration, course changes, midterm progress reports, withdrawal from a program, planning, and status in the program.

Students who are on academic probation must report to their assigned advisors as outlined in the student's academic plan.

Students who are not assigned advisors may refer any questions to the appropriate program director.

ATTENDANCE

Regular and punctual class attendance is integral to student academic success. Students are expected to be present at all class sessions. The instructor determines the attendance policy for each course and notifies students of his or her specific policy in the course syllabus. Failure to follow course attendance policies may result in a lower final grade. Documentation of absences due to health concerns or extreme personal difficulties must be presented to the Office of Academic Affairs to be excused. Academic Affairs will communicate approval of the excused absence to the faculty. While attendance may be excused, students must coordinate making up missed assignments with the instructor.

AUDITS

A student may enroll in courses as an auditor with the approval of the course instructor. An auditor need not fulfill course requirements; however he/she must attend the class regularly. Such students must register for the course(s) they wish to audit and pay the auditor's fee. Such course(s) are included on the student's transcripts as audit (see advisor or Registrar for more information).

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.*

CHEATING AND PLAGIARISM

Academic research requires students make use of other scholars' research with appropriate citation. In other words, students may quote or paraphrase sources, including the Internet, providing the student gives the original author credit through the appropriate citation. Please contact your instructor regarding his/her expectations for citation method. Failure to properly cite a resource is considered theft of intellectual property, i.e. plagiarism.

Procedure

An instructor suspecting a student of cheating or plagiarism will meet with the student. The meeting will afford the student the opportunity to explain the specifics behind the alleged infraction and clarify the plagiarism policy.

1. If the student is exonerated, the issue is dismissed.
2. 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 Dean. The appropriate penalty will then be levied.
3. If the student denies the allegation but the instructor insists a violation occurred, the issue will be brought before the Academic Dean. Before the Academic Dean, the student and the instructor will each be provided the opportunity to present his/her side of the case. The Academic Dean will then determine an appropriate course of action.
4. A record of violations is held by the Office of the Registrar.

Penalties

1. First Infraction: the student receives a grade of "F" for the work constituting the violation.
2. Second Infraction: the student will receive an "F" for the course.
3. Third Infraction: the student is dismissed from Silver Lake College.

CLASSIFICATION OF STUDENTS

Credits: The credit is the unit for computing the amount of work required for graduation. It is equivalent of one 50 minute class period or two hours of laboratory work per week for one term.

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.

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 is held to recognize graduates at the close of the Fall and Spring semesters. A Commencement Committee composed of faculty, staff, and administration plans this important event.

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. 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.

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 students may earn up to 30 term hours of credit through the CLEP general and subject examination on a matching Silver Lake credit basis. Silver Lake College also grants credit for Advanced Placement and International Baccalaureate work with requisite scores.

CREDIT FOR PRIOR LEARNING

Silver Lake College has made a commitment to adult learners and their educational needs. Silver Lake College recognizes that learning takes place in a variety of environments and under numerous circumstances. This learning may have been obtained on the job, in the military, through community participation, in family situations, or in any activity that involves learning. If demonstrated through the portfolio process that college-level learning has taken place, Silver Lake College will grant credits toward a degree.

Students planning to develop a portfolio must first meet with their faculty advisor to discuss the integration of credit for prior learning into their academic program. Students may then contact the Credit for Prior Learning Coordinator for an appointment. Appointments should be made through the Academic Resource Center at 920-686-6115 or 1-800-236-4752 ext. 115.

CREDIT LOAD

The usual undergraduate full-time load is 15 credits per term. A full-time course load is defined as 12 or more undergraduate credits per term, or 6 or more graduate credits. An average of two hours of work outside of class for every credit can be expected. Full-time undergraduate students may not take more than 19 credits per term without the permission of the Academic Dean. Credits beyond the normal full-time traditional range (12-19 credits) will incur additional charges.

DEGREES

Silver Lake College 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 (Management and Organizational Development). The requirements for a degree are listed in the Academic Bulletin.

FAILURES

A student who has failed in any subject required for graduation in his/her particular course of study must remove the failure by repeating that subject and securing a passing grade. A student may repeat any course in which a letter grade of C- or lower was received on the first attempts and re-register for the course again. The first grade remains on the student’s transcript, but is excluded from the grade point average which is calculated using the better of the two grades.

GRADE REPORTS

Students may access their grades through *my.sl.edu*. *Grade reports are not mailed to students.*

GRADING SYSTEM

Quality points per course are determined by multiplying the number of quality points for a grade by the number of credits earned in that course. The total grade point average (GPA) is computed by dividing the total number of term hours attempted. Pass/No Credit courses are not included in determining grade point averages. 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	Withdrew		

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, 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 Vice President for Academic Affairs.

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 Vice President for Academic Affairs.

Procedure

1. Student discusses guided study criteria and procedures with Academic Advisor
 2. Student submits a formal, written request to Academic Advisor, which is forwarded to the Academic Dean
- If approved, the student must meet with the course instructor prior to the start of course to review instructor expectations.

HONORS AND DEAN'S LIST

Dean's List: Full-time students who earn a term grade point average of 3.5 or above merit a place on the Dean's List of honor students.

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

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 term hours of credit with quality points at Silver Lake College.

INCOMPLETES

Incompletes are granted at the discretion of the instructor if a student is unable to complete the final exam or other course work prior to the end of the course. Incompletes are granted only when the following criteria are met:

1. There are unanticipated but accepted circumstances.
2. The student makes a written request to the instructor prior to the end of the course using the Request for Incomplete Form.

An incomplete must be removed within 30 calendar days of the ending date of course. Successful completion of the course is determined by the instructor. If a grade change is not filed, a grade of F will be recorded. An incomplete in student teaching not removed by the date designated by the Certifying Officer of the Institution automatically becomes a failure.

INDEPENDENT STUDY

Students who are seeking a degree, a certificate, or a certification sequence program for teaching licensure from Silver Lake College, with the approval of the Department Chair, Program Director, and the Academic Dean, may take Independent Study courses in their major or minor program under one of the following conditions:

1. The student researches a topic that is not covered in a course listed in the catalog.
2. The student researches a topic more in-depth than the topic is covered in a course.
3. The student is required to research a topic according to his/her major or minor program.

Independent study courses are courses not listed in the Academic Bulletin. The student in collaboration with the instructor develops a syllabus for the independent study that includes a course description, objectives, assessment strategies, calendar, textbook(s), and bibliography. The student agrees to work independently and meet as agreed upon with the instructor. A student may complete no more than six (6) credits of independent study in a program.

INTERNSHIP EXPERIENCES

Students may apply for an internship based on the following criteria:

- The students must have attained junior or senior rank in a four-year program (or have approval from the student's academic advisor).
- The student must exhibit maturity, appropriate professional attitude, and the potential to successfully complete the internship.
- Permission of their faculty advisor.

INTERNSHIP APPLICATION DEADLINES

Deadlines for applying for credited internships are as follows: Fall term- July 15, Spring term- November 15, Summer session – March 15.

The deadlines were established in order to ensure that the student will be able to register for their internship as a course (CCI 232) and that it will be included in their course load when applying for financial aid. Deadlines do not apply for non-credit internships. For more information contact the Director of Experiential Learning, Career Resources & Internships (920-686-6192) or go to www.sl.edu/ and click on Internships.

JOULE

Joule is a Learning Management System (LMS). Many instructors and programs at Silver Lake College 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, Fiction books, 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 circadm@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 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. There is a 10 cent per page charge for photocopies.

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 10 cents each.

MAJOR-MINOR DECLARATION

Application for Major and/or Minor

Before the end of the sophomore year, or when 60 credits are earned, students should select a field of specialization, that is, an academic major and/or minor. The major/minor declaration form (available from the Registrar's Office) must be approved by the advisor and filed with the Registrar's Office.

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 meet with their academic advisors each term to select courses. Please refer to the my.sl.edu for current registration procedures.

A late registration fee will be assessed for any current student who does not register prior to the date indicated by the Academic Calendar. Students receive no credit for work done in courses for which they have not properly registered. Although there are many opportunities for guidance, students assume the final and complete responsibility for their selection of courses and proper registration.

For new students, registration is complete when the non-refundable registration deposit has been paid.

A student may take more than 19 term hours of credit with permission from the Academic Dean. Students are required to pay the per-credit course fee for all credits that are in excess of 19 credits.

Changes In Registration: Students may make necessary changes in their registration during the first week of each class by contacting the Registrar for a registration change form.

Summer and term break hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Students should contact the Welcome Center personnel to help them transact any necessary business with other college offices that may be closed after 4:00 p.m.

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'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.
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 Registrar records final grades and the number of term hours on the student's permanent record. Official transcripts will be issued upon request of the student for a fee for each transcript requested. No official transcripts will be issued for students with delinquent accounts. All requests for transcripts should be addressed to: Registrar, Silver Lake College, 2406 South Alverno Road, Manitowoc, WI 54220.

A student may check his/her individual transcript on a regular basis by using my.sl.edu.

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

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from all courses for which they have registered must withdraw from their courses and file the appropriate paperwork with their advisor and the Registrar's Office. This form must be completed and returned to the Office of the Registrar before withdrawal is official. Failure to withdraw officially results in both academic and financial penalty.

Dismissal for Conduct or Scholarship:

The College reserves the right to dismiss any student whose conduct and/or scholarship is considered unsatisfactory, or whose further attendance is deemed to be of no mutual benefit to the College and the student.

Appeals process: Depending on the severity, circumstances, and stipulations of the dismissal, a student may have the opportunity to write a formal letter to the College asking for re-admission. The letter should contain proof of positive progress made toward resolving the problem that led to the original dismissal. The College will review the letter and determine the appropriate action(s) to be taken.

Financial Aid recipients- please see FINANCIAL AID section or contact the Office of Financial Aid for questions regarding withdrawals.

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.

CODE OF STUDENT 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 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 Code of Student Conduct is the result of Silver Lake College community consideration of what constitutes a learning environment informed by Catholic, Franciscan values. Understanding human growth, Silver Lake College 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 or the pursuit of its objectives are also subject to disciplinary action under the Code of Student Conduct.

The Code of Student Conduct provides 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 Vice President of Academic & Student Affairs. The student body will be notified, in a timely manner, of any changes to the Code of Student Conduct. Each student of the College is obligated to abide by the standards outlined in the Code of Student Conduct. Any deviations from this Code are subject to procedures and sanctions that originate from the Vice President of Academic & Student Affairs 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 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 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, 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.
 - b. Silver Lake College 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 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 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 systems are the property of the College. Silver Lake College 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 campus. *The computing and electronic communication facilities and services provided by Silver Lake College 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 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 Vice President of AA/SD. 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 student, faculty, staff or other community member who believes that a student may have violated the *Code of Student Conduct* 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 *Code of Student Conduct*. The Office of Student Development determines whether alleged behavior is a possible violation of the *Code of Student Conduct*.
 - a. A report alleging a violation of the *Code of Student Conduct* 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 *Code* 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 *Code*, 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 Assistant Dean for Student Development 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 or sexual misconduct the case will be handed over to the Title IX Coordinator.
 - c. In cases of sexual assault and/or sexual misconduct:
 - i. Both the accused and the person filing the report may submit a written statement and may recommend to the Title IX Coordinator or Assistant Coordinators that witnesses attend on their behalf. The College may call witnesses, as well as question those appearing on behalf of the person filing the report and the accused student. In cases where written witness statements will be allowed without the presence of the witnesses, both the accused and accuser will be given the opportunity to review the materials.
 - ii. During a disciplinary conference or hearing, both the accused and the person filing the report shall be given the opportunity to testify and present evidence. The person filing the report has the right to provide a statement of impact to the adjudicator or College disciplinary committee.
- 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. 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, except that students subject to a hearing will be given 7 days notice.
- a. 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.
 - b. Reasonable access to the written reports prior to and during the disciplinary conference.
 - c. An opportunity to respond to the report and to present relevant and necessary witnesses.
 - d. An opportunity to be assisted by a consultant of the student’s own choice and at the student’s own expense. The consultant may advise the student using written communication, but is not permitted to speak or participate in the conference and may not appear in lieu of the student.
 - e. 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.
- a. The accused student will receive written notification of the hearing date and the specific alleged act(s) of misconduct at least seven (7) days prior to the hearing.
 - b. 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.
 - c. Notice shall be given by personal delivery, email, or by certified mail to the last address the student provided to the College.
 - d. 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.
 - e. The Office of Student Development or designee is responsible for coordinating the hearing.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. Hearings shall be conducted in closed session.
 - j. 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.
 - k. The individual filing the report, the accused student and the hearing officer may examine the information.
 - l. 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.
 - m. 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.
 - n. 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 Code of Student Conduct. 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 Assistant Dean for Student Development 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 this Code of Student Conduct, 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 Code of Student Conduct 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 *Code of Student Conduct* was 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

DP – Disciplinary Probation

SP – Social Probation

MF – Monetary Fine

C – Counseling

ES – Educational Sanction

MR – Monetary Restitution

CS – Community Service

SS – Social Suspension

US – College Sanction

UE – College Expulsion

RRH – Removal from Residence Hall

R – Return of Items/Property

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 College Code of Student Conduct shall be subject to disciplinary action. All violations of College policies, federal, state and local laws will be referred to the Assistant Dean for Student Development, 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.

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 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 is 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 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

Clare Hall is closed during semester and spring breaks unless special arrangements are made in advance with the Office of Residence Life. There is an additional charge if these residence units are occupied during semester and/or spring breaks. However, these residence units are open for occupancy during Thanksgiving 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.

CRIMINAL AND CIVIL CHARGES

College Action – Code of Student Conduct proceedings may be instituted against a student charged with a violation of law when the underlying conduct is also a violation of the Code of Student Conduct 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 Code of Student Conduct, the institution may advise off campus authorities of the existence of the Code of Student Conduct 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 Code of Student Conduct 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 Dean is final.

Presence of Consultant of Student's Own Choice – See: Code of Student Conduct- 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, 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 Clare 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, 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 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 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, disabling condition, race, religion, or sexual orientation.

All members of the Silver Lake College 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 campus.

Violations of these provisions by a student will lead to the imposition of disciplinary sanctions. The student will immediately be referred to the Assistant Dean for Student Development. 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 Community Advisor 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

Fire fighting 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 fire fighting 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 Assistant Dean for Student Development, 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 Community Advisor, the CA 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 Community Advisors 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; 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 Clare 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. Community Advisors, Security Aides, and 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 Accounts in the Business Office. When two or more students occupy the same apartment and individual responsibility cannot be determined, the cost will be divided and assessed equally among the residents. A student with an unpaid account will not be eligible to receive a diploma or an official transcript of credits or be allowed to register until the account is settled.

PETS

Pets are not permitted in the student residence, 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 Clare 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 Community Advisor. *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 45 miles from Silver Lake College, 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 of, 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 prorated amount for the privilege of having a single suite according to the fee schedule.
- 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 Assistant Dean for Student Development (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 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 Community Advisor. 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 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 Clare 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 Clare Hall by 1:00 a.m.

WIRELESS INTERNET ACCESS (WI-FI)

Silver Lake College wants all residents to have sufficient wireless (Wi-Fi) access to online resources from within Clare Hall. Residents are permitted to connect an unlimited number of devices to the Wi-Fi system for all legal and lawful purposes and in accordance with the "Computing and Information Resources and Privileges" Document as posted on my.sl.edu. In order to provide Wi-Fi access to all residents, it is requested that no wireless ad-hoc networks, personal wireless hot-spots, or wireless tethering be used within the residence halls. These "rogue" networks will congest the in-place Wi-Fi infrastructure and cause connection problems for other residents. Silver Lake College Technology Services reserves the right to protect and control IEEE802.11 defined wireless radio frequencies for the benefit of all residents and may detect and contain rogue wireless networks at our discretion and without notice.

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

CALENDAR YEARS

2016

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S			
	3	4	5	6	7	8	9		1	2	3	4	5	6	1		2	3	4	5	1	2	3		4	5	6	7	8	9				
	10	11	12	13	14	15	16		7	8	9	10	11	12	13		6	7	8	9	10	11	12		10	11	12	13	14	15	16			
	17	18	19	20	21	22	23		14	15	16	17	18	19	20		13	14	15	16	17	18	19		17	18	19	20	21	22	23			
24	25	26	27	28	29	30	21	22	23	24	25	26	27	20	21	22	23	24	25	26	20	21	22	23	24	25	26	24	25	26	27	28	29	30
31							28	29						27	28	29	30	31																
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S			
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6				
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13			
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20			
22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	28	29	30	31	28	29	30	31				
29	30	31										31																						
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S			
	1	2	3	4	5	6	7		2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10			
	4	5	6	7	8	9	10		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17			
	11	12	13	14	15	16	17		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24			
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30	27	28	29	30	25	26	27	28	29	30	31						
25	26	27	28	29	30	30	31						28	29	30	31																		

2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	1		2	3	4	5	6	7	2		3	4	5	6	7	8	
	8	9	10	11	12	13	14		5	6	7	8	9	10	11		5	6	7	8	9	10	11		9	10	11	12	13	14	15
	15	16	17	18	19	20	21		12	13	14	15	16	17	18		12	13	14	15	16	17	18		16	17	18	19	20	21	22
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	23	24	25	26	27	28	29				
29	30	31					26	27	28					26	27	28	29	30	31								30				
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		2	3	4	5	6	7	8		1	2	3	4	5	6	
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15		6	7	8	9	10	11	12
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22		13	14	15	16	17	18	19
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	20	21	22	23	24	25	26					
28	29	30	31										30	31							27	28	29	30	31						
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30						
							29	30	31										31												

2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		18	19	20	21	22	23	24		15	16	17	18	19	20	21
21	22	23	24	25	26	27	25	26	27	28					25	26	27	28	29	30	31	22	23	24	25	26	27	28			
28	29	30	31																						29	30					
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		3	4	5	6	7	8	9		1	2	3	4	5	6	7		1	2	3	4	5	6	
	6	7	8	9	10	11	12		10	11	12	13	14	15	16		8	9	10	11	12	13	14		5	6	7	8	9	10	11
	13	14	15	16	17	18	19		17	18	19	20	21	22	23		15	16	17	18	19	20	21		12	13	14	15	16	17	18
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
27	28	29	30	31										29	30	31							26	27	28	29	30	31			
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15
	15	16	17	18	19	20	21		14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22
22	23	24	25	26	27	28	21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29					
29	30	31					28	29	30	31					28	29	30	31								30	31				

