

# Student Handbook



Division of Campus Life

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Standish, Maine 04084-5236

207-893-6603

[www.sjcme.edu](http://www.sjcme.edu)

Founded in 1912 by the Sisters of Mercy

The College reserves the right to change the course offerings, fees, calendar, rules, regulations governing admission and registration, and to change any other regulation concerning the student body. Although every effort has been made to ensure the accuracy of this handbook, its content is subject to change without prior notice.

The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

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## Statement of Mission

Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

In fulfillment of this Mission, Saint Joseph's College will:

- foster a strong academic community dedicated to the pursuit of truth through serious study, integration of knowledge, and an ongoing dialogue between faith and reason;
- encourage all students to explore widely the arts and sciences while they also prepare to live ethical and meaningful lives;
- provide a strong foundation for graduate study, professional service, and career advancement;
- offer in an extension of its Mission to multiple areas of the world, both degree and non-degree programs through distance education;
- enhance students' awareness of human dignity and the meaning of life;
- advocate for justice and peace in recognition of each person's responsibility for the welfare of both humankind and the environment.

## Core Values

Saint Joseph's College "nurtures intellectual, spiritual, and social growth in students of all ages" (Mission Statement). The values of the College, rooted in the teachings of Jesus Christ and in the heritage of the Sisters of Mercy, are the foundation for this educational mission. Taken to heart, these values exist at our very core; they are made visible in our daily interactions.

Through a process of discernment based on dialogue and reflection, we designate the following as the Core Values for our College.

**FAITH:** Rooted in the teachings of Jesus Christ and the Catholic Church, therefore, we respect diverse religious traditions and honor each individual's religious beliefs. Through the curriculum, sacramental opportunities and co-curricular activities, we invite all members of the College community to develop their faith as an essential dimension of their lives.

**EXCELLENCE:** As a Catholic liberal arts college, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

**INTEGRITY:** *This Core Value will have special emphasis throughout campus during the academic year.* Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff, and

administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.

**COMMUNITY:** Informed by the spirit of the Sisters of Mercy, we demonstrate our spirit of connectedness with one another through our expressions of hospitality, courtesy, inclusive relationships, shared values, and collaboration. We extend this value of community by reaching out to neighbors and to members of the broader civic and ecclesial communities.

**RESPECT:** Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

**COMPASSION:** Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.

**JUSTICE:** Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.

## Saint Joseph's College of Maine Nondiscriminatory Policy and Affirmative Action

Saint Joseph's College admits students without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, age, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, age, or disability in administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs. Saint Joseph's is also authorized under Federal Law to enroll non-immigrant alien students.

# Introduction to Saint Joseph's College

## History

Saint Joseph's College is a Roman Catholic liberal arts college for men and women of all faiths, located on a 350-acre campus on Sebago Lake at Standish Neck on what was once a large estate owned by the Verrill family of Portland.

Saint Joseph's was founded in 1912 and chartered by the Maine Legislature in 1915. It is the Catholic college of Maine and was founded by the Portland Regional Community of the Sisters of Mercy of the Americas. The College is overseen by a combined religious and lay Board of Trustees. Saint Joseph's grants degrees in fulfillment of the educational ideals of the Sisters of Mercy, founded by Mary Catherine McAuley in Dublin, Ireland, in 1831. Since the foundation of the Portland Regional Community in the Diocese of Portland in 1872, the Sisters worked toward the establishment of a college.

From 1912 to 1956, the College was located on the grounds of the Motherhouse in Portland. In 1949 the name of the College was changed from Saint Joseph's College to The College of Our Lady of Mercy, but with the change of site to Standish in 1956, the original name of Saint Joseph's was resumed. In 1970 Saint Joseph's became a coeducational institution.

Saint Joseph's College stresses a Christian humanization interest in the cultural achievements and problems of the present and their relationship to the past. It cultivates a sense of personal responsibility through emphasis on serious study coupled with participation in the activities of a productive community.

The College encourages mutually beneficial relationships between faculty and students. This promotes scholarship and encourages personal development. With nearly 100 years of sound tradition as a foundation, the College is determined to meet present and future challenges and opportunities for service to the local, state, national and global communities.

## Seal and Motto

The official seal of Saint Joseph's College can be viewed on the title page of this handbook. The seal is a modification of the Mercy Shield designed by Mother Mary Catherine McAuley, which itself was a modification of the original shield worn by the Fathers of Mercy – an order co-founded in the 1200s by Saint Peter Nolasco, Saint Raymond Pennafort and the King of Aragon. Our Lady appeared to them commanding them to found a congregation for the deliverance of captives under the title of Our Lady of Mercy.

The King desired the members to wear upon their person the royal arms of Aragon. The four red bars made their way to the emblem when one member, injured in battle, requested as a reward for his valor a device for his emblazoned shield. The emperor dipped his four fingers into the blood flowing from the wounded warrior and drew them swiftly down the shield. The cross on the

emblem, later adopted by the crusaders, was dedicated under the title of the Holy Cross.

In 1828 when Mother McAuley was asked by the Archbishop to choose a name for the religious institute which she had founded, she decided on a title in which a typical virtue of a woman of God is blended with the name of one of the Divine attributes – Mercy; thus becoming known as Sisters of Mercy. She decided to adapt Saint Peter Nolasco’s order for women and hence designed to make the spiritual and corporal works of mercy the distinctive feature of the group.

The seal is composed of three elements: the shield of the Sisters of Mercy, three fleurs-de-lis, and the motto “Fortitude et Spes.” The Mercy Seal is white, fringed with gold. The bars are red upon a field of gold. The cross is white upon a field of red. The red stands for courage; white for purity; the cross for sacrifice. The fleur-de-lis is symbolic of the Franco-American nature of the state of Maine. The motto translates into “Courage and Hope” which marked the spirit of the Sisters of Mercy, exemplified by their courageous move of the College campus from Portland to its new location on the shores of Sebago Lake.

## Colors

The official colors for Saint Joseph’s College are Royal Blue and White.

## Athletics and the Monks

In 1970, Saint Joseph’s College opened its doors to males and established the first athletic teams. That year, Christopher Kiernan, then Saint Joseph’s Athletics Director, purchased the men’s basketball uniforms from Assumption Prep which had just recently ceased operation. The uniforms came with the ready-made team name, “Monks.”

Many found this an unusual name, since Saint Joseph’s was a Sister of Mercy institution and, unlike Assumption Prep, there were no monks on our campus. However, the name stuck – and “The Monk” has been our athletic moniker ever since.

## Campus Life

### Division of Campus Life

Heffernan Center

Dean of Campus Life – Main Office...207-893-6603

In the spirit of the Mercy tradition and in partnership with Academic Affairs, the Division of Campus Life fosters an educational environment, which both challenges and supports students in their efforts to grow and develop as

whole persons, spiritually, emotionally, socially, and physically. In addition, Campus Life works in partnership with Academic Affairs and other offices on campus to promote the integration of knowledge gained in both curricular and co-curricular settings and to teach students competencies, skills and values needed to lead and serve in a diverse and changing world.

The Division of Campus Life at Saint Joseph's College serves students through the offices of residence life, counseling center, health and wellness center, campus safety, Mercy Center, student activities, and campus recreation. Campus Life also coordinates all responses to incidents of sexual violence and misconduct and serves as the Title IX (now known as Gender-based Harassment, Discrimination, Violence, and Sexual Misconduct) resource for the College.

Students may seek support through the Dean of Campus Life regarding their overall student experience, concerns for their personal safety or the safety of others, and to inquire about support resources available to ensure their personal and academic success.

## Mercy Center for Social Justice, Ministry, and Community Engagement

Heffernan Center

Director of Mercy Center ... 207-893-7794

Chaplain ... 207-893-7791

Catherine's Cupboard...207-893-790

Mercy Center Assistant ...207-893-793

The Mercy Center is located in the Heffernan Center, with office on the first and second floor. The Mercy Center encourages and promotes spiritual development through liturgical celebrations, retreats, spiritual direction, interfaith services, community engagement opportunities, and pastoral counseling. Our primary focus is the well-being of each person in the SJC community. This includes social, spiritual, intellectual, and physical well-being. We are motivated by the Corporal and Spiritual Works of Mercy and are guided by the core values of the college.

Healy Chapel, located on the first floor of Heffernan Center, is the liturgical center of campus. Members of our on and off-campus community are welcomed to participate in all religious functions. Sunday Mass is celebrated at 4:30 pm. Mass/communion service is offered M-Th at 11:45 am.

There are many opportunities to serve throughout the Greater Lakes Region and Portland area. Through community engagement, students work with marginalized members of our community who are in need. Students serve in schools, community centers, and many local non-profit organizations. Students also serve at Catherine's Cupboard, a food pantry co-founded and operated by Saint Joseph's College and the Town of Standish. Each spring, Saint Joseph's students may choose to participate in Spring Break Workfest, serving rural and



urban communities in Maine and other states. All of our service opportunities include opportunity for reflection and conversation and advocacy surrounding the larger social justice issues at play.

Our Mercy Center staff and student leadership team is dedicated to a Mercy Center that is *vigilantly inclusive*. By this, it is meant that we must be constantly working to ensure that every member of our community – student, faculty, staff, and visitor feel welcome and invited.

## Campus Recreation

Alfond Center  
207-893-6627

The Campus Recreation department at Saint Joseph's College serves the College community by sponsoring programs and initiatives dedicated to improving the lives of others. The department's mission is to inspire a culture of healthy, active lifestyles by providing quality, innovative and inclusive programs, services and facilities that promote complete wellness for the campus and community of Saint Joseph's College.

In pursuit of this Mission, Campus Recreation will:

**ENGAGE** – our community to be the best possible individuals, they can be.

**ENCOURAGE** – leadership, excellence, sportsmanship, dedication and teamwork.

**EMPOWER** – our students and college community to become leaders and positive role models.

Students may utilize the campus fitness center, cardio studio, gym, and walking track at times that they are available (schedule available at the front desk of the Alfond Center). Additionally, students are permitted to check out equipment related to outdoor adventure. There is a required waiver that is to be completed for every student or patron before engaging in fitness programs offered by Campus Recreation, and individuals should seek counsel from their personal physician before engaging in strenuous activity.

## Counseling Center

Saint Joseph's Hall, First Floor

To schedule an appointment email [counselingcenter@sjcme.edu](mailto:counselingcenter@sjcme.edu) or call 207-393-6631

Emergencies, Campus Safety Office ... 207-893-7911

The Counseling Center offers down-to-earth, professional services geared specifically to college students. Many students take advantage of the Counseling Center's **free** and **confidential** services to get help for anxiety, relationship struggles, homesickness and loneliness, and depression, among other concerns. Sometimes individuals or small groups of students meet with a counselor for direction when there are worries about a friend or classmate.

One doesn't have to have "really big problems" in order to meet with a counselor. Often it is easier to address a concern *before* it starts to interfere personally or academically. In addition to providing support and direction when things are difficult, the Counseling Center can assist in personal development, whether it is improving academic performance or enhancing communication and relationship skills.

Email ([counselingcenter@sjcme.edu](mailto:counselingcenter@sjcme.edu)) or call (207-893-6631) to learn more about the Counseling Center or to schedule an appointment.

## ADA Accommodations for Students with Disabilities

Alfond Hall, Room 328  
Manager ADA Accommodations ... 207-893-7562

Saint Joseph's College of Maine is committed to providing equal education opportunity and full participation for persons with disabilities. It is the College's policy that no qualified person be excluded from participating in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subject to discrimination with regard to any College program or activity. Toward this end, and in conjunction with the Americans with Disabilities Act and Section 504, the College both accepts and provides reasonable accommodations for qualified students with various types of disabilities.

While the College is ready to provide reasonable accommodations, the students must make an effort to advocate for and avail himself/herself of all services and agreed upon modifications. Students with disabilities who need accommodations and services should contact the Accommodations Manager upon admission to Saint Joseph's College to receive the guidelines for documentation of a disability. The Manager will explain to the student the College's policies and procedures regarding accommodations.

## Health & Wellness Center

Carmel Hall, First Floor  
Director of Health & Wellness...207-893-7697  
Administrative Assistant ... 207-893-6634  
Emergencies, Campus Safety Office ... 207-893-7911

The staff of the Health and Wellness Center believes that maximizing wellness through healthy life-style behaviors facilitates an optimum learning milieu. The services to students are grounded in philosophies of health promotion, health provision, disease prevention and clinical care based on current accepted standards of care. The health and well-being of the student is the staff's primary focus and drives the services to meet those needs.

The Health and Wellness Center is under the administrative guidance of the Dean of Campus Life and led by the Director of Health & Wellness. Office hours are 8:30 a.m. - 4:30 p.m., Monday thru Friday, with extended hours on Wednesdays. Scheduled appointments are preferred.

Health Center staff provides assessment, diagnosis, and treatment of common illnesses including diagnostic labs, prescriptions, and referrals to specialists for more serious problems. Medical attention, health and wellness promotion, education, and health counseling are provided at the health center. All medical records are housed with strict confidentiality.

In order to provide safe and quality health care a medical history, physical examination, and immunization records need to be completed and submitted by all students prior to registration. **Maine state law requires certain immunizations prior to arrival on campus.** Failure to meet Maine state requirements may result in missed classes. Student nurses have additional requirements before starting their clinical experience. All required forms can be found online.

Because there is no 24-hour health care infirmary available on campus, students hospitalized or with chronic or long-term illness requiring several days in bed and restriction from classes will be required to go home until normal activity and class attendance can be resumed.

It is the student's responsibility to notify faculty regarding any absence from class or other academic activity. Medical leaves of absence for prolonged periods of illness will be facilitated through the Health and Wellness Center in coordination with the Academic Dean of the College.

Urgent medical services are provided by the Health and Wellness Center during regular clinic hours. When the clinic is closed, the Campus Safety Office handles all campus medical emergencies. Campus Safety officers are trained as first responders. Standish Rescue Unit is available for transport to a hospital emergency room when necessary. Students who elect to use their own personal

vehicle to transport others are NOT covered by the College insurance in case of accident.

Students with private vehicles are responsible for providing their own transportation to doctor/dental or other types of off-campus appointments at their own expense.

All full-time students are automatically enrolled in and charged for Saint Joseph's College Student Accident & Sickness Insurance Plan, unless they provide proof of other medical insurance and complete the online waiver form prior to August 30. The College health insurance will NOT cover all medical expenses. Students' insurances will be billed for services rendered through the Health & Wellness Center. However, students will not be charged a co-pay as this is covered by the health services fee built into tuition.

Various immunizations are available for a fee at the Health and Wellness center. Appointments need to be scheduled. Titers to show proof of immunity will be billed by the lab to the student.

Immunizations that are available for a fee are:

- Tdap
- Hepatitis B
- Influenza
- PPD (Tuberculosis testing)

## Office of Campus Safety

Standish Hall, First Floor  
Director of Security ... 207- 893-6686  
**Campus Safety Line** ... 207-893-6687  
**Campus Emergencies...** 207-893-7911

The Office of Campus Safety is responsible for the safety and security of the College community, its members, and all College property. Campus Safety operates 24 hours per day, seven days per week. Specific services provided include: foot, bicycle, and vehicle patrols of campus buildings and grounds, crime prevention, incident investigation, parking regulation and enforcement, safety programming, special event support, safety escorts for any member of the community, and liaison with local authorities. Officers have the authority to enforce College policy and rules, and are trained to provide emergency first aid care. Student Emergency Medical Technicians also provide emergency medical care and are accessed through the Security Office. Students are encouraged to

report all violations of campus policies, regulations and/or criminal acts to an officer or representative of Campus Safety.

In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Saint Joseph's College of Maine annually publishes a report containing statistics of specified crimes, arrests and disciplinary referrals. The report also includes statements of policy and procedure pertaining to Campus Safety, drug and alcohol violations, and sexual offenses. You may obtain a copy of the most recent report by contacting the Director of Campus Safety or by accessing the College website.

**Emergency Procedures** – In the case of an emergency, contact the Campus Safety Office at extension 7911 immediately, or by using the call boxes (red button) located on or near the residence halls. Campus Safety may also be reached from a personal cell phone at (207) 893-6687 (non-emergency) or (207) 893-7911 (emergency). **Please note:** 911 calls placed from a cell phone are directed to the closest State Police communications station (in this case, in Gray, Maine). Campus Safety can respond to calls on campus much more quickly than 911 (due to our presence on campus), and we can coordinate external emergency response with relevant agencies while providing immediate assistance on scene; please call us first to get the quickest help possible!

**Escort Services** – Campus Safety personnel are available to escort members of the College community at all times. Escorts may be provided by an officer on foot or in the patrol vehicle (most immediately available officer will be dispatched). To request an escort, contact Security at extension 6687.

**Law Enforcement** – The College has a responsibility to work with law enforcement personnel when a crime has been committed on campus and College officials become aware of the crime.

**Lost and Found** – Any item that is misplaced should be reported and any item found should be turned in to Campus Safety.

**Motor Vehicle Registration** – Any student possessing a valid driver's license is permitted to have a motor vehicle on campus. All vehicles must be registered with the Office of Campus Safety as soon as they are brought to campus. At the time of vehicle registration, students will receive information regarding parking policies and enforcement of regulations. All personal vehicles must be parked in areas designated for student parking. Unregistered or illegally parked vehicles will be ticketed, immobilized with a device attached to the wheels, or towed at any time without notice. Towing charges will be assessed against the registered owner. The parking fee is \$100 annually.

## Student Activities

Heffernan Center

Director of Student Activities ... 207-893-6609

Student Activities office is located on the 2<sup>nd</sup> floor of the Heffernan Center. As part of its mission, the Student Activities Department is committed to creating opportunities for student development. A large part of the development is cultivating leadership skills, an essential component to the student co-curricular experience. Our hope is that students will realize their potential by succeeding both in and out of the classroom to become a well-rounded member of the Saint Joseph's College community.

Student Activities sponsors an array of programs including; educational, cultural, recreational and social programming on and off campus. Student Activities also advises the Student Government along with all student organizations & clubs. We encourage all members of the Saint Joseph's College community to be active participants in the learning community.

## Residence Life

Heffernan Center

Director of Residence Life ... 207-893-6607

Area Coordinators... 207-893-6606, 207-893-6608, 207-893-6652

Saint Joseph's College's philosophy on residential life is that the residence halls provide a special living-learning atmosphere, which is based on mutual respect and emphasizes both the rights and responsibilities of the individual and the community. The residence life program enthusiastically supports and embraces the principles and values expressed in the mission of the College.

The Residential Life staff is supervised by the Director of Residence Life, who is responsible for a team of three Area Coordinators. The Area Coordinators are professional staff members and are responsible for certain residential areas of campus. Area Coordinators live in the residence halls, supervise the Resident Advisors, and manage Student Conduct cases.

Resident Advisors (RAs) live on campus, assist with the operation of the residence halls, and promote community development for the residents. The RA, normally an upper-class student chosen during the previous spring for this role, is hired to help students develop in personal and academic areas. The RA staff is trained in listening and helping skills, assisting students in self-governance, managing programs and events, locating campus resources, informing residents of

housing procedures, and promoting mutual respect for others. Students are encouraged to get to know the RA in their building/area and assist the RAs in the creation of a positive living/learning environment.

## Student Governance

### Student Government

Heffernan Center

Student Government Association President [sga@sjcme.edu](mailto:sga@sjcme.edu)

The Student Government is the voice of the student body and the nucleus of all student clubs, organizations and committees. All students are members of the Student Government and are encouraged to be active in its governing boards. Student involvement in the association is a critical part of its success and is heavily relied upon to assure that all students at Saint Joseph's College are heard and their needs are met.

The Student Government Association offers more than twenty different clubs and organizations that are both sponsored and funded by the Student Government. Participation on or with these clubs and organizations is strongly encouraged. Additionally, any student may introduce a new club or organization to the Saint Joseph's community by working with the Student Government's Vice President of Clubs and Organizations and the Director of Student Activities.

Elected members of the Student Government Executive Board lead the following organizations. Organizations with \* indicate that you must be appointed or elected to be involved in this organization:

- Budget Committee \*
- Campus Activities Board
- Commuter Association
- Council of Presidents \*
- Interhall Council \*
- Academic Senate
- Student Senate \*

The following are clubs and organizations currently active on campus. Club membership is open to all SJC students, with the exception of academic clubs, which are dependent on major.

- Active Minds
- Business
- CAB (Campus Activities Board)
- Cheerleading
- Dance
- Eco-Reps

Exercise and Sports Performance  
Fortitudo et Spes (Newspaper)  
Gay-Straight-Transgender Alliance  
Habitat for Humanity  
History  
Interhall  
Outdoor Adventure Club  
Political Science  
Pre-Professional Science  
Psychology  
Rotaract  
Salsa Club  
SEAM (Student Educators Association of Maine)  
SNA (Student Nurses Association)  
SEAC (Student Environmental Awareness Club)  
Social Work Society  
Sports Management

### **Formation of a Club or Organization**

Students interested in forming a club or organization on campus should contact the Office of Student Activities for guidelines and procedures. The Office of Campus Life must approve student organizations, and the College reserves the right to revoke or deny any club or organization recognition.

### **Class Officers**

Each class has four positions (President, Vice President, Treasurer, and Secretary) that are elected on an annual basis. Elected class officers work together, and with members of SG, to sponsor activities with their class members and for the entire college community. Students are encouraged to connect with their elected officials and get involved with class activities.

### **Major Campus Events**

The programming efforts are often set with common themes. Some traditional events are: Welcome Back Weekend, Family Weekend, Mercy Week, Spring Fling, Winter Carnival, and Senior Week. The Director of Student Activities and Dean of Campus Life serve as the advisors to the Student Government Association. The Director of Student Activities also serves as the advisor to the Campus Activities Board. Advisors for the other clubs and organizations are chosen by the student leadership of those organizations. The Division of Campus Life oversees all events on campus, involving Baggot Street, major programming initiatives and New Student Orientation.

### **Student Media**



If students are interested in developing their writing, photography, broadcasting and publishing experiences, SGA sponsors the following organizations:

**Newspaper, Literary Magazine** – Anyone interested in writing for the College newspaper, gaining experience in photojournalism, learning about layout, or other aspects of newspaper production is welcome to join the staff of *Fortitudo et Spes*. The College's literary journal, e.g., offers students a chance to publish a story or poem, or to learn more about literary criticism and what it takes to produce a publication.

## College Policies & Procedures

Saint Joseph's College is a Catholic liberal arts college, which is sponsored by the Sisters of Mercy. The Core Values of the College – Faith, Excellence, Integrity, Community, Respect, Compassion and Justice – are values which we expect all members of the College to adhere to. Students are expected to live, learn, and work together to create an environment which is free of harassment in any form and does not discriminate based on gender, sexual orientation, race, ethnicity, or religion. Any person who violates this expectation may face disciplinary consequences, up to and including separation from the College.

Saint Joseph's College adheres to all applicable state and federal laws. Students who may not understand, or who question any of the policies, are encouraged to consult with a member of the Campus Life staff.

**It is the responsibility of each student to make him/herself familiar with all of the policies and procedures as outlined herein.**

### Violations Warranting Action

Every student at Saint Joseph's College is expected to meet reasonable minimum standards to ensure their personal health and safety. These minimum standards include the student's ability to function as a productive, independent member of the student community, make sound and productive decisions, and a willingness to seek resources and treatment which would assist them in the event that they fall short of these standards.

A student's behavior is considered to be in violation of the College Policies when it interferes with the College's responsibilities to:

- A. Ensure that all members of the College community are able to attain their educational objectives or the educational mission of the college.
- B. Protect the health and safety of the College community and the Campus Life on campus.

- C. Administer the policies, procedures, guidelines, and standards of the College and to hold students accountable for their behavior.

All violations of an educational nature (plagiarism, cheating, falsifying records, etc.) will be referred to and decided by the Vice President of the College/Chief Learning Officer. All violations pertaining to Campus Life as listed below will be responded to and decided by the Dean of Campus Life or his/her designee.

## Institutional Policies

### 1. Policy Regarding Communicable Diseases

Concern for the health and welfare of students and employees prompts the College to establish a policy with regard to communicable diseases. Such diseases vary in their ease of transmission to others. AIDS and milder immune deficiency syndromes associated with the human immunodeficiency virus (HIV) are transmitted through intimate sexual conduct or blood contact. Students or employees with AIDS or HIV should not present a health risk to others in the College community when proper precautions are taken. Other communicable diseases, such as hepatitis B, are more infectious and may pose a more immediate health risk.

#### Procedural Guidelines

- a) All employees and students are encouraged to seek medical assistance or guidance from the College's Health Services Office (or other healthcare provider) in the event they have concerns about communicable diseases.
- b) Students and employees with communicable diseases should so inform the Director of Health Services. This information will be handled in strict confidence with key administrators on a need to know basis. Those students or employees with positive test results for AIDS or HIV are not required to so inform the College administration.
- c) In the event that an individualized assessment must be made as to the ability of an employee or student to continue to work, reside, attend class, or participate in College sponsored activities with or without limitations, medical and health information will be disclosed only on a need to know basis. In the event that an individual has been identified as having AIDS, ARC or HIV infection, no information will be disclosed concerning the medical condition except as authorized by law.
- d) The President on a case-by-case basis shall determine continued presence in the College setting by students or employees with communicable diseases. Such decisions shall be based on medical opinion regarding the condition of the student or employee with the communicable disease. Recommendations may be sought from the physician treating the student

or employee, from the Division of Public Health, or from an ad hoc advisory panel of health care professionals convened for the purpose. The College may require the student or employee to submit to a periodic review of the individual's medical status as a condition of continued attendance or employment.

- e) If the decision is made to limit the employment status or duties of an employee or limit the activities of a student because of a communicable disease, the aggrieved individual may appeal to a panel made up of: Director of the Counseling Center, College Physician, Director of the Health & Wellness Center, Vice President appointed by the President, Human Resources Director, and ADA Coordinator.

This appeals committee will convene as soon as is practical, hear evidence as it deems necessary, and make its determination.

Employees and students who have communicable diseases (including tuberculosis, hepatitis B, AIDS, AIDS-related Complex (ARC), HIV infection) will not be barred from working, teaching, residing, participating in College sponsored activities, or attending classes at SJC unless the individual poses a substantial threat to him/herself or others.

## 2. Disturbance of Classes

No person, by him/herself or with others, shall deliberately disrupt or prevent the peaceful and orderly conduct of classes or meetings, nor shall any student deliberately interfere with the freedom of any person to express his/her view, including invited speakers.

## 3. Drug-Free Schools and Workplace Policy

The College believes that illegal drugs and the abuse of alcohol have no place in the College environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring certification by federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989 requiring institutions of higher education receiving federal funds to certify adoption and implementation of programs to prevent possession, use or distribution of illicit drugs and alcohol by students and employees.

For these reasons, the College adopted the following policy:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace at Saint Joseph's College. This prohibition is a condition of employment with Saint Joseph's College. Violations of this policy will result in disciplinary action up to, and including, termination of employment.
2. Employees must report any conviction under a criminal drug statute for violations occurring on the College campus within 5 days.

- After learning of such a conviction from the employee or from another source, the College has 10 days to report the conviction to the Federal Agency funding any program in which the employee participates.
  - The College, through the President, will determine within 30 days if the charges warrant any action taking into consideration the interests of the campus community, the rights of the individual, and personnel guidelines. The action may include disciplinary action up to and including termination. It may require satisfactory participation in an approved substance abuse or rehabilitation program. If participation in a rehabilitation program is required, the College expressly reserves the right to require as a condition of continued employment the successful completion of a planned program of recovery from the identified substance abuser. This plan, which will be in writing, may stipulate that failure to fully participate in the programs or meetings required therein, or to satisfactorily complete the requirements of the plan may result in termination of employment.
3. The College recognizes alcohol and drug abuse as treatable health problems that should receive the same consideration and offer of assistance extended to employees having any other health problem. The employee's ability to perform his/her employment responsibilities will be determined on an individual basis.
    - The Human Resource Office maintains a list of local agencies that offer assistance from a trained professional for issues of drug dependency issues, treatment, and/or referral.
    - Saint Joseph's College's health insurance program has provisions for coverage of both inpatient and outpatient drug dependency and alcohol dependency treatment for both employees and dependents.
    - The College will provide time off, consistent with the College's Family Medical Leave policy, for employees who wish to or are required to undertake inpatient drug dependency treatment.
  4. The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace; to maintaining information on available drug counseling, rehabilitation and to uphold the College's policy of maintaining a drug-free workplace.
  5. The College shall make a good faith effort to continue to maintain a drug free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

#### 4. Emergency Situations

Any individual or group faced with an emergency situation (medical, emotional, behavioral, physical) should immediately dial 7911 using any campus phone. This emergency number will connect the caller with a dispatch representative who will then contact the appropriate office or outside agency to

handle the emergency situation. Within the residence halls any residence hall staff member should be contacted immediately.

## 5. Entrance to Buildings and Campus

No person is permitted to enter any private office or residence hall room on campus without authorization. No student may enter and remain in any facility for any purpose other than its authorized use or remain in any facility without authorization after it is normally closed. No student may obstruct free movement of person and vehicles in any place where the policy applies. A violation of this policy will be handled through the College's Conduct Process.

## 6. ID Cards/Student Identification

All students are issued an I.D. card for use throughout their time as a student of Saint Joseph's College. The following is listed on the back of the I.D. card and is accepted as policy:

This card is your official College identification. Lending this card to anyone or failure to present it upon request of a College official could result in disciplinary action. This card becomes void upon termination or interruption of enrollment and must be returned to the Residence Life Office. There may be a charge for the issuing of a replacement card.

## 7. Sexual Assault Policy

Please visit <https://www.sjcme.edu/gender-based-violence/>

## 8. Sexual Harassment

Please visit <https://www.sjcme.edu/gender-based-violence/>

## 9. Educational Rights & Privacy

A detailed description of one's rights can be found under the Family Educational Rights and Privacy Act as outlined in the Academic Policies section.

## 10. Solicitation Guidelines

For the protection of students, no door-to-door solicitation may take place in the residence halls or on campus. Any solicitor who wishes to survey or sell articles to students must be approved by the Residence Life Office 3 days in advance.

## II. Technology Use Policy: Computer & Network Facilities

The purpose of this policy is to specify user responsibilities and to promote ethical, legal, and secure use of computing resources for the protection of all members of the Saint Joseph's College community.

Technology at the College is a shared resource and is intended to be used to support the mission of the College by integrating technology in the design, delivery and management of educational programs, academic support, and administrative services in a Catholic, Mercy values-sensitive environment. All users have the responsibility to make use of these resources in an efficient, ethical, and legal manner.

All persons granted access to Saint Joseph's College's resources must comply with all security, legal, and confidentiality requirements established by the College and by external legal authorities. Access to and use of Saint Joseph's College technology resources and the internet shall comply with federal laws, the laws of the State of Maine, and the policies and procedures of the College. By using the College's technology resources, including its network, users agree to the rules, regulations and guidelines of the College.

Each user is responsible for the security of his/her own password and account. A securely guarded password provides a high level of assurance of privacy and security of resources. A password is not to be shared with others or posted in a place accessible by others. A password authenticates the holder as an authorized user of the computing environment and must be protected from falling into the hands of an unauthorized person. As a precautionary measure, passwords should be changed every 150 days. For privacy and security, all users are encouraged to lock their screens when they are away from their PCs.

Email users must adhere to the following:

- Messages should be non-commercial in nature. Use of the College network for non-College business activities is not permitted.
- Users are expected to practice common courtesy in using the email system and respect the privacy and feelings of others.
- Unauthorized access to another person's email or electronic files is prohibited.
- Mass e-mail messages to any group must be approved by a Department Head / Director prior to being sent.
- Harassing and/or offensive messages, pyramid or chain letters, and

pornographic material are all examples of inappropriate content for email transmission. Any use of obscene, indecent, racist, defamatory, threatening or harassing material is against College policy and will not be tolerated. Such use is subject to College discipline as well as criminal prosecution.

Users must understand that email is not absolutely private and should practice caution in sending messages that you would not want everyone to see over the network. IT does not make a practice of monitoring email and other files, but may be requested to provide a copy of any file or information resident on College systems allegedly related to unacceptable use or to protect the College's network from systems and events that threaten or degrade operations. The College reserves the right to examine material stored on or transmitted through its systems. Any activity that inhibits or interferes with the use of the computers or networks of the College is not permitted. The College will ensure reasonable and acceptable use by monitoring access logs, traffic data, and network utilization. Saint Joseph's College users who conduct Web publishing are solely responsible for their sites' content and adherences to all policies stated in this document, as well as all other College policies and public laws, and are asked to follow these guidelines:

- Third-party advertising or commercial promotion of non-Saint Joseph's College entities is not allowed. No banner or pop-up banner advertising is allowed.
- Outbound commercial links must have an educational objective and must link to sites that do not contain content considered sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- All outside links must be targeted to a new window to ensure the user does not leave the Saint Joseph's website.
- Links that result in personal gain are not permitted.
- Adherence to copyright law and trademark protection in all of its forms is required, including, but not limited to, books, music, movies, and graphics.
- No illegal activity of any kind is permitted.
- No threatening, harassing, or slanderous language will be condoned.
- All College policies apply.

Saint Joseph's College respects the copyright protection given by federal law to owners of software and intellectual property as stated in the Copyright Act of 1976 and under the Federal Digital Millennium Copyright Act of 1998, and adheres to the statement of principle developed by the EDUCOM Software Initiative relating to intellectual property and ethical use of software. It is against College policy to copy or reproduce any licensed software or intellectual property, or to illegally download from the Internet any copyrighted material,

including music, movies, and videos. A user may not use software that has been obtained illegally on College equipment or personal equipment housed at the College or any systems used by the College hosted off-campus.

United States law also prohibits duplicating software for use by multiple users within an organization, and/or distributing an unauthorized copy to another individual. Users of College computers are subject to the United States copyright laws, including ensuring that the restrictions that apply to the reproduction of software and intellectual property are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded (i.e., a backup copy may be made). Violation of these requirements will subject the offender to disciplinary action that may include suspension of access, disciplinary action by the College, and/or accountability in a court of law.

Saint Joseph's College's Acceptable Use Policies shall not supersede federal or state laws. Illegal actions may result in prosecution by federal, state, or local agencies. Under the terms of the Digital Millennium Copyright Act of 1998, the College is obligated to take appropriate action if it receives a complaint that copyrighted material is being published over our network without permission.

In addition to internal College sanctions that can impact on a student's academic performance, the College will cooperate with all local, state, and federal agencies whenever necessary. The College will not be responsible for sanctions taken by these agencies for violations of the College's Acceptable Use Policy that are against local, state, and federal laws and criminal codes.

Tampering with computer files, software, or knowingly introducing a virus to a College computer system is a criminal offense punishable through a court of law.

All users are expected to uphold all applicable federal, state, and local laws, regulations, treaties or tariffs, as well as ethical laws of decency while using the Saint Joseph's College computing resources. Any individual, who participates in conduct which adversely affects the College's pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the College community, or damages property will be subject to institutional discipline. Reports of known or suspected offenses may be made to the College's Chief Information Officer, who will refer any apparent violations to the appropriate disciplinary process.

Saint Joseph's College provides campus-wide wireless internet access, including in the residence halls. To ensure the most reliable and consistent wireless internet access, students are not permitted to bring or use any potentially interfering wireless devices on campus. This includes, but is not limited to personal wireless routers, wireless access points, and wireless printers. Please



contact the Help Desk if you have any questions about wireless interference.

Users should NOT expect or assume any right of privacy with respect to the use of the College's information technology (IT) resources. Although the office of Information Technology (IT) does not routinely monitor the communications of its students, system administrators or other authorized personnel may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the College's computer systems or network.

## 12. Snow Removal

When approximately two inches of snow has accumulated and more is expected, the College begins the plowing operation. Facilities Management crews first open main roadways, then move on to the parking lots to open each in sequence.

Whenever necessary, the College will announce that it is initiating parking bans in specific locations. These parking bans will be announced by Campus Safety via the college's emergency management communication process. Check these frequently during inclement weather. Violators of the parking bans will be subject to towing at the owner's expense.

## 13. Statement on Substance Abuse

Saint Joseph's College recognizes substance abuse as a complex problem which is not easily resolvable by personal effort and may require professional assistance and/or treatment. Accordingly, the College has designated individuals to assist students, faculty, and staff members who seek referrals for aid with substance abuse problem. The College shall take necessary steps to ensure the confidentiality of all inquiries and referrals. All students, faculty, and staff shall be informed periodically of the availability of help for substance abuse problems. The College shall also make available informational materials regarding substance abuse.

Students, faculty, and staff with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. Persons availing themselves of these services, however, will not be granted special privileges and/or exemptions from standard practices applicable to performance requirements. The College will not excuse acts of misconduct committed by persons whose judgment is impaired due to substance use or abuse.

The possession, use or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited at any time on College property. Persons known to possess, use or distribute illegal drugs are liable to public enforcement sanctions and College disciplinary action. Use of alcoholic beverages on College property shall be in compliance with state laws. Violations of regulations,

policies and procedures will result in disciplinary action and, where applicable, criminal proceedings.

#### 14. Suspension or Dismissal for Physical/Emotional Health

In extreme situations, the College reserves the right to require an involuntary administrative withdrawal of a student from the College or from College housing for either physical or mental/emotional health reasons. If remaining at the College could lead to a significant deterioration in physical, emotional or mental health of the student, the College community, or if the student's presence could lead to such health problems for others, then the student will be expected to leave the campus until such a time as the College can be assured by the student that the problem is no longer a significant issue. A professional evaluation may be required for a student whose behavior may be harmful to self or others. College personnel may suggest options other than leaving the College and expect compliance with these alternatives. Ordinarily, the Dean of Campus Life, and/or other leaders within the Division of Campus Life, in consultation with the Student Health and Wellness Center/or Counseling Center personnel will determine what course of action is appropriate.

#### 15. Transportation

Students are responsible for providing their own transportation for any off-campus related experiences or courses, e.g. internships/field experience for business, sociology, communications, and education students; and clinical experiences for nursing students.

#### 16. College-Owned Vehicle Transportation Policy

Vehicles will be reserved on a first come-first served basis to members of the Campus Community (students, faculty and staff). Anyone wishing to become a authorized driver must complete an application and pass a driver safety class administered by the Campus Safety Office.

Anyone using College-owned vehicles must adhere to the policies and procedures given when a vehicle is signed out. College-owned vehicles are not intended for personal use at any time.

#### 17. Lakefront Policy

The College-owned beach on Sebago Lake is a wonderful recreational spot for the College Community. The beach area is periodically patrolled by Campus Safety and has open access for members of the College Community. Beach fires are not permitted without permission from the Department of Campus Safety.

#### 18. Alcohol Policy

Saint Joseph's College understands that alcohol is part of today's society, and therefore, believes in educating students about alcohol, its effects, and the

prevention of alcohol abuse. Saint Joseph's College supports Maine state law related to alcohol, which includes the age of 21 as the legal age for possession or consumption of alcohol. The College has defined some specific guidelines associated with alcoholic beverages on campus. This outline is provided to clarify the campus alcohol policy:

- 1) Legal age: Students must be at least 21 years of age to possess or consume alcohol on campus.
- 2) Disorderly conduct while under the influence of alcohol: Any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs whether in a residential, academic or social setting.
- 3) Open container: Once opened, no alcoholic beverages may be carried or consumed on campus outside of residence hall rooms. Open containers include any alcoholic beverages out of the original container or having a broken seal on the original container.
- 4) Supplying: Any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors. Persons of legal age may not purchase or provide alcohol for minors.
- 5) Abusive drinking: Abusive drinking practices of alcoholic beverages are prohibited. The following behaviors are examples of (but not limited to) what are considered "abusive drinking practices":
  - a. Drinking to the point of physical illness.
  - b. Consumption of alcohol while using prescription or over the counter medication.
  - c. Possession of a container or device which dispenses alcohol through a tap or any other central source of alcohol (ex. Keg, "beer ball", or "trash can punch").
  - d. Possession of any alcohol "gaming table" or "drinking game" paraphernalia.
- 6) Students may request the use of a particular space on campus for an officially recognized college event that may include alcohol. Students must meet with members of the Campus Life staff at least seven (7) days in advance to register their function and to review specific guidelines related to such events. Any activity focusing primarily on alcohol/drinking will not be approved. The Dean of Campus Life will grant final approval of all events using alcohol.
- 7) Student Government funds may not be used to purchase alcohol, or support events on-campus where alcohol is supplied to students. In the event of class dances, or off-campus events at taverns, bars, or other establishments authorized to distribute alcohol, the Dean of Campus Life is to be involved and may/may not require College approval for said events.

## Alcohol Amnesty Policy

Saint Joseph's College is committed to the health and well-being of its students and values a community that supports and comes to the aid of one another.

Therefore, a student who summons medical assistance from a college official on behalf of an intoxicated student will not be subject to formal disciplinary action, provided that the caller remains with the impaired student. The student for whom medical assistance is summoned for alcohol intoxication or alcohol-related injury will not be subject to administrative disciplinary action, although the student may be required to complete behavioral counseling or other required evaluation meetings with College personnel. Students who are directly involved in caring for and attending to the intoxicated individual will likewise be granted amnesty from disciplinary procedures.

While students involved in an alcohol-related incident will not be subject to a formal disciplinary hearing or to fines typically associated with violations of the alcohol policy, they will be provided with appropriate educational or developmental interventions.

Additionally, in cases when a student is medically treated for alcohol intoxication, either by the College's EMT/Campus Safety staff, Standish EMS, or transported off-campus for medical treatment, it is likely that the College will communicate with the parents/guardians on file for the student. A correspondence will typically follow in written form, sent home to the parent/guardian on file, advising them of the situation.

This policy does not apply to those who flagrantly or repeatedly violate the College alcohol policy, nor is it applicable in situations that involve criminal activity such as assault or property damage.

In cases where help is indicated but not sought on behalf of another, involved students will be subject to severe disciplinary action.

## 19. Illegal Drugs/Controlled Substances

The possession, use, sale or any other means to distribute illegal drugs on Saint Joseph's College Campus is not permitted. Possession or use of any drug paraphernalia is not permitted at Saint Joseph's College. This includes the use or possession of marijuana (recreational or medical) and related paraphernalia. Saint Joseph's College is required to follow federal law as mandated by the Drug Free School Act.

Any student present in a room/area where a controlled substance or drug is being used may also be considered in violation of this policy.

## 20. Fire Policy

**Without expressed consent from the College and Campus Safety, fires of any size are not allowed anywhere on campus.** Residence Life staff are available to assist in the evacuation and overall fire safety of the residence halls. Fire equipment (e.g. smoke detectors, pull alarm stations and fire extinguishers) is installed in each hall, and fire drills are conducted twice each semester. Any

time a fire alarm sounds, all students must leave the building. Failure to evacuate during any fire alarm will result in a \$150 fine and any additional sanctions. Students who have multiple offenses may result in increased fine and more severe disciplinary actions.

Any individual or group involved in tampering with fire or safety equipment (smoke detectors, emergency phones, sprinkler systems, pull stations, etc.) may be immediately removed from campus housing. If the person(s) responsible cannot be identified, the residents of the floor/area may be charged through the damage billing process.

### Fire Evacuation

#### A. When the fire alarm sounds:

1. Always assume that it is a real fire whenever an alarm sounds.  
**DO NOT IGNORE AN ALARM!**
2. As you leave your room, check the door and handle to see if they are hot.
3. **If the door/handle is not hot:**
  - Take your coat and shoes with you.
  - You must leave your room.
  - Follow the designated evacuation route.
4. **If the door/handle is hot:**
  - Stay in your room. It only takes a few minutes for the fire department to arrive.
  - Place a (wet) towel rolled up against the crack at the bottom of the door.
  - Hang a sheet out of your window; leave the window open slightly to allow good air in and bad air out.
  - Stay close to the floor, as smoke will rise to fill up the top of the room. **Above all, REMAIN CALM.**

#### B. If you see a fire:

1. Pull the fire alarm nearest you.
2. Leave the building via the safest evacuation route.
3. Once outside, immediately report to McAuley Foyer in the Heffernan Center.

#### C. Other important information:

1. Be knowledgeable of all evacuation routes out of the building.
2. Learn where the fire alarms are on your floor.
3. **YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY DURING A FIRE ALARM. Leave the building immediately. Do not wait to be told.**

## 21. Motor Vehicle Registration

All vehicles must be registered with the Office of Campus Safety and parked in designated student parking lots. Any unregistered or illegally parked vehicle will be ticketed, immobilized and/or towed at the owner's expense. Repeat offenses may result in the loss of parking privileges.

## 22. Title IX - now known as Gender-based Harassment, Discrimination, Violence, and Sexual Misconduct

Visit <https://www.sjcme.edu/gender-based-violence/>

## Student Code of Conduct

Saint Joseph's College has as a primary objective the holistic development of each student. The College strives to preserve for all of its students an environment that is conducive to academic pursuit, social growth and individual discipline. Students are expected to behave in a superior moral and ethical manner, both on and off-campus.

Respect for oneself, others, property and authority, as well as honesty, are key elements in this behavioral expectation. It is essential that mutual respect for, and sensitivity to, the needs of others be accepted by all members of the College community in accordance with the Mercy values which the campus was founded upon.

All students are expected to act responsibly and within the regulations and standards established by the College, and all civil laws and ordinances. The College reserves the right to hold accountable those whose conduct is in violation of the following regulations on or off-campus.

Conduct which is subject to disciplinary action or response by the College includes, but is not limited to the following:

1. Cheating, plagiarism or any form of academic dishonesty as specified in the Academic Integrity Policy.
2. Forgery, alteration or misuse of campus documents, records, time- cards, or identification; knowingly furnishing false information to the College.
3. Misrepresentation of oneself or of an organization to be an agent of the College.

4. Obstruction or disruption, on or off-campus property, of the academic process, administration process, or other campus functions.
5. Threatening to, or inflicting, physical or psychological violence to the person or property of others, including their family members or campus visitors.
6. Theft, intentional destruction, damage or unauthorized possession/ use of College property or of the property of others, including their family members or campus visitors.
7. Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment or facility.
8. Possession, distribution or sale of any illegal or unauthorized drugs that are controlled substances having potential for abuse, except as authorized by law.
9. Illegal possession, distribution, or use of alcoholic beverages and drugs specified in the College's Alcohol and Drug Policy.
10. Reporting to a College classroom/clinical site with the presence of alcohol or illegal drugs in one's body.
11. Possession or use of explosives, dangerous chemicals, firearms, or other weapons on campus property or at a campus function. Personal protection devices (stun guns, tasers) are considered weapons and are not permitted on campus.
12. Abuse of or tampering with fire alarm or security systems, fire emergency equipment or any other emergency equipment.
13. Sexual or physical harassment or assault, or psychological harassment of any individual (inclusive of incidents of dating violence, domestic violence and/or stalking). See the Sexual Harassment and Misconduct Policy.
14. Engaging in degrading, lewd, indecent or obscene behavior.
15. Failure to comply with directions of or acting disrespectfully towards College officials, designated agents, law enforcement, or others in authority in the performance of their duties.
16. Conduct which adversely affects a student's suitability as a member of a respectful academic community. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

17. Use of technology in an unauthorized way. This includes, but is not limited to sharing or distributing music in a manner that violates copyright laws; attempting to gain access to another's email account; use of another individual's identification and/or password; making changes to another's private files, or impersonating another individual; knowingly transmitting viruses, chain mail, or spam; using software that overloads the network; sending or posting illegal, defamatory, harassing, pornographic, obscene, or patently offensive sexual materials in email, web pages, individual newsgroup postings, or other electronic forms of communication.

18. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are both violations of this rule.

19. Abuse of the Student Conduct Process including, but not limited to:

A. Failure to obey the notice from an Administrative Hearing Officer or Student Conduct Committee to appear for a meeting or hearing as a part of the Student Conduct Process.

B. Providing false information pertaining to a student conduct meeting.

C. Disruption or interference with the orderly conduct of an Administrative Hearing Officer or Student Conduct Committee proceeding.

D. Attempting to discourage an individual's proper participation in, or use of, the student conduct process.

E. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct proceeding.

F. Harassment (verbal or physical) and/or intimidation of any individual, including witnesses, during, and/or after a student conduct proceeding.

G. Failure to comply with the sanction(s) imposed under the Student

H. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code and process.

## Residential Life Policies

All students and guests are expected to follow all Residence Life and Campus Policies while living in or visiting the Residence Halls. Students and guests who violate these and other college policies may be subject to the College's conduct process.



Saint Joseph's College adheres to all applicable federal, state, and local laws. Students who may not understand, or who question any of the policies, are encouraged to consult with a member of the Campus Life staff.

## 1. Housing Contract Conditions

All students who live on campus are bound by the policies outlined in the Housing Contract. Resident students must re-sign a copy of the housing contract each year. During the Spring Semester, returning students may reserve rooms for the following academic year by filling out a Housing Contract and submitting a **non-refundable \$200** room deposit. Without the Housing Contract and the deposit, a student forfeits the privilege of living on campus during the succeeding year. The room deposit will be credited towards the student's room and board account. In April, those with confirmed contracts and deposits may request specific placement on campus through the housing selection process.

First-year students are required to sign the Housing Contract and submit a \$100 room deposit along with a \$250 damage deposit. The Office of Campus Life will place new students in appropriate housing after receipt of the Housing Contract, \$100 room deposit and \$250 damage deposit is confirmed. Housing assignments are completed after New Student Orientation. The \$250 damage deposit is returned to each student upon successful graduation and the full payment of any outstanding room damage bills.

## 2. Condition of Rooms/Common Areas

Students are responsible for keeping the rooms in as near the same condition as when they moved onto campus. Excessive damage to walls, floors, windows, furniture, etc., beyond normal wear and tear, will not be tolerated. Due to safety and fire standards, students are not permitted to keep personal belongings in common areas (e.g. bathrooms, lounges, hallways, stairwells, etc.). Any personal items left in these common areas may be removed and disposed of by the Housekeeping and Maintenance departments, and the residents will be charged for their removal. No common area furniture (couches, chairs, tables, etc.) is to be placed in student rooms, and no room furniture (desks, chairs, dressers, etc.) is to be placed in common areas.

A damage deposit is required of all students. This deposit is held against the student's account for the duration of their enrollment. Students are financially responsible for damages to their assigned room beyond normal wear. Students are responsible for seeing that all current conditions and furnishings within their room at check-in are accurately recorded on the room inventory sheet.

### The philosophy behind damage billing

Part of the residential life experience at Saint Joseph's College is living in a community. This can be challenging at times but learning to live with others can

be beneficial and offers many opportunities as well. Part of living within a community is dealing with damage that occurs within the residence hall.

When damage occurs within a student's room, those students assigned to that room are billed for that damage. If damage occurs within "common areas" such as lounges, hallways, or bathrooms and no one takes responsibility for causing the damage or it cannot be attributed to a specific individual(s), then the cost will be divided accordingly between those on the floor or in the building as appropriate to each circumstance.

It is a student's responsibility to report instances of common area damages and/or vandalism in their community at the time of the damage.

### **How to Avoid Unnecessary Billing**

- Confront those behaving inappropriately in order to decrease the occurrence of senseless vandalism.
- When observing an act of vandalism report the damage immediately to Residential Life Staff or Campus Safety. If those who witness acts of vandalism are not willing to speak up, the entire group suffers and receives a charge for the financial costs associated with the damage.
- If residents notice that their floor or building has seen repeated acts of damage, talk about the issue at a floor meeting and/or with your Resident Advisor to strategize ways to minimize future damage.
- Document any problems with your room during the initial check in to your room. This includes documenting the condition and inventory of all furniture as well as the condition of the walls, ceiling, and floor.
- Do not leave personal trash or recycling in the bathroom trash bins or hallways.
- Take your personal room trash and recycling to the trash bins in the trash rooms of each residence hall.
- Do not put tack or nail holes in the walls, or use tape to hang things that will remove the paint from the walls.
- Remove all residue from walls, doors and ceilings prior to checking out of your room.
- Work with your RA to ensure that all common areas of the residence hall are left in good condition.

### **3. Room Inventory Forms**

Students will have the opportunity to fill out room inventory forms (RIFs) at the beginning of each school year to assess the condition of their assigned rooms. Students are encouraged to list any "defects" in the room when they move in (ex. chipped paint, tape on walls, etc.) so they will not be held responsible for damage they did not cause. At the end of each school year, RIFs will be used to determine any damage billing the occupants of a room will incur. Students are encouraged to complete these during any room changes throughout the year.

#### 4. Approved Appliances

For health and safety reasons, the Residence Life Office has a list of approved appliances permitted in the residence halls. All appliances must be UL-approved. Open burner items or items with hot plates are not permitted. Due to electrical system constraints, students are not permitted to have air conditioning units or space heaters in their rooms. **Appliances that require high heat are not permitted** in the residence halls. Students with questions related to approved/prohibited items should contact the Residence Life Office. The Residence Life Office reserves the right to make any changes regarding approved items.

Approved items include:

Coffee Maker (Keurig Style)  
Hot Pots/Water Boilers  
Crockpots  
Mini-Fridges  
Microwaves  
Hair Straightener/Blow Dryers (must be used in bathrooms)

Prohibited items include:

Drip style coffee makers  
Hot Plates  
Popcorn Machines  
Grills, Toasters, Toaster Ovens  
Other Open Flame Units

#### 5. Candles and Incense

Due to the safety of our students and their belongings, candles and any item that could be burned (e.g., incense/oil lamps) are not permitted in the residence halls. This includes candles for decoration or unburned candles. Scentsy like products are approved; however, care must be taken to dispose of wax in appropriate areas.

#### 6. Extension Cords and Power Strips

Power strips with a built-in circuit breaker and three-pronged extension cords are allowed in the residence halls. Per the Standish Fire Code, any other extension cords (two-pronged) or non-grounded strips are prohibited. Extension cords and power strips must be plugged directly into a wall outlet; cords and strips may not be plugged into each other. Violations of fire code could result in a fine from Standish Fire Department

#### 7. Room Decorations

Provided students do not change the room furnishing or original condition, they may decorate their room. Students are reminded that tape, tacks, and nails causing damage to the room/furniture are not permitted. Students should use approved adhesives for best results (i.e. blue painter's tape, 3M strips.) Certain decorations do pose fire hazards (fishnet, incense, etc.) and are not permitted in the halls. Holiday string lights are approved as long as they are LED

and attached with the above approved adhesives (no tacks, nails, etc.) Open bulb lighting is not approved. Additionally, no more than 50% of wall space can be covered and no electrical outlets/fixtures can be covered due to fire regulations. No items may be hung from the ceiling or from/near sprinkler pipes.

## 8. Health and Safety Inspections

During the academic year, Safety, Health, and Fire Inspections will be conducted. Campus Life may partner with Facilities and Standish Fire to conduct these inspections. These groups walk through the buildings and may check a resident's room in order to evaluate and uphold health and safety standards. It is expected that all rooms be kept in a sanitary fashion and that there are no fire hazards, broken furniture, and other policy violations taking place. The main purpose of these inspections is to ensure that students' health is not being endangered by sub-standard room conditions. If a common area/suite is found to be unsuitable, the common area/suite will be documented and may be assessed a cleaning fine by the Facilities department. These inspections occur throughout the year and when the residence halls close for breaks. The Office of Campus Life reserves the right to inspect a resident's room at any time without notice.

## 9. Search of Student Rooms/Vehicles

As a condition of residing in a College residence hall, a student authorizes College staff to search the student's room in instances of suspected college violations. This includes suspected illegal drug or alcohol possession or use, or in cases of potential health and safety concerns. Personal vehicles are also subject to search.

## 10. Confiscation

College staff members and Resident Advisors are authorized to confiscate items which are not permitted in the halls. Additionally, Campus Life Staff members are authorized to confiscate items that are prohibited on campus. Any confiscated items will be brought to either the Campus Safety Office or to the Residence Life Office for storage (if applicable) and the student(s) will be notified of the confiscation. Campus Life Staff reserves the right to dispose of confiscated items that violate college policy or are considered prohibited, illicit, or illegal.

## 11. Heating/Cooling of Residence Halls Policy

Due to the many factors associated with heating/cooling of a residence hall, it is not permitted to tamper (placing washcloths on thermostat, using air conditioning units/space heater units, etc.) with the thermostat responsible for controlling such systems. If a student is concerned about the temperature of his or her room, they should notify their Resident Advisor. Students should also be aware that temperatures in the winter can fluctuate dramatically, and any

damages caused by a window being left open will be the responsibility of the residents of that room.

## 12. Lofting Beds

The Facilities Management department will loft and un-loft beds in residence halls during the first two weeks of each semester, free of charge. Any other loft requests will be met, but an additional fee may be charged after this period. Students are not permitted to loft/un-loft beds without Facilities assistance. Please contact your Resident Advisor for more information and to schedule a work order. The lofting of beds with concrete blocks, books or other materials is strictly prohibited and dangerous.

## 13. Windows/Screens

Students are required to keep their screens in place at all times. Students and guests may not throw or move items through their windows. Students will be responsible for missing or damaged screens. When the heating system is on, windows are required to be closed and locked.

## 14. Exterior Door Locking/Propping Doors

The exterior doors to all residences halls will be locked 24 hours a day. Students will be issued a key to their individually assigned room. All students are required to carry their key and Student ID card with them at all times. Any student found responsible for propping a locked door or tampering with the locking mechanism to the door will be in violation of the conduct code and will be documented. Fines for propping doors may be assessed to the individuals and/or residents of the building per incident. The Campus Life staff reserves the right to review the card access system reports and camera footage when investigating an incident.

## 15. Key Policy

Each resident is issued a room key and a Student ID card with electronic door access. It is the students' responsibility to carry their keys with them at all times. Moreover, students are not permitted to lend their keys and/or IDs to anyone or to duplicate issued keys.

Misuse and/or possession of unauthorized keys is prohibited. Lost keys and IDs will result in a lock change or card replacement. The student will be billed the appropriate amount for replacement costs. Failure to return a room key will result in a lock change fine at checkout.

## 16. Lockout Policy

Although students are expected to have their room key with them at all times, there may be occasions when students are “locked out.” In this event, students must contact the Office of Campus Life at ext. 6603 during the hours 8:30 a.m. - 4:30 p.m., Monday - Friday. After this time, the student will need to contact the Campus Safety Office at ext. 6687. Students who continually lock themselves out may be charged a fine.

## 17. Room Changes

One of the important aspects of campus life is learning to live with another person through shared experiences and compromises. Please work with your roommate and/or your RA to resolve any roommate conflicts amicably. In special situations, an AC can hear requests for room changes. Any unauthorized room change can result in fines and disciplinary action administered through the conduct process. Due to housing needs, no room changes are permitted during the first two weeks of each semester.

## 18. Room Entry

Students are not allowed to enter rooms occupied by other students under any circumstances unless authorized by the resident(s) of that room. College staff will enter a residence room to perform routine repairs and maintenance.

## 19. Room Gatherings

Students may have gatherings in their rooms provided that the gathering does not violate college policies. The number of people in a traditional double or triple room must never exceed 10. The number of people in a Currier Hall pod or Feeney Hall suite must never exceed 25.

## 20. Quiet Hours

All residents are expected to be respectful and courteous, 24 hours a day, when living in a community.

Quiet Hours in and around the residence halls are as follows:

1. On the days classes are held the next day: 11:00 p.m. - 10:00 a.m.
2. On the days classes are not held the next day: 1:00 a.m. - 10:00 a.m.

The initial responsibility for adherence to quiet hours should be with the residents of the community. Students are encouraged to reach out to their peers first. The Residential Life and Campus Safety staff will assist in any matters involving noise violations but will encourage self-governance.

During the week of final examinations, 24-hour quiet hours are implemented in all residence halls to ensure an environment conducive to study.

## 21. Guest and Visitation Guidelines

Students are given the privilege to host up to two guests in their residence hall room. With this right comes the responsibility to register that guest through

the guest registration form. Students must register their guest (and vehicle) by 10pm the evening the guest arrives with the Campus Safety Office. For an overnight guest, the host resident must receive their roommate's approval. The host is responsible for their guest's actions and must remain with them at all times. Guests are not permitted to remain on campus longer than 3 consecutive days in a 7 day period. Guests are not permitted to remain on campus for more than 9 days in a 1 month period. Students or guests who do not follow our visitation guidelines may be subject to the conduct process and may result in the loss of guest privileges. The college reserves the right to remove guests from the residence halls and/or campus.

## 22. Laundry Facilities

Washers and dryers are installed in each of the residence halls. These units are for residential student and Area Coordinator use only. Laundry Usage fees are included in the room and board fees.

## 23. Hall Sports

For health and safety purposes, sports and other inappropriate activities are not permitted inside any residence hall. To avoid accidental damage, please use caution when playing sports outside and around all College buildings.

## 24. Pets

The only pets permitted in the residence halls are non-meat eating fish (self-contained in water). Failure to comply with removing pets from the residence halls may result in a fine and the confiscation of the pet. Students may also be subject to the conduct process.

If any student requires accommodation of a service and/or assistance/emotional support animal, a copy of this policy is available from Campus Life. Generally, some level of documentation is necessary to move forward with this accommodation, and will depend on whether the animal is a service animal or other assistance/emotional support animal.

## 25. Campus Recycling and Waste Disposal

For health and safety reasons, students are not allowed to keep significant amounts of recyclable materials in residence hall rooms, hallways, or common areas. Students may participate in our sustainability efforts by placing recyclable materials in their assigned tote. Students are responsible for disposing of their recycling in the designated area.

## 26. Roof Access

Students are not permitted on building roofs at any time.

## 27. Storage

The residence halls do not provide storage space for student use during the academic year. Students are personally responsible for the security and storage of their belongings. Summer Storage may be available for a fee, but is not guaranteed.

## 28. Bicycles

Students may bring a bicycle to campus. There are no storage facilities for bicycles. Any student bringing a bike must store the bike outside the residence hall or within his/her student room. Bikes are not to be stored in the common areas of the residence halls.

## 29. Kitchenette Usage

Saint Joseph's College has a kitchenette amenity for students living in our Quad Housing (Cunneen, Gingras, and Cassidy Halls) Students living in these buildings have access to the kitchen and may use these spaces for personal use. As this is a shared community space for quad residents, students are responsible for maintaining and cleaning the space after each use. Students who wish to use the space must read and sign a Kitchenette Agreement with the Residence Life Office.

## 30. Smoking and Tobacco Use

Saint Joseph's College of Maine is committed to providing a healthy working and learning environment for the entire campus community. To that end, a tobacco-free campus was established in 2013. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness.

This policy applies to faculty, staff, students, alumni, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on or in close proximity to any college-owned property. This includes but is not limited to, residences, buildings, college grounds, rights of way, parking areas, walkways, recreational and sporting facilities and college-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products: cigarettes, pipes, cigars, hookah, and paraphernalia. This includes the possession or use of any type of smokeless tobacco including smokeless cigarettes, vaping, vaporizers, chewing tobacco or smoking paraphernalia.

Campus Life Staff reserve the right to confiscate and dispose of any prohibited items.



## SALES AND MARKETING

1. The sale and free distribution of tobacco products on any SJC campus is prohibited.
2. Campus organizations are prohibited from accepting money or gifts from companies who are primarily engaged in the sale and promotion of tobacco products.
3. Tobacco advertisements are prohibited in all College-run publications.

For assistance in quitting, students can contact:

Counseling Center  
St. Joseph's Hall- 1st floor  
207-893-6630 or 207-893-6628

Students can also contact:  
Health and Wellness Center  
Carmel Hall- 1st floor  
207-893-6634

Wellness Program  
Alfond Center, 207-893-6627

Partnership For a Tobacco-Free Maine:  
<http://www.tobaccofreemaine.org/>

Maine Tobacco Hotline  
[http://www.tobaccofreemaine.org/quit\\_tobacco/Maine\\_Tobacco\\_HelpLine.php](http://www.tobaccofreemaine.org/quit_tobacco/Maine_Tobacco_HelpLine.php)  
800-207-1230

Maine Tobacco-Free College Network  
<http://www.mainetobaccofreecollegenetwork.org/>  
Portland, ME, 207-874-8774, [info@mainetobaccofreecollegenetwork.org](mailto:info@mainetobaccofreecollegenetwork.org)

## 30. Campus Break Policy

All residence halls are closed for official college break periods. All resident students must vacate the residence halls 24 hours after their last class or by 6pm on the last day of class. Students who have a need to stay beyond these times must **request and receive** permission from the Residence Life Office. In addition, the Residence Life Office will work with the Athletics Department to house students who may need to stay due to games and practices. Any student

violating college policy may lose break housing privileges and be subject to the conduct process.

### 31. Summer Housing

Students in good standing with the college are welcome to apply for summer housing. Summer housing is not guaranteed and students must submit a Summer Housing Application with the Residence Life Office. Students who are granted summer housing are responsible for the summer housing fee and for abiding by the summer housing contract.

### 32. Removal from Residence Halls

The College reserves the right to remove any student or guest from the residence halls at any time.

## The Conduct Process

The conduct process at Saint Joseph's College is a reflection of the values inherent in the College's Mercy Mission. Principal among these values are respect, justice, compassion and community. The conduct process challenges students to take responsibility for their actions and supports their pursuit of educational goals free from harassment, abuse and intimidation. The conduct process in all cases must be just, respectful and educational in nature. The conduct process is administered by the Dean of Campus Life, who serves as the primary student conduct administrator on campus. Area Coordinators (ACs) also serve as Conduct Officers as assigned by the Dean of Campus Life. Cases of a more serious nature that may result in suspension and/or expulsion may be heard directly by the Dean of Campus Life. In all cases of disciplinary action, students are permitted to engage in an appeals process, which is outlined to the student as a part of the sanctioning phase of the process.

### Referrals

Any member of the campus community may report an incident or alleged violation of the Student Code of Conduct, an Institutional Policy or a Residential Life Policy by submitting a formal, written incident report. Typically, incident reports are submitted by Resident Advisors (RAs). Incident Report Forms are available in the Division of Campus Life and the Campus Safety Office. Once complete, documentation of an incident should be forwarded in a timely fashion to the Division of Campus Life, located in the Heffernan Center.

### Procedure

The procedure for addressing referrals is designed to identify and allocate the appropriate amount of consideration to each case on an individual basis. Because the nature of every incident is unique, each will be treated with the same

elevated degree of significance and with confidentiality. The procedure is as follows:

- 1) Incident reports are forwarded to the Division of Campus Life where they will be reviewed by the appropriate university staff. The staff will become familiar with the incident report and determine if an introductory meeting with the individual(s) is necessary. Once staff determine an introductory meeting is necessary, they will inform the individual(s) involved with the incident in writing (email can also be used for this purpose) of the reason(s) they are being summoned; the time of their scheduled meeting (typically at least 48 hours before the scheduled time); and the meeting venue. Introductory meetings generally take place in the Division of Campus Life. During this meeting the staff will:
  - a) Establish facts about the incident;
  - b) gather information related to the case;
  - c) records statements students and others involved;

After the introductory meeting, based on all gathered information, the staff member will make a judgment on an individual being either “responsible” or “not responsible” based on the standard of a “preponderance of evidence”.

A “preponderance of evidence” means it is more likely than not that the individual in question is responsible for the violation(s) as charged. If an individual is found responsible for any charges, the staff member will determine relevant sanctions. When determining sanctions, the individual’s previous and current conduct status will be considered. Typically, most incidents are resolved at this point.

- 2) In cases which may warrant more serious consequences (ex. suspension or expulsion), or, in cases which more evidence needs to be gathered, the Dean of Campus Life may directly hear the case and make decisions related to the conduct case. The Dean of Campus Life may also contact the student’s parents/legal guardians in certain cases, This includes incidents of medical evaluation, student emergency, reported drug possession/use, or any instances where a student’s health or safety is at risk.
- 3) **Appeals:** Individuals are able to appeal decisions on sanctions if: a) new evidence that was unknown to the individual at the time of the AC Meeting comes to light; b) the sanction given by the staff is grossly disproportionate to the offense; or c) procedural error.
- 4) In order to appeal a decision made by the Dean of Campus Life, the individual must do so in writing, to the Appeals Board of the College, citing the rationale within 48 hours of being informed of the decision.
- 5) In order to appeal a decision made by an AC serving as the conduct officer, the individual must do so in writing to the Director of Residence

Life, citing the rationale within 48 hours of being informed of the decision. If the request for an appeal is accepted by the Director, he/she will then review the file, may/may not meet with the individual, and render a judgment.

*\*Note: The Division of Campus Life reserves the right to change these guidelines at any time.*

### **Student Conduct Records**

Conduct records are maintained in the Division of Campus Life for three (3) years after the Student leaves the College. However, in cases involving suspension or expulsion from the College, records may be kept indefinitely.

### **Sanctions**

One or more of the following sanctions may be imposed after a finding of “responsible for violating the Student Code of Conduct, an Institutional Policy or a Residential Life Policy.” Prior misconduct can have an influence on the sanction(s) imposed. It is the intent of the College that sanctions be in proportion to the violations and background of the students so that the student involved may learn and grow from the sanction(s).

- a) Residence Hall Warning: A formal warning that informs a student that further violations may result in more severe sanctioning.
- b) Restricted Access: A student may be restricted in access to residence halls or other buildings/areas on campus.
- c) Parental Notification: Parent(s)/legal guardian(s) will be notified concerning a student’s behavior and/or conduct status. This may involve requesting a meeting of the parents/legal guardians, student and College official. Parent(s)/legal guardian(s) will be notified if a student is placed on probation.
- d) Fines: A fine of a sum of money determined by the Hearing Officer may be assessed.
- e) Letter(s) of apology from student.
- f) Educational Projects: Development and implementation of a relevant educational program under the supervision of a faculty or staff member. The intent is to respond to the specific violation.
- g) Loss of Privileges: This sanction may deny a student access to the functions of any group or organization for a specified period of time. The student may be denied the privilege of participating in all co-curricular activities; this includes intercollegiate athletics and student government-related activities.
- h) College or Community Service: The student shall be assigned a specific number of hours to work for a College department or an organization.
- i) Restitution: Restitution is payment to the College, an individual or other entity. The Hearing Officer determines the amount of payment. Mandated restitution to the College constitutes an outstanding obligation that, if

not paid, will be grounds for withholding of grades, transcripts or diplomas.

- j) Residence Hall Probation: Residence Hall Probation is a status that may be imposed for behavior that indicates unwillingness or inability to adhere to the standards of residence hall living. This status may include restrictions or conditions on residence hall activities and privileges for a defined period of time. This sanction may also include parental notification.
- k) Residence Hall Separation: Residence Hall separation involves removal of the student from the residence hall community for conduct that clearly falls below the standards and expectations of the residential community. Such separation may include a restriction on access to all designated residence halls.
- l) Disciplinary Probation: The student may be placed on disciplinary probation for serious misconduct or repetitious minor misconduct. The student experiences a loss of rights or additional responsibilities given over a specific period of time.
- m) Suspension: Suspension is temporary disciplinary separation from the College. Suspension from the College will not exceed one calendar year.
- n) Expulsion: Expulsion is permanent disciplinary separation from the College.

Disciplinary provisions other than those listed above may be made if they are deemed more appropriate to the particular case, for example, attendance to an educational program, peer mediation, research papers/projects and/or substance abuse assessment.

### **FERPA and the Conduct Process**

Recent changes to federal law have broadened the circumstances in which disclosure is permissible. Amendments to the Family Educational Rights and Privacy Act (FERPA) allow “institutions of postsecondary education to disclose the results of a disciplinary proceeding conducted by the institution against an alleged perpetrator of a crime of violence to the alleged victim of the crime without the prior written consent of the alleged perpetrator.” A crime of violence is defined as “(a) an offense that has an element of use, or threatened use, of physical force against the person or property of another, or (b) any other offense that is a felony and, that by its nature, involves a substantial risk that physical force against that person or property of another may be used in the course of committing the offense.”

## **Academic Affairs, Policies & Procedures**

Office of the Vice President for Academic Affairs and  
Dean of the College

Xavier Hall, 2nd Floor  
Vice President/Chief Learning Officer ... 207-8936641  
Dean of Undergraduate Studies...207-893-7997  
Associate Dean...207-893-6642  
Executive Assistant ... 207-893-6643

The Chief Learning Officer/Vice President is ultimately responsible for all aspects of the academic program: library, the Academic Center, academic records, academic advising, grade appeals, distance education, and the faculty. Students are asked to consult the online Academic Catalog for specific academic policies and procedures.

## Wellehan Library – Learning Commons

Heffernan Center – Lower Level  
Main Desk ... 207-893-7725

The Wellehan Library – Learning Commons fosters academic success and personal growth by providing and facilitating use of library resources and services designed to meet the teaching, learning, and research needs of the College community in a manner consistent with its mission and core values. The facility (open 81 hours per week) is a student-centered, full-service, learning, research and project space complete with collaborative study spaces (including four group study rooms), a quiet study room, video production capabilities (One Button Studio), the Writing Center and options for printing/scanning/copying (including color and wireless). The collections consist of high-quality, scholarly books, ebooks, journals and research databases to support and enrich the curricula. Library staff are available to guide students in their research (finding sources, citing them properly) as well as in the use of educational technologies (Brightspace, Microsoft Office).

The website is a comprehensive portal providing access to both physical and online resources as well as guides and tutorials, library information (hours, policies, forms) and contact information.

## Academic Policies and Procedures

### Program Load

Students registered in 12 semester credits or more are classified as full-time. To meet the 128 credit requirement for graduation, the normal course load taken by full-time students is 16 semester credits. The maximum course load is 19 semester credits. The number of credits permitted each term depends upon the courses selected and the scholastic ability of the student.

Students who meet the following criteria may take a maximum of 20 credits:

- Sophomores, juniors, and seniors with a cumulative grade point average of 3.5 or higher may take 20 credits in any given semester.
- Any senior with a cumulative grade point average of 2.75 or higher may take 20 credits.

Students will be assessed additional tuition charges for each credit over the 19 credit maximum.

### Credit Hour

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### Classification of Students

*Matriculation Status:* Students who have satisfied the admission requirements and are following a prescribed program of studies toward a degree.

*First year:* Those who have completed fewer than 28 semester hours of college work.

*Sophomores:* Those who have completed at least 28 semester hours of college work.

*Juniors:* Those who have completed at least 60 semester hours of college work.

*Seniors:* Those who have completed at least 96 semester hours of college work.

*Unclassified Students:* Those who wish to pursue particular studies without following the prescribed courses for a degree. College credits will be given if the student fulfills entrance requirements.

Part-time Students: All students taking fewer than 12 semester hours in any regular term.

### **Admittance to Class**

Only students who are registered and whose names are on the class list issued by the Office of the Registrar may be admitted to a class.

### **Attendance**

Students are expected to be present at all their regularly scheduled classes. A student is either in class or is marked absent regardless of the reason for the absence. No excuse for absence is issued by any administrative office. In the event of prolonged illness, accident, or similar emergency, the Office of Academic Affairs should be notified, and the faculty member will be advised.

Each course syllabus shall make a clear statement concerning the course policy for absence and subsequent make-up work. A copy of this syllabus shall be submitted to the Office of Academic Affairs.

When in the judgment of the faculty member a student's absences threaten to lower the student's academic achievement or lead to failure, a written warning may be given to the student by the faculty member. Copies of this warning shall be sent to the Office of Academic Affairs and to the Office of the Registrar. Students in danger of failing should be advised to make an appointment with their faculty advisor, the Registrar, or with the Office of Academic Affairs for counseling and guidance.

If the pattern of unsatisfactory work caused by absence continues despite this warning, the faculty member may recommend to the Office of Academic Affairs that the student be withdrawn from the course with the grade of WF. If approved, the WF grade will be entered on the student's official transcript and is so computed.

If a faculty member is late to class, students are required to wait 10 minutes. If at the end of that period, the faculty member has not arrived, the students present must sign their names on a record sheet and give it to the Office of Academic Affairs.

### **College Policy Concerning Cancellations of Classes**

In unusual circumstances which necessitate the closing of Saint Joseph's College, the Vice President and Chief Learning Officer is responsible for making the determination and notifying area radio/television stations by 6:00 A.M. of the cancellation of classes. Faculty and students may call the school and class



cancellation number (207-893-3333) to get information on individual classes and/or school cancellation. In instances of hazardous weather, faculty and students should use discretion in the decision to commute during such conditions.

In the event of a storm and late opening of the College, students will be expected to attend their scheduled classes that have at least 30 minutes remaining in the class period when the College opens, as well as all subsequent classes, unless cancelled by the instructor.

### **Policy on Transportation**

Students are responsible for providing their own transportation for any off-campus course-related experiences, e.g., internships, clinical experiences for nursing students, field experience or student teaching for the education students, and field experience for business, sociology, and communications students.

### **Add/Drop and Withdrawal**

Students may add or drop courses during the first five days of the new term. This is referred to as the “Add/Drop Period.” The dates are published yearly in the Academic Calendar. During this time, students make schedule changes directly online in Campus Café. **IMPORTANT: Students should always review schedule changes with their faculty advisor.** For courses dropped during the Add/Drop Period, no notations will appear on the students’ permanent academic records. After the Add/Drop Period, and through the seventh week of the term, no courses may be added. However, students with written approvals may withdraw from courses and receive grades of “W” which are not computed into student GPAs. After the seventh week of the term, students may withdraw from courses with the written approvals, but these withdrawals will result in failing grades of “WF” which are computed in the students’ GPA.

### **Audit Policy**

Students who register to audit a course receive no credit for the course but have “Audit” recorded on their transcripts. Audit status will not be assigned once the term begins.

### **Final Exam Policy**

A final examination is ordinarily given for each course during the final exam days scheduled by the college. Students shall take final examinations as scheduled except for the following situations.

- Final examinations and other class-related activities are not to be scheduled on Reading Day.
- Students who have three or more final examinations on one day may choose to take the middle examination at an alternate time mutually acceptable to the student and the faculty member. Students who wish to do this must consult the appropriate faculty member as soon as possible, but no later than two weeks before the last scheduled class.
- Students who have a serious illness or personal emergency should call the Office of Academic Affairs as soon as possible to discuss the situation. If the final examination may be missed, the Office of Academic Affairs will consult with the appropriate faculty member. If the request is approved, the student should then contact the faculty member as soon as feasible to schedule the final examination at a mutually acceptable time.

Transportation or vacation issues are not considered valid reasons to alter the final examination period.

### Grading system

The following system of grading is used by Saint Joseph's College:

| Letter Grade | Quality Points  | Numerical Equivalent |
|--------------|---|----------------------|
| A            | 4.0   | 93-100               |
| A-           | 3.7   | 90-92                |
| B+           | 3.3   | 88-89                |
| B            | 3.0   | 83-87                |
| B-           | 2.7   | 80-82                |
| C+           | 2.3   | 78-79                |
| C            | 2.0   | 73-77                |
| C-           | 1.7   | 70-72                |
| D+           | 1.3   | 68-69                |
| D            | 1.0   | 63-67                |
| D-           | .7  | 60-62                |
| F            | 0   | Below 60             |
| F            | Failure. This grade is calculated into the GPA.   |                      |
| I            | Incomplete. An "I" that is not removed six weeks after the examination period becomes an "F".         |                      |
| W            | Withdrew from class within period of no penalty.  |                      |
| WF           | Withdrew from class after last day to withdraw without penalty. This "WF" is calculated into the GPA. |                      |

At midterm, the faculty member advises students who are failing or in danger of failing.

### Description of Letter Grades

- A **Excellent.** Superior command of subject matter and performance in course requirements (e.g. examinations, written assignments, projects, oral presentations, class participation).
- B **Good.** Above average command of subject matter and performance in course requirements.
- C **Satisfactory.** Average command of subject matter and performance in course requirements.
- D **Low passing.** Marginal command of subject matter and performance in course requirements.
- F **Failing.** Insufficient command of subject matter and performance of course requirements.

Some departments may set minimum passing grade standards that are higher than D.

### Incomplete Grades

Incomplete grades are generally given only in cases of illness or emergency. It is the responsibility of the student to request an incomplete course grade from the faculty member teaching the course. Forms may be obtained from the Office of Academic Affairs. A request for an incomplete grade form signed by the faculty member, the student, and the Office of Academic Affairs must be submitted to the Office of the Registrar in order for an “I” grade to be assigned. A grade of Incomplete reflects an agreed upon course of action between a faculty member and a student to complete the course within the designated time frame. Course work must be completed six weeks from the last day of class. If course work is not completed within this time, a grade of F will automatically be assigned. Under special circumstances, students may petition the Office of Academic Affairs to extend the time limit in which course work may be completed.

### May Semester Incomplete Policy

For May Semester courses, incomplete grades are not issued unless:

1. Illness or an emergency prevent a student from completing a course, and
2. The student has attended a minimum of 80% of the class meetings (15 meetings require attendance in 12), and
3. The faculty member approves the “incomplete” in cases where the student has completed sufficient work and demonstrated sufficient subject matter

mastery, to proceed independently with the remaining 20% or less of work. Approval is also required from the Office of Academic Affairs.

### **Quality Points**

The number of quality points earned in a subject is determined by multiplying the point value of the grade earned by the number of semester hours of credit.

### **Term Grade Point Average**

The total number of quality points earned in a term divided by the total number of credits in which a student is enrolled yields the grade point average.

### **Cumulative Grade Point Average**

This value is calculated by dividing the total quality points earned by the total credits taken. Both quality points and credits must be taken through the College to be used in this calculation. If a student receives a failing grade in a course at the College and retakes that course at another institution, neither grade counts in calculating the cumulative grade point average.

The cumulative grade point average determines the academic standing of the student at every point.

### **Grade Reports**

Students can access their final course grades via *mySJC* approximately two weeks after the end of each term. Grade reports will only be mailed to students upon request. Grade reports and transcripts are not accessible to students who have an unpaid balance.

### **Request for Review of Course Grade**

When there is a discrepancy between the final grade the student thinks they have earned and the final grade received in a course, the student is encouraged to seek an acceptable resolution through a discussion with the faculty member of the course as soon as possible. Any change in grade is to be submitted by the faculty member in writing to the Office of Academic Affairs.

If a satisfactory resolution is not reached, a student may initiate a formal grade appeal only if there is valid basis or clear evidence for an appeal. Specifically, the student must demonstrate that the final grade was assigned as a result of:

1. A computational error
2. Grading criteria were applied in a manner that treated the student differently than others in the same course and section.
3. Unreasonable or unannounced changes made to the assignments, grading criteria or computational process.
4. A grading decision made on some basis other than the student's academic performance.

A student may initiate a formal appeal no later than 15 calendar days after the first official day of classes in the semester following the one in which the grade was received.

Steps in the formal Grade Appeal Process:

1. The student files an appeal using the *Student Request for Review of Grade* form available on the Registrar's forms' webpage or through the Academic Affairs Office. The student must submit the completed form to the Academic Affairs Office with all supporting documentation which includes, but is not limited to, the course syllabus and all graded assignments.
2. The Dean forwards the written appeal to the faculty member for evaluation.
3. The faculty member has one week to respond to the Dean.
4. The Dean informs the student in writing of the decision.
5. If a satisfactory resolution is not reached, the Dean may convene the Academic Review Committee. It consists of three members of the faculty, one of whom is a member of the Educational Standards Committee. The recommendation of the Academic Review Committee is submitted to the Dean.
6. The Dean makes the final decision normally under recommendation of the faculty or, if necessary, the Academic Review Committee; filing the final decision with the Registrar and informing the student in writing.

### Repeat Course Policy

Students may repeat courses taken at Saint Joseph's College in the event the initial grade for a course is either an "F" or "WF", or fails to meet the minimum grade required by the student's academic program of study. **Courses may only**

**be repeated once at SJC and once elsewhere** (for a total of three attempts). Nursing students may only repeat nursing classes once. All course attempts will appear on the student's academic transcript. In such instances, all grades will remain on the student's transcript, with only the latter grade used in computing the grade point average. In the event a course is repeated to meet a minimum grade requirement, the initial grade(s) will be excluded from the GPA and duplicate credits removed from the cumulative total earned. In all other cases, all grades will remain on the transcript and be used in the grade point average computation. Pursuant to the College's transfer credit policy, courses repeated at other institutions will not calculate into a student's grade point average.

Nursing students may repeat nursing and required courses in the major at Saint Joseph's College in the event the initial grade for a course is either a "F" or "WF", or the student fails to meet the minimum grade required for the student's academic program of study. **Nursing and required courses in the major may only be repeated once at SJC or once elsewhere (for a total of two attempts).**

### **Independent Study**

Independent study is designed to enable a student with demonstrated proficiency to work individually on a project or a reading program. One to four credits may be earned by independent study. Such a program should be carefully worked out by the student in consultation with the faculty member under whose direction it is to be carried out. The Independent Study Form must be completed and the project plan must be approved with signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs. A 3.0 (B) overall average is required for admission to independent study.

### **Enrollment in an Online Course-changes to be made in a few weeks**

Students registered in the 4-Year College may enroll in only one online course offered through the Online Program, per Fall and Spring semester under the following conditions:

1. Student must be a sophomore, junior or senior; class level requirement waived during summer
2. Sophomores and juniors must have a minimum GPA of 3.0; seniors must have a minimum GPA of 2.75.
3. Student understands that most online courses are three credits each.
4. Student may enroll in only one (1) online course per Fall and Spring semester.
5. Student may request enrollment in more than one (1) online course during the summer semester.
6. Student must complete the online course within the on-campus semester as follows:

Fall Semester: September 1 through November 24

Spring Semester: February 1 through April 26

Summer Semester: June 1 through August 24 (May 1-July 24 for NU and SW courses).

7. If the online course puts the student in a course overload situation, the student will be assessed additional tuition for each credit above 19.
8. The Registration period and the Add/Drop period are the same as the on-campus semester.
9. Withdrawal policy is the same as the on campus withdrawal policy
10. Student must regularly check their SJC email account for messages from Online Academic Advisor.
11. Student must submit a completed course unit every 2-3 weeks to successfully complete an online course within the 12 week semester.
12. Summer Semester is not included in Spring or Fall on-campus tuition and will be an additional upfront cost that must be paid at Registration.

An **Online Course Registration Form** and Student Contract must be completed and signed by the student and approved by the Department Chair / Faculty Advisor prior to enrollment.

#### **Assignment Submission for Online Courses:**

All units must be submitted in order to earn a final grade. Students must wait for instructor feedback before submitting additional work, in order to incorporate the feedback in the next unit. This practice will improve the quality of the work and promote higher achievement.

Students cannot submit more than one unit per course at a time. The student may submit the next unit upon receipt of feedback and grade from the previous unit - or - the student may submit the next unit on the 8th day after the original submission in the unlikely event that feedback and grade from the instructor has not been received.

#### **Transcripts**

Students may order a Saint Joseph's College transcript online at the Registrar Office's [Transcript Request](#) page. The fee is \$8 per transcript. Transcript requests are normally processed within 1-3 business days of receipt of the request. Transcripts are available to students provided there are no outstanding debts in the student's name.

#### **Transfer Students**

Transfer students must maintain a cumulative average of 2.0 or above for course work in the baccalaureate program and must earn at least 32 semester hours at the College.

### Good Academic Standing and Satisfactory Progress

Full-time matriculated students are in good academic standing and making satisfactory progress in their degree program when they meet or exceed the cumulative credit and grade point averages listed below. The benchmarks are listed for the end of the academic year. Note: Failure to maintain “good academic standing” can impact financial aid and athletic eligibility and the ability to remain enrolled at Saint Joseph’s College.

| At Completion of Year of Attendance | Class Level  | Minimum Cumulative Earned Credits | Minimum Cumulative Required Grade Point Average Required |
|-------------------------------------|--------------|-----------------------------------|--|
| 1                                   | First-Year * | 28                                | 1.75   |
| 2                                   | Sophomore    | 60                                | 2.0  |
| 3                                   | Junior       | 96                                | 2.0  |
| 4                                   | Senior       | 128                               | 2.0  |

\* First-year students are defined as entering undergraduates who have never attended an institution of higher education.

### Academic Probation

Students incur academic probation when their cumulative grade point average falls below the acceptable minimum standard:

- for first and second term of first year - 1.75;
- for first term of second year - 1.85;
- for second term of second year and for each succeeding term - 2.0.

Academic probation is a warning and an opportunity to improve. Students placed on academic probation are required to meet with an academic support advisor from The Academic Center to develop an academic plan for improvement that will place them back in “good academic standing.” They are also required to complete directed study hours in The Academic Center weekly throughout the given semester.



Students placed on academic probation are expected to meet the minimum required cumulative grade point average for their class level during subsequent semesters in order to remain enrolled at Saint Joseph's College. A student must attain a minimum GPA of 2.0 in order to graduate.

### **Academic Warning**

Students, whose cumulative or semester GPA falls below a 2.0, who are not placed on academic probation or who are not academically dismissed from the college will receive an official academic warning notice.

Students receiving an academic warning notice are required to meet with an academic support advisor from The Academic Center to develop an academic plan for improvement.

### **Academic Dismissal**

A student in a 4-Year College program who has been on probation for two terms and has not reached the required minimum cumulative GPA (see *Good Academic Standing and Satisfactory Progress*) is subject to academic dismissal from the College. If the student's progress at another institution indicates promise of future success at Saint Joseph's College (demonstrated by the successful completion of a minimum of 12 credits), the student may apply for readmission.

A student who fails three courses in any term at the College is also subject to academic dismissal from the College unless the cumulative grade point average was 2.5 or better prior to the semester in which the three courses were failed. In this instance the student may request to remain at the College but will be restricted to twelve credit hours for the next term. Other conditions may also be imposed by the Dean.

A senior student who fails three courses and has a cumulative grade point average of less than 2.5 may be allowed under certain circumstances to continue a program of study subject to conditions determined by the Dean.

### **Leave of Absence**

Leaves of absence for one or two semesters are granted to students in good academic and disciplinary standing, who determine that circumstances necessitate a temporary interruption of their college careers. Authorization for such an absence is granted by the Office of Academic Affairs, upon receipt of the student's written notification of intent. Carrying with it the intention of returning to Saint Joseph's College, a leave of absence guarantees readmission to the College.

Students on leave of absence may, with approval of the Office of Academic Affairs, take courses for transfer credit at other accredited institutions of higher learning.

### **Military Service Leave**

Students are allowed to withdraw from the College and receive 100% remission of tuition and fees and a prorated refund of room and board charges (less any financial aid which the students may have earned for the term) upon presenting an original copy of their orders to the Registrar. Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the possible withdrawal is after the last day for withdrawal and Incompletes are agreed to by the faculty member(s) and the student, and approved by the Office of the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receives Incompletes in the remaining classes, he/she would be charged at the prevailing part-time tuition and fee rates if the remaining credit hours are fewer than 12. If the student is an aid recipient and his/her enrollment status changes, e.g., from full-time to part-time, eligibility for aid will be recalculated. In either of these alternative cases, the student will receive a prorated refund of room and board charges and be allowed to complete the coursework according to the established policies of the College and the agreement with the faculty member(s) involved.

### **Academic Honesty**

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, falsifying the results of one's research, cheating on examinations and any form of misrepresenting one's own work, or collaborating in the misrepresentation of another's work, are contrary to the traditions and goals of the institution. Instances of academic dishonesty are subject to disciplinary action and/or academic sanctions.

Students are expected to cite any sources upon which their work is based, through the use of bibliographical lists, footnotes, endnotes, and the like, and to document all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student. The Statement on Plagiarism is available in the Office of Academic Affairs.

### **Procedure in Cases of Academic Dishonesty**

When a breach of the Academic Honesty Policy is suspected (or determined), the faculty member shall contact the student and discuss the details of the charge. Subsequent disciplinary action shall be at the discretion of the faculty member.

For a minor violation, the faculty member shall either:

1. decide to take no further action, or
2. require that the student's work be resubmitted with appropriate changes, or
3. lower the grade for work submitted.  
Beyond a minor offense, the faculty member shall either:
4. assign a failing grade for the work submitted, or
5. assign a failing grade for the course.

When either of these last two options is chosen, then notification, along with supporting documentation, should be sent to the Office of Academic Affairs, where a record of the infraction will be kept. Depending on the particulars of the case and/or the student's prior history of infractions, the Dean may decide to extend the sanction to include:

1. temporary suspension from the College; or
2. permanent expulsion from the College.

A student accused of academic dishonesty may appeal his/her case in writing to the Dean of Undergraduate Studies, who will then convene the Academic Review Panel. The role of this Panel is to evaluate the accusation in light of the circumstances bearing upon the case, and then to advise the Dean. The decision of the Dean shall be final.

## **Plagiarism**

Plagiarism occurs when a person uses the words, ideas, opinions, research, or creative expressions of another as if they were her or his own.

Plagiarism can take many forms. One common type of plagiarism occurs when a person uses another's words without adding quotation marks around the words and clearly stating the source. The words of another may be used only when both of these conditions are present (quotation marks and clear citation of the source). Not using quotation marks implies that the words are the student's.

Another common example of plagiarism is when an individual uses another person's ideas or opinions and expresses them in his or her own words (called paraphrasing) but fails to cite the source. Although in this case, the words may be the student's, the ideas have been borrowed from another, and that borrowing must be acknowledged.

Plagiarism can involve unacknowledged borrowing from any number of places, including published articles, a classmate's paper, graphs, charts, the Internet, or a video production. To take anything owned by another without proper

acknowledgement is theft, and plagiarism is intellectual theft. Plagiarism occurs in research papers through failures of documentation, but it also can happen in class reports, essays, tests, and in any other situation in which a student may use the words or ideas of another.

Plagiarism is a serious violation of academic integrity; it always involves deceit, whether that deceit is intended or not. Ignorance and carelessness sometimes lead to plagiarism, but they are not acceptable excuses. Each individual student has the responsibility to understand and avoid plagiarism. Opportunities to learn about proper use of documentation include the first-year course College Writing and any number of college handbooks.

### **Change in Curricular Requirements**

The College reserves the right to change the course and credit hour requirements of any or all academic programs when such modifications are deemed necessary. All students must comply with the new requirements insofar as such modifications pertain to courses and/or credit hours yet to be completed.

### **Dismissal**

The College reserves the right to dismiss a student when the quality of scholarship does not meet the required standards or when the student's conduct is contrary to the purposes and ideals of the College. Students dismissed for disciplinary reasons are not allowed to make up graded work.

### **Educational Rights and Privacy Policy**

The Family Educational Rights and Privacy Act (FERPA) affords 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 the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding

the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may disclose appropriately designated directory information without written consent, unless you have advised the Registrar of your request not to have directory information released without your consent. This is accomplished by submitting an "Access to Student Records" form to the Registrar. The following data has been designated as Directory Information at the College:

- o the student's name, address, telephone listing and e-mail address
  - o date and place of birth
  - o major field of study
  - o participation in officially recognized activities and sports
  - o the weight and height of members of athletic teams
  - o dates of attendance
  - o degrees and awards received
  - o the most recent previous educational institution attended.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Harassment**

Saint Joseph's College is committed to maintaining a humane atmosphere in which individuals do not abuse their personal power or authority in interpersonal relationships. More specifically, the faculty, administration, staff and students of Saint Joseph's College will not condone actions and/or words which a reasonable person would regard as either gender or racial discrimination, or sexual harassment.

### **Courses at Other Institutions**

With the permission of the faculty advisor/chair and the Office of the Registrar, a student may take a course at another accredited institution during the summer in order to make up a course missed, provided the content of the course is deemed to be equivalent to that offered at Saint Joseph's. A grade of C or above must be achieved. Only the credits, not the grade, are transferred.

### **Honors and Awards**

#### **Graduation with Distinction**

Graduating seniors are cited for graduation honors on their transcript and diploma. Students with at least 63 credit hours earned at Saint Joseph's College who have achieved a cumulative index of 3.90-4.0 graduate summa cum laude; those with a cumulative index of 3.70-3.89 graduate magna cum laude; and those with a cumulative index of 3.50-3.69 graduate cum laude. Students who have earned between 54 and 62 credit hours at Saint Joseph's College and who have achieved a cumulative index of at least 3.50 graduate cum laude. The cumulative index for the purpose of graduation with distinction is based on the student's record at Saint Joseph's College.

The valedictorian of the class is ordinarily the senior who has attended Saint Joseph's College for eight (8) consecutive semesters and has earned at least 128 credits at Saint Joseph's College, with the highest cumulative index based on the first seven (7) semesters' grades.

#### **Dean's List**

A student in good standing at the end of the term who has attained an average of 3.5 or better and has completed successfully all courses for which the student is registered with no grade less than a B- is placed on the Dean's List. The student must have been carrying a course load of 14 credits minimum.

#### **Honor Societies**

**Delta Epsilon Sigma**, a national scholastic honor society for students of Catholic colleges and universities, has been represented at Saint Joseph's College since

1950 by the Beta Omicron Chapter. Membership in Delta Epsilon Sigma is based on leadership, service, superior achievement in the student's academic program, 3.5 average or better, and the student's indications of future creditable use of that achievement in bringing the principles of a sound Christian philosophy to bear effectively upon the problems of a modern free society.

**Sigma Theta Tau International** is the honor society of nursing and exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the society advances nursing leadership and scholarship, and furthers the utilization of nursing research in health care delivery as well as in public policy.

The Kappa Zeta Chapter-at-large of Sigma Theta Tau was chartered at Saint Joseph's College in April 1988. To be eligible for membership, undergraduate Nursing students must have at least a 3.0 GPA and be in the top 15% of the junior class or top 35% of the senior class.

### **Pandemic Crisis Plan**

It is possible that a pandemic flu alert or other emergency may close the College for two or more weeks during the course of an academic semester. The College and its faculty understand the unusual nature of closing due to a crisis and will extend to its students every consideration in accordance with its academic standards and goals.

Should a closure occur due to a pandemic flu alert occur, each course being taught during the semester, including this course, will continue its instruction for students to the extent possible while they are at home. Therefore, students will take their books and instructional materials with them when they leave the campus and continue their reading and other assignments. Assignments, readings, quizzes, and exams that would have been scheduled in the weeks after reopening will be due according to the schedule in the syllabus.

Instructors reserve the right to modify syllabi in the case of an emergency and to keep in touch with students through the instructors' media of choice.

## **Educational Rights and Privacy Policy**

The Family Educational Rights and Privacy Act (FERPA) affords 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 the College receives a request for access. Students should

submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may disclose appropriately designated "directory information" without written consent, unless you have advised the Registrar of your request not to have "directory information" released without your consent. This is accomplished by submitting an "Access to Student Records" form to the Registrar. The following data has been designated as Directory Information at the College:

- the student's name, address, telephone listing and e-mail address
- date and place of birth
- major field of study



- participation in officially recognized activities and sports
  - the weight and height of members of athletic teams
  - dates of attendance
  - degrees and awards received
  - the most recent previous educational institution attended.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Student Grievance Policy

### Purpose

The primary objective of the grievance procedure is to insure that student concerns are promptly addressed, and that resolutions are reached in a fair and just manner. As such, any student at Saint Joseph's College may file a grievance through this procedure.

### Definitions

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act, or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems; wrongful assessment of fees; records and registration errors; and discrimination because of race, national origin, sex, marital status, religion, age, or disability.

Complaints covered by policies already in place (i.e. sexual harassment, grade issues, financial aid, student code of conduct, athletic eligibility, etc.) are excluded from this policy.

### Grievance Procedure

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance

Additionally, the student may choose to present his or her grievance in writing to the person(s) alleged to have caused the grievance. The person alleged to have caused the grievance must respond to the student either orally or in writing. Student grievances that are filed with the person alleged to have caused the grievance after more than ten (10) working days from the initial incident will

not be accepted and are deemed to be waived. Please note that the College recognizes that there may be situations that do not fit within the ten-day time frame.

Regarding an academic concern, if a student elects to bypass the above or is dissatisfied with the response, the student is encouraged to seek counsel from the department chair in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Chief Learning Officer/VP within ten (10) working days of the incident or of the initial response.

If a student elects to bypass the above or is dissatisfied with the response, he/she is encouraged to seek counsel from the chair of the department in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Chief Learning Officer/VP.

The Dean of Campus Life should be presented with all non-academic concerns within ten (10) working days of the incident or of the initial response.

The respective Vice President/Dean will conduct a review of the written statement to resolve any factual disputes. The Vice President and Dean may appoint a member of the college community to review the situation in greater detail. A response should be given to the student within ten (10) working days from the date the written grievance was received. If the disposition extends beyond the ten (10) working days the Vice President should inform the student of the delay and the expected response date.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

In the event that a grievance is filed against a Vice President, the grievance should be submitted to the President of the College.

## Administration & General Services

### Admissions Office

Saint George Hall

Associate Vice President/Chief Enrollment Officer... 207-893-7843

Front Desk ... 207-893-7746

Saint Joseph's College, a Catholic College in the Mercy tradition, enrolls qualified men and women of all religious faiths. Students possessing a strong academic background and a commitment to co-curricular activities are encouraged to apply.

The Admissions Office encourages its students to consider opportunities as work-study assistants and student ambassadors (tour guides).

## STUDENT FINANCIAL SERVICES

### Office of Financial Aid

Mercy Hall – Enrollment Services  
Office of Financial Aid...207-893-6612  
Senior Associate Director ... 207-893-6614  
Senior Program Assistant ... 207-893-6613  
finaid@sjcme.edu

Saint Joseph's College subscribes to the philosophy that the responsibility for meeting the College's expenses rests with the student and family. The College recognizes, however, that there are those who do not have the resources to meet all of these expenses. The Office of Financial Aid determines all awards in accordance with federal and state regulations as well as institutional policies. The College does not discriminate on the basis of race, color, national or ethnic origin or physical disability in the general administration of its scholarships, loans, and work programs. The Office of Financial Aid bases the majority of awards on demonstrated financial need and the availability of funds.

### Application for Financial Aid

Eligibility for aid is determined each year. Please go to the Financial Aid website to access our current forms. All students wishing to be considered must complete the appropriate Free Application for Federal Student Aid (FAFSA). The code for Saint Joseph's College is 002051. New students to the College should file the FAFSA by March 1 and returning students should file the FAFSA by April 1. Those students who apply for aid after these priority deadlines will be considered for financial aid on a funds-available basis.

Periodically, additional paperwork may be required. Students must respond to any request for such information within 30 days. Cancellation of funds may occur after this 30-day period.

### Academic Progress for Financial Aid Programs

All aid recipients are required to make both satisfactory qualitative and quantitative academic progress toward their degree. A Saint Joseph's College student will be deemed to be making qualitative satisfactory academic progress as long as she/he falls within the cumulative grade point average as defined in the Catalogue. Any student will be considered to be making satisfactory quantitative academic progress if he or she is on schedule to complete a baccalaureate degree program within four years if pursuing full-time studies, within six years on a three-quarter time basis or within eight years if attending half-time basis. To be eligible for financial aid a student must be attending at least half-time.

Recognizing that students have different strengths and weaknesses, the Office of Financial Aid will consider a student to be making qualitative and quantitative progress by using the following minimum criteria:

- To be a sophomore..... 28 credits with at least a 1.75 cumulative gpa
- To be a junior..... 60 credits with at least a 2.00 cumulative gpa
- To be a senior..... 96 credits with at least a 2.00 cumulative gpa

Students may receive institutional aid for four years of full-time study in a baccalaureate program unless additional time is required by specific action of the Dean. A student may not receive federal aid for more than 150% of the normal degree completion time frame.

**Five Year Nursing Students** — In the case of students in the nursing program who, by specific action of the Nursing Department and Dean of the College, will require five years to attain their degree, the aforementioned criteria will not pertain.

A notice may be sent to students to include information regarding probation, aid eligibility and academic requirements, which must be achieved. It should be noted that students may not receive retroactive financial aid for the time of ineligibility.

In general, a student who is not making satisfactory progress will be placed on probation for one semester. If he or she attains the academic benchmarks required by the end of the following semester, no further action will be taken. If a student fails to meet the academic requirements, however, all financial aid for the subsequent semester is canceled including all institutionally-administered programs, state and federal aid including student and parent loans. The student should notify the Office of Financial Aid as soon as he or she has met the standards again.

A student who has been denied financial aid as a result of a failure to make satisfactory academic progress has the right to appeal. A letter explaining any mitigating circumstances must be directed to the Financial Aid Office. A committee will review the student's case and will respond in writing to the student.

## Withdrawal and Refund

The College must anticipate for fiscal reasons that enrolled students will complete the term to which they were admitted. However, should it be necessary for a student to withdraw prior to the end of the term, the amount of tuition refund is determined using the following schedule:

Before classes begin: 100% refund

Withdrawal during the first two weeks: Refund of 80% of tuition

Withdrawal during the 3rd week: Refund of 60% of tuition

Withdrawal during the 4th week: Refund of 40% of tuition

Withdrawal during the 5th week: Refund of 20% of tuition

Withdrawal after the 5th week: No Refund

Tuition deposits are non-refundable after May 1.

Lab fees, supplemental fees & other billed charges are not refundable.

Room and board is refundable if the student withdraws prior to the start of classes according to the following schedule:

A student who moves out of the residence halls before week two of classes will be charged a minimum of \$400 per week, or any portion of a week from the move-in date, plus \$1,000. No portion of room and board is refundable after week 2 of classes.

Prior to releasing a refund to a withdrawn student, the College returns funds to federal accounts, state, and institutional accounts as deemed appropriate by current federal regulations. Federal calculations are used to determine how much aid a withdrawing student is allowed to retain based on the time enrolled.

Prior to withdrawal, a student is required to meet with the Senior Director for Student Success Initiatives or the Senior Associate Director of Financial Aid in order to learn the financial consequences of such a decision.

## PROGRAMS

The College participates in the following programs:

### **Federal and State Funds:**

Federal Nursing Student Loan

Federal Work-Study Program

Federal Supplemental Education Opportunity Grant

Federal Pell Grant

Federal Direct Subsidized Loan

Federal Direct Unsubsidized Loan

Federal Direct Parent Loan for Undergraduate Students (PLUS Loan)

State Grants –Maine, or Vermont

### **Saint Joseph's College Funds:**

Merit Scholarships awarded at the time of admission

Saint Joseph's Grant

Family Grant

Endowed and restricted scholarships

For more information about financing education costs, please refer to the Financial Aid Web site at <http://www.sjcme.edu/finaid>.

## Office of the Registrar

Enrollment Services, Mercy Hall  
Registrar ... 207-893-7797  
Associate Registrar ... 207-893-7796  
Administrative Assistant ... 207-893-7798

The office hours for the Office of the Registrar are 8:30 a.m. to 4:30 p.m., Monday through Friday, except on College holidays.

This Office is responsible for the registration of all traditional students into their fall and spring semester courses. For degree candidates, this registration takes place during the Spring Semester for the following Fall Semester classes, and during the fall for the following Spring Semester. It is essential that the student register at the time scheduled by the College to ensure that he or she benefit from the highest available priority in class selection.

Students may adjust their class schedule by Add/Drop at the beginning of each semester. The Academic Calendar lists the Add/Drop deadline. A final grade will be awarded in each course that remains in a student's class schedule after the Add/Drop deadline. No credit will be given for a course for which a student is not registered. Exceptions to these important academic policies will be made only upon the student's successful petition to the Academic Dean.

The Registrar's Office is also responsible for the insurance of enrollment certifications and academic record transcript to third parties at the request of the students.

## Academic Advising

Alfond Center  
Director, Academic Center for Excellence ... 207-893-7563

All first year, transfer and re-admitted students are assigned a faculty advisor. An advisor acts as a guide and mentor; helping students to meet their career goals and explore their academic interests. Students are encouraged to meet with their advisors at least once per semester to ensure that they are enrolled in the proper courses towards degree completion, to discuss career goals and any academic challenges they are facing. A secondary advisor is assigned when students are enrolled in a double-major, a minor or enter as a transfer student.

Academic Advising resources are available in Bright Space, Learning Management System, and on the mysjc Dashboard.

## Office of Institutional Advancement

Xavier Hall

Vice President for Institutional Advancement, 207-893-7891

Corporate, Foundation, and Governmental Grant Relations, 207-893-7892  
Alumni Office, 207-893-7890  
The Office of Communications & Government Relations, 207-893-7721

The Office of Institutional Advancement is responsible for all fundraising and constituent relations among the College's alumni and friends, as well as communications, government, and public relations to external audiences.

The Annual Fund affords alumni, parents, friends and businesses the opportunity to make contributions to support the College's current operations and its most important ongoing needs – student scholarship assistance and support for faculty and academic resources.

An Alumni Annual Fund Phonathon is held twice a year, and current students can apply for a paid position to work on the Phonathon. The Senior Class Gift and Campus Giving Days program helps educate students about the importance of the Annual Fund, and gives students the chance to be a part of providing a legacy for their Class.

In addition to the Annual Fund, Institutional Advancement manages specific fundraising campaigns or challenges. Currently in play are the following campaigns:

- The Center for Nursing Innovation
- The Center for Faith and Spirituality
- The Campaign for Scholarships
- An Arts & Communications Center for the 21<sup>st</sup> Century
- The Institute for Local Food Systems Innovation
- The Institute for Integrative Aging
- Excellence in Athletics (silent, preliminary phase)

Alumni Relations is responsible for sustaining and strengthening the College's relationship with its alumni. The Office in conjunction with the Alumni Association Board develops and sponsors programs to involve alumni and students in the life of the College, builds volunteer leadership for the Alumni Clubs across the country, and offers activities on and off campus, which inform our constituents about the College's current and future direction. Alumni Relations also works with the Career Development Office and current students to assist them in finding internships and jobs with alumni in their field.

The Office of Communications & Government Relations is responsible for deploying and integrating a broad scope of communications systems or platforms to develop mutually beneficial relationships with the public. Their office manages media relations, social media, email communications, the *Saint Joseph's College Magazine*, crisis communications, government relations, and the College website.

Corporate, Foundation, and Governmental Grant Relations is responsible for managing the College's relationship with and encouraging support from private foundations, Government, and other public sources of grants.

The SJC Parents Association operates under the Office of Advancement in cooperation with Admissions and Campus Life. The Parents Association is a way for parents of undergrads to become more involved with their child's education and college community.

## Office of Sponsorship & Mission Integration

Xavier Hall, Second Floor

Vice President for Sponsorship & Mission Integration Officer ... 207-893-7705  
Executive Assistant...207-893-7712

The Office of Sponsorship and Mission Integration provides leadership to ensure and strengthen the integration of the College's Mission, Core Values, Heritage and Vision in the daily operations and strategic planning of the College. The Office provides resources and sponsors programs throughout the year (Mercy Week, Saint Joseph's Month, Mercy Momentum Lunch and Discussion, etc.) to deepen the engagement of the College community in expressing its Mission, Core Values, Catholic identity and Mercy charism. Founded in 1912 by the Sisters of Mercy, Saint Joseph's College is among 17 Mercy colleges and universities in the country. The Office of Sponsorship and Mission Integration supports the Office of the President in the College's relationship with the Sisters of Mercy and their sponsorship of Saint Joseph's through the national Conference for Mercy Higher Education. The Office contributes to the College's strategic vision and plan to become an exemplary 21<sup>st</sup> century, Catholic, liberal arts college in the Mercy tradition.

## Office of Student Accounts

Mercy Hall – Enrollment Services  
Student Accounts ... 207-893-7732  
[billing@sjcme.edu](mailto:billing@sjcme.edu)

The Office of Student Accounts keeps accurate records of all students' financial accounts (billing and payments) with the College. Payments for tuition, room & board, parking decals, and parking tickets can be paid in person or online at [sjcme.edu/payments](http://sjcme.edu/payments).



Semester bills (minus any approved financial aid) must be paid in full, or documentation confirming a valid method of payment must be received by the due date in order to enroll for the coming semester.

- There is an automatic HOLD on grades and transcripts until all financial obligations have been met.
- All seniors must “clear accounts” one month prior to graduation in order to participate in commencement Exercises and receive their diploma.

When it is necessary for the College to forward an unpaid account to an outside collection agency, the student will be responsible for all collection fees.

## Dining Services

### **Pearson’s Café** - Mercy Hall, Lower Level.....(207) 893-6680

Pearson’s Café joins restaurant-style service with on-campus convenience. What’s more, it offers a combination of choices you may never have seen on a college campus before. These choices follow recipes that utilize fresh ingredients, made-from-scratch preparation methods, and sustainable practices.

Meals served in our dining hall are all-you-care-to-eat style of service. You can choose from a wide variety of delicious entrées including vegetarian, vegan, or light selections, seasonal fruits and vegetables, a salad bar, deli bar items, and desserts. Our menus vary daily, providing selections to suit everyone. We use fresh ingredients and purchase 35% of our food from within the State of Maine.

### **Regular Hours of Operation**

Monday-Friday: 7 a.m. - 7 p.m.

Saturday-Sunday: 10 a.m. - 7 p.m.

### **Baggot Street** - Heffernan Center, Second Floor.....(207) 893-6656

Baggot Street is a fun place to hang out with your peers, grab a panini, play pool, check your email or watch TV on one of our 4 large screen TVs. There are a wide selection of menu items to choose from whether you grab and go before class, or sit down and eat at one of our tables. Flex Dollars accepted

### **Regular Hours of Operation**

Monday-Friday: 8 a.m. - 11 p.m.

Saturday-Sunday: 2 - 11 p.m.

### **Brewed Awakenings – Alfond Hall, Second Floor**

Brewed Awakenings is like your neighborhood café from home. Whether you want a coffee and a muffin or a quick bite between classes, you can get it here.

In addition to a selection of caffeinated beverages and bottled drinks, Brewed Awakenings offers snack options that include pastries, potato chips, salads, sandwiches, chocolate-covered pretzels, yogurt, fruit cups, and more.

#### **Regular Hours of Operation**

Monday-Friday: 8 a.m. - 2 p.m.

### **Campus Store – Heffernan Center, Second Floor.....(207) 893-6653**

The Campus Store is the place for students, parents, alumni and the entire SJC community to purchase apparel and accessories. We have many of your school supply or meeting needs, such as portfolios and planners, binders and pens - all branded with the college name. Find an SJC sweatshirt or bag to show your school pride. Our inventory is always changing! We have gift ideas for all occasions, a locally made section, and a few everyday dorm essentials - plus much, much, more.

#### **Regular Hours of Operation:**

Monday - Friday , 9 a.m. – 3 p.m.

General Manager, Pearson's Café ... x 6683

## ***Mail and Print Services***

Service Building

P: X7717 E: [copycenter@sicme.edu](mailto:copycenter@sicme.edu)

Who to know:

Supervisor: Jen Stone ... x 7730

Shift Leader: Lisa Rodrigue...x7717

Mail/Print Associate: Mary Casey...x7717

The mailroom is located in the front of the Service Building. Mail and Print operates both the U.S. Mail, intra-office mail system, on-campus courier service and ships/receives all deliveries from UPS, USPS, FedEx, DHL and Freight companies. U.S. Mail is delivered once daily, Monday through Friday at midday. U.S. Mail is picked up at the blue mailbox; located at the cross roads of Mercy Hall daily. Out-going mail is processed for an afternoon drop off at the Standish Post Office. U.S. Mail can also be dropped off at the mailroom for delivery to the U.S. Post Office, if received by 3:30 p.m.

### ***Mail and packages should be addressed as follows:***

Student Name

MB#  
Saint Joseph's College  
278 Whites Bridge Road  
Standish, ME 04084-5263

### ***Delivery of Personal Packages and Mail:***

Packages shipped to students are received at the mailroom for distribution. An E-mail will be sent to you to notify you of the arrival of your package or mail. Because of limited storage space, packages/mail should be picked up at your earliest convenience between the hours of 8:00 a.m. and 4:30 p.m. Letters and packages can also be mailed out from the mailroom, and a variety of shipping services are available through USPS, FedEx and UPS. Stamps, envelopes, packing materials and fax services may also be purchased. CODs are not accepted, and we are not responsible for cash, checks or valuables sent through the mail.

Packages/mail is not forwarded during college breaks, but will be held at the mailroom and can be picked up when you return from break. At the end of the Spring Semester, First Class Mail will be forwarded to your home address for the summer. Mail is forwarded to graduates for three months following commencement. All mail received three months after commencement for graduates will be returned to sender. Please advise the mailroom of any new address changes.

Hours of Operation: Monday – Friday, 8:00 a.m. – 4:30 p.m.

## Facilities Management

Facilities Planning, Maintenance Department, Housekeeping Department, and Grounds Department  
Service Building

Facilities Management is responsible for facilities planning, construction, and maintenance. Facilities Management provides a wide array of services to the campus to efficiently operate, maintain and protect the facilities, grounds and infrastructure so as to create and provide safe, clean, comfortable, functional and quality learning, living and working environments for students, faculty, staff and visitors.

## Campus Recycling and Waste Disposal

All students, faculty, and staff must actively participate in the upkeep of our beautiful campus. Please dispose of all waste properly. Think before you toss! In most campus buildings, look for the presence of recycling containers. Please separate returnable bottles and cans, recyclable paper and garbage into appropriately marked containers. Additionally, all cardboard boxes should be collapsed and left in residence hall waste rooms for housekeeping to recycle. To minimize the amount of garbage that we produce and further the ecological

mission of Saint Joseph's, remember the three Rs: Reduce, Reuse & Recycle!  
Make this behavior a habit and encourage your friends.

## Office of Information Technology

Service Building  
Helpdesk ... 207-893-7851  
E-mail: helpdesk@sjcme.edu

Chip Stiles  
Kareem Myrick  
Skip Williamson  
John Murray

Michelle Schweitzer  
Domonic McGuire  
Kevin Murphy  
Joseph Delan

Eric Phillips  
Keith Marquis  
Sheila Verrill

**Telephone** – Telephone service is available in every residence hall room on campus for a fee. Calls to student rooms and faculty/staff offices are direct dial, meaning they can be reached by dialing that extension without having to go through a switchboard. Calls to the local Portland calling area are free. For long distance telephone calls, students can utilize personally purchased calling cards and follow the instructions included with them.

**Voice Mail** – Voice mail is a computerized telephone answering system from which students can retrieve messages from their extension or from any phone on or off campus at any time. The voice mail system is also used to send broadcast messages of pertinent information to all extensions.

**Electronic Mail** – E-mail is available to all students, faculty, and staff at Saint Joseph's College and students are encouraged to use their SJC account for all college-related correspondence.

**Internet** – All residence hall rooms have wireless internet access as well as two high-speed internet connections. To gain access you must first authenticate your computer to the College's network. The authentication process confirms that you have current anti-virus software, and if you do not, you will be directed to the URL where an anti-virus software package can be downloaded or updated. You can access the internet via wireless internet or through a CAT5 Ethernet cable in all residence halls.

**Cable Television** – Cable television is available in every residence hall room (students must provide their own televisions and coax cable). The multi-channel package includes: public television, sports, music, movie, local, and a variety of other channels.

**Computer Labs** –The primary open lab area is in the Heffernan Center. This lab is open from 7:00 am to 10:00 pm, seven days a week. It can be accessed other times with the assistance of Campus Security. The Wellehan Library computers are available during normal operating hours in the general library area. All Thin Clients and lab computers are equipped with the Microsoft Office Professional package, Internet access, many course specific applications, as well as printing capability. Students can print 250 pages free of charge per semester with a charge of \$0.05 per sheet beyond the allotted 250 pages.

**Software** – The College participates in providing software licenses for Microsoft Office 365 Professional. The Office package includes Word, Excel, PowerPoint, and Email.

***Parking Decals*** – In order to register your vehicle and receive a parking decal for the year, please come to the Information Technology Help desk with the following:

- Valid Driver's License
- Current Student ID Card
- State Issued Vehicle Registration
- Current Proof of Insurance
- There is a one hundred dollar (\$100) fee for student parking, which is billed directly to your account once a decal is issued to you. This fee will not be pro-rated by date of issue.

***I.D. cards*** – Photo's for ID cards are taken during New Student Orientation and, ID cards are also issued during New Student Orientation. To get a replacement ID, please come to the Information Technology Help desk to have an ID printed. There is a \$15.00 fee for lost ID cards.

## Switchboard

Calls to the College community are received at the extension dialed or processed by an operator or Campus Safety staff 24 hours a day. Students should give their personal phone numbers to their family and friends. In the case of an emergency, however, when the student cannot be reached, the main switchboard number should be used – 207-892-6766. The operator will see that the student gets the necessary message through the use of Campus Safety and/or Campus Life. Student telephone directories can be obtained by logging on to the SJC homepage.