2014 – 2015 Notre Dame College Student Handbook
Welcome!

On behalf of Notre Dame College and the Division of Student Affairs, I am pleased to introduce the 2014-2015 Student Handbook. This handbook is a valuable resource which contains information about the College, its activities, people, and places. The handbook also includes the policies and procedures which guide our actions as a college community toward personal, professional, and global responsibility.

At Notre Dame College we believe education is about more than just earning a degree. Beyond our desire for students to develop intellectually, we are concerned with the overall physical, emotional and spiritual growth of the individual. The Division of Student Affairs offers a full complement of support services to help students succeed personally and professionally, from our Career Services Center and Campus Ministry to the Dwyer Learning Center and Residence Life Office.

In order to be a successful student at Notre Dame College it is essential that you seize the opportunities that are presented to you for intellectual and personal growth. This is applicable to all areas of academic and college life, including the classroom, your co-op or internship, student organizations, activities, opportunities for spiritual growth, athletics, and more. As the Division of Student Affairs, we will support you in these endeavors and challenge you to be transformed by your educational experience.

Please note that all students are responsible for reading and knowing the policies and regulations in this handbook. This handbook will be a helpful guide throughout your time at Notre Dame College. We encourage you to consult it regularly and use it wisely.

Karl Rishe
Dean of Student Affairs
1. Introduction
   a. This Student Handbook contains helpful information guides and directories. It also contains policy statements and regulations, which every Notre Dame College student is expected to follow. Each student is responsible for knowing and observing the contents of both this handbook and the Notre Dame College Catalog.
   b. In recognition of the necessity to provide an environment conducive to free inquiry and free expression in an academic institution, for fair and just relationships with students, and in the spirit of the “Joint Statement on Rights and Freedom of Students,” Notre Dame College has developed the Student Rights, Student Responsibilities and the Student Code of Conduct contained in this handbook.
   c. Notre Dame College expects the members of the College community to demonstrate respect for themselves and others at all times. This respect includes a responsibility to show sensitivity to difference and act justly in interactions with one another. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment, and violence of any kind. Notre Dame College expects the members of the College community to respect college property, the private property of other members of the College community, and the property of the larger neighborhood and city in which we live.
   d. Provisions of this Handbook are not to be regarded as a contract between the College and the student. The College reserves the right to make necessary changes in the information contained in this handbook, which supersedes all previous handbooks.

2. Mission Statement
   a. Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.
   b. All statements of student rights must be read in light of responsible membership in the College community committed to the above statement.

3. Statements of Purpose:
   Notre Dame College engages students, staff and the wider community in the lifelong pursuit of truth, beauty and justice. Those who choose the Notre Dame College educational experience are encouraged to develop these values and skills:
   a. Thinking logically, analytically and creatively
   b. Communicating effectively in speech and in writing
   c. Demonstrating mastery of an academic discipline
   d. Choosing wisely for health and well-being
   e. Appreciating the fine arts
   f. Applying principles of Catholic social teaching to life in a diverse world
   g. Pursuing personal spiritual development
   h. Sharing talents and gifts in the spirit of friendship
   i. Applying technology and digital resources appropriately and responsibly
   j. Pursuing integrative learning within and among general and specialized studies
4. **Catholic Identity Statement**
   a. Notre Dame College understands the unique role a Catholic College plays in 21st century American culture. Committed to our Catholic faith tradition of belief in God’s creating, saving, and sustaining love, we strive to daily live out the distinctive characteristics of a Catholic University identified by John Paul II[1].
      i. We give evidence of Christian inspiration and commitment as individuals and as a College community by daily celebration of liturgy, active participation in Christian and ecumenical prayer, and through the renewal and refurbishing of our worship space, Christ the King Chapel.
      ii. In both formal and informal settings, faculty and students conduct their academic work and reflection in light of the Catholic faith “with due regard for academic freedom and the conscience of every individual”[2]. All undergraduates are required to take a scripture class, a social justice class, and an ethics class in order to graduate.
      iii. Students and faculty are committed to the ideals, principles, and teachings of the Catholic Church. While all students at Notre Dame College are not Catholic, all students, staff, and faculty are expected to develop and live a personal moral and ethical code that reflects the values of the Catholic tradition.
      iv. The mission of Notre Dame College calls faculty, staff, and students to the service of others through personal, professional, and global responsibility. Students are involved in annual outreach including: Habitat for Humanity, Stretch Your Heart, and summer service projects. Both faculty and students make individual commitments to some local or national service project.
   b. As a Catholic College, Notre Dame College was founded upon and continues to teach in light of our rich Catholic tradition and Catholic principles.
      i. Relying on our expansive intellectual heritage.
         1. Catholic intellectual life relies on a breath-taking body of works and treatises stretching “from Justin to Augustine to Lonergan, from Origen to Anselm to Teilhard, from Aquinas to Newman to Küng.[3]
      ii. Affirming the sacramental principle that the natural world as well as human culture can serve to mediate God’s grace. This principle, as well as those that undergird our responsibility to educate for justice, reminds us of our call to participate in the transformation of the world in light of the human dignity of all persons.
      iii. Prizing pluralism. The Catholic faith consistently confirms its universality and catholicity as it embraces all people: young or old, believer or non-believer, from every nationality or social class with special gifts or with specific challenges.
   c. Given the saving death and resurrection of Jesus, Notre Dame College sees itself as having a mission within the Church to extend Christ’s loving, saving activity in the world. The Gospel serves as guide and goal.
      i. We are confident that life has meaning.
      ii. We believe that in some way each of us is called to serve others and to contribute to the “common good” in our immediate relationships and as a participant in the larger global community.
      iii. Each one of us is called in Christ to respond to the fullness of gifts we have been given in the Spirit.
iv. As we exercise the gifts of the Spirit, we recognize the responsibility to live an honest, ethical, and moral life so that our daily circles of influence are consistently marked in sometimes subtle or dramatic ways by the Notre Dame College mission.


5. **Student Rights** - All students, as members of the Notre Dame College community, shall have the following rights:

   a. Freedom of expression and assembly subject to the limitations of the Student Code of Conduct and other College regulations and policies.
   
   b. Freedom to pursue educational goals.
   
   c. The right to notification by the instructor, during the first week of class and in the form of a written syllabus, of all course requirements. Such notification should include, but not be limited to, course subject matter for each class meeting, assignments and due dates, types of examinations and examination dates, instructor’s office hours, required texts and procedures for determination of final grades. All students have the right to adequate notice of substantive changes in course content.
   
   d. Freedom from unreasonable search and seizure by College officials subject to the Student Code of Conduct and other College regulations and policies. The reasonableness of searches and seizures is determined by the College. Generally, unreasonable searches and seizures are those that are not allowed by the Student Code of Conduct, other College regulations and policies, or law.
   
   e. Faculty, staff or another student must establish articulable suspicion before a policy violation can be investigated. Articulable suspicion is defined as: distinct reasons to believe that a particular person or persons has committed a violation of a policy.
   
   f. The right to conduct procedures as defined in the College Conduct System.
   
   g. The right to privacy and confidentiality of student records according to the Family Educational Rights and Privacy Act (FERPA). See FERPA policy for more information.
   
   h. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation in accordance with the Grade Appeal Process.

6. **Student Responsibilities** - Students, as members of the College community, shall have the following responsibilities. This should not be construed to exclude other responsibilities which students inherit as members of the student body or as citizens of the community at large:

   a. The responsibility for maintaining academic integrity and other standards of academic performance as established by College policies and regulations.
   
   b. The responsibility for acting in such a manner as to insure that other students may enjoy the rights declared under the Student Rights.
   
   c. The responsibility for respecting and complying with the Mission Statement of the College, as well as the Student Code of Conduct.
d. The responsibility for respecting and complying with all provisions of local, state and federal laws.

e. The responsibility for acting in a manner which promotes an atmosphere of learning, free expression and respect for the rights, dignity and worth of every individual in the College community.

f. The responsibility for meeting financial and other obligations to the College.

g. The responsibility to register for a Notre Dame College e-mail account and to utilize it as the primary means of communication as a student.

7. Student Code of Conduct Preamble

a. Notre Dame College is a private, Catholic, liberal arts college, which holds basic traditions and Christian principles including certain expectations of ethical and moral expectations. The College therefore, reserves the right to establish and enforce regulations governing student behavior.

b. All students who enroll in Notre Dame College are assumed to be mature people of high moral character, who understand the need to conduct themselves in a manner that is compatible with the College’s mission as an educational institution. Each student is expected to become familiar with all College policies, rules and regulations and is responsible for adhering to them.

c. Students must understand that the Code of Conduct may operate simultaneously with federal, state, or local law. The College will not protect any student from the enforcement of the law. College officials will assist law enforcement agencies wherever possible.

Violation of the spirit of the institution

d. Any conduct that would conflict, discredit, or disgrace the values and mission from which the college was established upon could result in disciplinary action.

8. Student Code of Conduct

Violations of this Code may be construed to include any active violation, attempted violation, solicitation of another to commit a violation, or aiding another in a violation. Student conduct processes may be instituted when an individual or group of individuals may be responsible for violating any of the following:

a. Abuse/Assault

   i. Physical touching, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health, safety or the ability to engage in the educational environment of any person. Examples may include, but are not limited to, pushing, fighting, threatening to fight, or intimidation via social media.

b. Alcohol

   i. Alcohol is prohibited in the College’s residence halls, and all other places on campus unless approved by the Dean of Students. Students are expected to comply with all federal, state, and local laws pertaining to alcohol, as well as the comprehensive Alcohol Policy below. Potential violations of law and College policy include but are not limited to:
1. Possession, consumption, or transportation by automobile of alcohol by a person under 21 years of age.
2. Possession or display of alcohol paraphernalia. Examples include, but are not limited to, empty alcohol containers, shot glasses, alcoholic signage, and alcoholic games/toys.
3. Sale or distribution of alcohol on campus unless approved by the Dean of Students.

c. Discrimination and Hate Speech
   i. Any conduct that discriminates contrary to College policy, on the basis of gender, race, creed, color, sexual orientation, national origin, age, or disability.

d. Dishonesty
   i. Dishonesty includes, but is not limited to, the following:
      1. Knowingly providing false information to the college and/or a college official in the performance of his/her duties
      2. Falsifying documents, records, instruments of identification, or other college forms

e. Disorderly Conduct
   i. College community members are expected to conduct themselves in a manner that does not create disruptions or that does not involve unacceptable actions in regards to community, behavioral, and/or College standards. Such conduct may include, but is not limited to the following:
      1. Intentional or unintentional activity that disrupts the normal operations of the college and/or infringes on the rights of other community members.
      2. Interference with freedom of speech or movement.
      3. Lewd and vulgar behavior.
      4. Any behavior that jeopardizes the integrity of the College or any of its members.
      5. Public intoxication, including but not limited to, the Notre Dame College campus.

f. Drug Policy
   i. The unlawful manufacture, sale, distribution, use or possession of drugs, except for the use or possession of drugs prescribed by a physician, is prohibited on property owned or operated by NDC or as part of any of its activities. Potential violations of law and College policy include, but are not limited to:
      1. Possession, consumption, distribution or sale of illegal drugs.
      2. Possession, consumption, distribution or sale of prescription drugs that are not prescribed to you.
      3. Distribution or sale of prescription drugs that are prescribed to you.
      4. Possession or use of equipment, products, or materials, that are used or are reasonably anticipated to be used for, consumption, distribution or sale of illegal drugs or prescription drugs that are not prescribed to you. Examples of equipment, products or materials include, but are not limited to, bongs, pipes, rolling papers, scales and grinders.

g. Failure to Comply
The College community members are expected to cooperate with all College faculty and staff acting in performance of their duties at all times. Failure to comply includes, but is not limited to, the following:

1. Failure to follow the directions of faculty or staff
2. Failure to respond to a request to see identification by staff
3. Failure to complete judicial sanctions as issued

h. Fire Safety

i. The following are strictly prohibited:

1. Intentionally or carelessly setting a fire of any nature.
2. Pulling a fire alarm when there is no fire.
3. Tampering with the protective hood on fire alarm pull stations, smoke detectors or sprinkler systems.
4. Misuse of fire extinguishers.
5. Setting off fire crackers or similar incendiary devices.
6. Using candles or burning incense.
7. Vandalizing exit signs.
8. Tampering with, or rewiring of, electrical fixtures is prohibited.
9. Covering smoke detectors, sprinkler heads, or other fire safety devices.
10. Failing to evacuate the building during an alarm.

i. Hazing

i. Hazing activities are defined as any action taken or situation created, intentionally or recklessly, whether on or off campus, that causes or creates a substantial risk of causing mental, emotional, physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities may include, but are not limited to the following:

1. Use of alcohol
2. Paddling in any form
3. Creation of excessive fatigue
4. Physical, emotional, or mental shocks
5. Quests, treasure hunts, scavenger hunts, road trips or any such activities
6. Wearing apparel that is conspicuous and not normally in good taste
7. Engaging in public stunts
8. Morally degrading or humiliating games and activities
9. Any other activities that are not consistent with fraternal law, ritual, or policy; the regulations and policies of the College; or the laws of the State of Ohio

j. Harassment

i. Members of the college community are expected to respect the rights of others by refraining from any inappropriate behaviors that may negatively impact a student, staff or faculty member's experience. Harassment may include a single or repeated act, but is not limited to the following:

1. Conduct or language which intimidates, threatens, or endangers the health or safety of any person
2. Behavior that intentionally, unintentional or negligently causes physical, financial, or emotional harm to any person
3. Behavior that is construed as a nuisance, including, but not limited to, prank phone calls or abusing or harassing another user through electronic means
4. Any behavior that forces or coerces any student, staff or faculty into a particular set of actions.
5. Stalking: Any ongoing, intentional or unintentional, pattern of behavior or past series of acts that place another person in reasonable fear of bodily harm or threaten his or her mental well-being or safety, or cause emotional distress.

k. IDs
   i. All students must carry their Notre Dame College ID card at all times.
   ii. One may not allow another to use their Notre Dame College ID.

l. Motor Vehicles
   i. Operators of motor vehicles are expected to follow the laws that govern the use of motor vehicles. Violations to this policy may be forwarded to South Euclid Police for enforcement or may be referred through the Student Conduct procedure.

m. Sexual Misconduct (Includes: Discrimination on the basis of sex [Title IX], Harassment, Assault, & Violence)
   i. Please refer to the Sexual Misconduct & Title IX Policy on the Title IX page of the NDC website http://www.notredamecollege.edu/sites/default/fileuploads/TitleIXPolicy.pdf

n. Smoking
   i. Smoking of any kind, including electronic cigarettes, is strictly prohibited on College property unless in designated smoking areas.
   ii. Cigarettes, including electronic cigarettes, cannot be sold, advertised, or given as samples on campus.

o. Solicitation
   i. Solicitation on campus is prohibited unless given consent from the Vice President of Finance and Administration in writing.

p. Theft or Possession of Stolen Goods
   i. Theft and/or possession of stolen goods are strictly prohibited. Theft includes, but is not limited to, the borrowing of personal or college items without permission; the use of another’s items for re-sale or distribution.

q. Unauthorized Entry
   i. Unauthorized entry includes:
      1. Breaking and entering into any building or room on campus
      2. Unauthorized use of a College key or access device.

r. Unauthorized Use of Campus Property, Name, Logo
   i. The Notre Dame College name and logo are not to be used for any purpose without the consent of the Chief Communications Officer.

s. Use or Possession of Dangerous Objects
   i. Use, possession, or storage of dangerous weapons, chemicals, explosive devices or materials is prohibited.
   ii. This includes, but is not limited to, firearms, air guns, knives with a blade longer than 2¼ inches, ammunition, slingshots, metal knuckles, bows and arrows, firecrackers, and bombs of any kind.

t. Vandalism
i. Vandalism is defined as intentionally, recklessly, or negligently causing damage to the property of the college or of an individual.

u. Violation of Law
   i. Any conduct that could be construed as a violation of any state, federal or local law can be cause for disciplinary action. Students are required to notify the Dean of Student Affairs of any arrest or conviction of crime other than minor motor vehicle infractions where no one was hurt. Notice should be given within five (5) days of the occurrence. Failure to notify may result in additional disciplinary action.

9. Notre Dame College Student Conduct System
a. Notre Dame College has the right and authority to investigate, hear and adjudicate all alleged policy violations of this Handbook and impose sanctions accordingly.

b. Role of Administrators in Conduct System
   i. The Dean of Student Affairs and Director of Student Conduct, or their designees, are empowered to adjudicate all alleged policy violations.
   ii. The Student Ombudsperson is a neutral staff member who is looking out for the best interest of the student and the general student community at the College.
   iii. The Judicial Branch of Undergraduate Student Government is tasked with approving all updates to this Handbook.

c. Policy Violations and Hearings
   i. Any member of the College community may allege another member of the College community of violating a policy in the Student Handbook. A policy violation must be prepared in writing and directed to the Director of Student Conduct who is responsible for the administration of the College Conduct System.
   ii. If College officials determine that the actions of a student are a threat to a member or members of the campus community, the College may immediately suspend the student from housing, classes, and all College events including athletics, and remove the student from campus pending a Conduct Hearing. Students under criminal investigation, or who have pending legal charges, may be suspended until the resolution of the criminal investigation or legal action. During an interim suspension, a student may continue to do course work independently unless otherwise determined by the Dean of Student Affairs or the Vice President for Academic and Student Affairs.

d. Conduct Hearing Procedures
   i. Investigation of Alleged Policy Violations
      1. All alleged policy violations will be investigated to determine if the charges have merit.
      2. If it is determined that there is merit to the alleged policy violation, the Director of Student Conduct will assign the case to a hearing officer or conduct board to be heard.
   ii. Notification of Conduct Hearing
      1. The student will be presented with a summons letter from the hearing office/conduct board that details the alleged policy violation(s). This letter will include the date, time and location of the hearing.
         a. All policy violations will be presented to the student in written form.
b. Notice will be given to the student via College e-mail. Failure of the student to not check and read e-mail does not render the notice ineffective.

c. The initial hearing will be held within a reasonable time after the student has been notified – generally not less than two, and not more than fifteen calendar days. Maximum time limits for the scheduling of hearings may be extended at the discretion of the staff of Notre Dame College.

2. Prior to the hearing, students can elect to schedule a meeting with the Student Ombudsperson to receive clarification on the student conduct process and the alleged policy violations.

iii. Conduct Hearing Proceedings

1. The student should arrive for their conduct hearing on the date and time, and to the location, specified in their summons letter.

2. At the start of the hearing, the student will be presented with their rights:
   a. A student has the right to know why they were summoned to a conduct hearing.
   b. A student has the right to bring witnesses to the hearing to be questioned by the hearing officer/conduct board.
   c. A student has the right to appeal (see section 10 of this handbook for more information).

3. During the hearing, the student will be allowed to give their account of the incident. The hearing officer/conduct board will ask clarifying questions.

4. Once questioning is complete, the student involved will provide a closing statement where he/she will have the opportunity to accept or deny responsibility for the alleged policy violation(s).

5. The hearing officer/conduct board will set a date, time and location for a follow up hearing. During the follow up, all findings will be discussed, and sanctions will be delivered if appropriate.

6. Once the student is gone, the hearing officer/conduct board will deliberate and determine if a student is responsible for the alleged policy violation and, if appropriate, what sanctions shall be imposed.

iv. Additional Information about Conduct Hearings

1. Conduct Hearings shall be conducted in private.

2. The student involved has the right to be assisted by an advisor. The advisor must be a member of the Notre Dame College community and may not function as an attorney at the hearing. The student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing.

3. The complainant, student who allegedly violated a policy, and the advisor – if any – shall be allowed to attend all portions of the hearing, excluding deliberations. Admission of any other person to the hearing shall be at the discretion of the Director of Student Conduct.
4. Those present for the duration of the conduct hearing, including deliberations, include the hearing office/conduct board and the Student Ombudsperson.
5. At no time is a parent, guardian, relative, or legal representative permitted to be present for a conduct hearing.
6. In cases involving more than one student, the Dean of Student Affairs and/or the Director of Student Conduct, at his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly. Follow up meetings will be held individually.
7. Pertinent records, exhibits, and written statements may be accepted for consideration at the discretion of the hearing officer/conduct board.
8. All procedural questions are subject to final decision by the Dean of Student Affairs, the Hearing Officer and/or members of the Conduct Board. The Hearing Officer/Conduct Board may choose to suspend the hearing to consider such questions.
9. The hearing officer’s/conduct board’s determination shall be made on the basis of whether it is more likely than not that the student violated a policy in the Student Code of Conduct. Formal legal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in the College Conduct System.
10. Nothing in these paragraphs shall be interpreted to include the right to legal counsel.
11. There shall be a record, such as written notes and/or a tape recording, of all hearings. Deliberations shall not be recorded. The record shall be part of the Student Record and the property of Notre Dame College.
12. If after receiving notice as described above, an accused student does not appear for a Conduct Hearing, the hearing will be held in that student’s absence. The information in support of the alleged violations shall be presented and considered even if the accused student is not present.
13. The hearing officer/conduct board will make accommodations for the personal safety, well being, and/or fears of confrontation of the complainant, student, and/or witness.
14. In the event that individuals or college offices need to know of a student’s sanctions, the Director of Student Conduct or designee may do so.
15. Notre Dame College students, organizations, and groups have the right to notice and an opportunity to be heard only as described above.
16. All records of student conduct policy violations shall be kept for seven years.
17. All students have access to their own policy violation records.
18. Government officials have access to all policy violation records when the Director of Student Conduct is provided with appropriate documentation

e. Conduct Board Members
   i. If a hearing is heard by a conduct board, the following individuals will be involved:
      1. The Director of Student Conduct, or designee, will facilitate all the proceedings and will not give personal views during a hearing.
2. The Student Ombudsperson will serve as a student advocate and will help the
student with clarification of questions and/or policies during the hearing.
3. The conduct board, which hears the case and determines responsibility, will
consist of three faculty or staff members.
4. A student may request a board member not be part of the hearing due to past or
current experiences with that board member to avoid bias.

f. Sanctioning
   i. If a student is found responsible for violating a policy, the hearing officer/conduct
      board will determine and assign sanctions.
   ii. The hearing officer/conduct board will receive information about prior violations of the
       student involved, and if they were found responsible.
   iii. The hearing officer/conduct board aims to educate students through sanctions, while
        encouraging positive behavior changes and protecting the living and learning
        environment of other students.
   iv. The following is a list of sanctions that may be imposed if found responsible for a policy
       violation. To maximize student learning, more than one of the below sanctions may be
       imposed. Please note this list is not all inclusive.
       1. Loss of Privileges – denial of specified privileges for a designated period of time.
          This includes loss of visitation, inability to attend specific events or activities on
          campus, etc.
       2. Alcohol Education Class – a class offered multiple times a month that provides
          education about alcohol use and college students.
       3. Mandatory Counseling – a referral to the College Counseling Center.
       4. Restitution – compensation for loss, damage or injury. This may take the form of
          appropriate service and/or monetary or material replacement.
       5. Parental Notification – Parents/guardians of a student may be notified of a policy
          violation.
       6. Reflective Thought sanctions – work assignments, essays, service to the College or
          other related discretionary sanctions.
       7. Verbal Warning – a verbal notice that states a policy has been violated and the
          behavior must not occur again.
       8. Written Warning- a written notice that states a policy has been violated and the
          behavior must not occur again.
       9. Probation – a written reprimand for a policy violation. Probation is for a
          designated period of time and includes the probability of more severe sanctions if
          any policy violations occur during the probationary period.
      10. Final Probation- a written reprimand for a policy violation. Final Probation for a
          designated period of time and may lead to if any policy violations occur during
          the final probationary period.
      11. Residence Hall Suspension – separation from the residence halls for a designated
          period of time.
      12. Residence Hall Dismissal – permanent separation from the residence halls.
      13. Suspension – separation from the College for a definite period of time.
      14. Dismissal – permanent and complete separation from the College.
15. Revocation of admission and/or degree – admission to the University or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of the Code in obtaining a degree, or for other serious violations committed by a student prior to graduation.

16. Withholding degree – the College may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Code of Conduct, including the completion of educational sanctions imposed.

g. Appeal Process

i. A student found responsible for violating a policy may appeal if they can show clear and convincing reasons that:

1. The conduct hearing was conducted unfairly in light of the charges and evidence presented, or not according to the prescribed procedures.
2. The sanction(s) imposed were inappropriate compared to the violation.
3. New facts should be considered. In order to consider new facts, those facts must be sufficient enough to alter a decision or not known to the student appealing at the time of the original hearing. An Appellate Body shall determine the propriety and admissibility of any new facts.

ii. All appeals must be in writing and submitted to the Director of Student Conduct within 72 hours of receipt of the sanctions.

1. The appeal letter must include one of the three reasons listed above in order to be considered for appeal.
2. The letter is the sole basis to determine whether an appeal will be heard.
3. The letter should be as complete as possible and set forth the basis for changing the determination of the original conduct hearing.

iii. If your appeal letter is accepted, the Director of Student Conduct will determine who the appeal hearing officer will be.

1. The appeal hearing officer will not be the original hearing officer or member of the conduct board.
2. The appeal hearing officer may be the Assistant Director of Residence Life, the Dean of Students, the Vice President for Academic and Student Affairs, or their designees.
3. The appeal hearing officer shall not be the President of the College.

iv. The appeal hearing officer will contact the student to schedule a time to hold the appeal hearing.

v. During the appeal hearing the appeal hearing officer will review the student’s appeal letter, conduct hearing notes and/or recording, and/or supporting documents.

vi. The appeal hearing officer will determine if the student is still responsible for violating the alleged policy. The appeal hearing officer has the ability to uphold or change the sanctions originally imposed.

vii. Review by an appeal hearing officer is final no other College official shall review the case.

10. Academic Policies

a. Introduction
i. The following academic policies are intended to guide students in their academic endeavors at Notre Dame College. Additional academic policies and procedures can be found in the College Catalogue.

b. Academic Dishonesty
i. Academic Dishonesty includes but is not limited to the following: 1) the completion or attempted completion of any academic work by means other than those permitted; and 2) the alteration of a document relating to the grading process, including – changing an instructor’s grade book, or changing answers on a test after the time to complete the test is over.

ii. Examples of Academic Dishonesty include but are not limited to: unauthorized collaboration, copying another student’s answers, unauthorized aids on a test, fabricating assignments, using purchased or pre-made term papers, plagiarism, and destroying another student’s work.

iii. Plagiarism occurs when an individual presents the ideas, thoughts, or words of another as his or her own. Plagiarism includes, but is not limited to, using phrases, sentences, or ideas from a published source, including the internet, without citing that source, representing another’s unpublished work as your own, rewriting or paraphrasing the work of another without giving credit to that person by citation, submitting a paper as one’s own work that has been copied, in whole or in part, from another’s work.

c. Generally, the faculty decides upon sanctions for acts of Academic Dishonesty. Thus, Academic Dishonesty may carry specific penalties carried out by the faculty outside of the Conduct Procedure. Those penalties include but are not limited to: failure on the specific assignment, failure of the course, and/or a letter detailing the offense which is kept in the Office of Academic Affairs. Note that although deference is given to the faculty to handle matters of Academic Dishonesty; such action does not preclude disciplinary action under the College Conduct Procedures.

d. Academic Disruption:
   i. Intentional or unintentional disruption or obstruction of teaching, learning, research, administration, or other functions of the College.

e. Academic Dishonesty
   i. Integrity and credibility are the foundation for all academic work. Academic dishonesty is thus a grievous offense to the educational process and the mission of Notre Dame College. All members of the Notre Dame College community are expected to behave with integrity and credibility.

   ii. The Academic Dishonesty Policy may be found in the Student Code of Conduct. Violations of that policy may be cause for sanctions by Academic Affairs and/or the College Conduct System.

f. Classroom Expression
   i. Discussion and expression of all views relevant to the subject matter are permitted in the classroom and subject to the responsibility of the faculty member to maintain order and to adhere to class time limitations.

   ii. Students are responsible for learning the content of any course in which they are enrolled.
iii. Students are responsible for all stated course requirements, as found in the syllabus of that course.
iv. Academic evaluation of student performance shall be neither prejudicial nor capricious.
v. Information about student views, beliefs and political associations acquired in confidence by faculty members in the course of their teaching, advising and counseling should remain confidential.

**g. Campus Expression**

i. Discussion and expression of all views are permitted within the College subject to requirements for the maintenance of order.

ii. Support of any cause by orderly means that does not disrupt the operation of the College is permitted.

iii. Public statements and demonstrations by individual members of the College community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the College.

iv. Students, groups and organizations may invite persons on campus subject to the requirements for use of College facilities and permission from the Dean of Student Affairs. An honest effort shall be made to provide College facilities for speakers and/or programs invited to the campus by a recognized campus organization.

v. Sponsorship of guest speakers and/or programs does not necessarily imply approval or endorsement of the views expressed either by the sponsoring organization(s) or the College.

**h. Campus Publications**

i. The College recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They can be a means of bringing student concerns to the attention of the College community and of formulating student opinion. All student publications shall be published in accordance with guidelines established by the policies and procedures set forth by the governing documents of each particular publication. These guidelines shall adapt generally accepted journalistic standards to the College setting.

ii. Student publications shall be generally free of censorship, and their editors and managers shall be free to develop their own editorial policies and news coverage.

iii. This sense of free expression shall recognize the religious character of the College and shall be sensitive to that character.

iv. This editorial freedom entails a corollary obligation to honor those generally accepted journalistic standards as interpreted by the College, including but not limited to, the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, techniques of harassment and innuendo, and to follow all applicable regulations of the Federal Communications Commission. Editorial policy is to be consistent with the provisions of the Student Code of Conduct.

v. Editors and managers of student publications shall not be arbitrarily suspended or removed from office because of student, faculty, administrative, alumni or public disapproval of editorial policy or content. Editors and managers shall be subject to sanctions only for proper and stated causes in violation of conduct in their role as
editor or managers, and when the conduct in question pertains to publications as defined in this Code. Such sanctions shall normally be imposed only as a part of established College Conduct System for students; provided, however, that nothing herein shall be construed to limit the authority of the College in dealing with wrongdoing or breaches of accepted journalistic ethics or standards by any student editor, reporter or publications manager or staff person.

vi. All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the College community.

vii. A College student, recognized group, or organization may only distribute printed material on campus with prior approval of that individual’s group or organization’s governing body providing such distribution does not disrupt the operation of the College and conforms to Mission of the College and regulations.

viii. Posting or distribution of printed materials in or on College buildings shall be in accordance with the Mission of the College and the College’s Posting Policy.

i. Cell Phone/Pager/Electronic Device Use During Class
   i. Students are allowed to have cell phones and pagers on campus. However, students may not use cell phones, pagers, digital music players, and other electronic devices during class unless designated by the faculty member. Faculty members may confiscate electronic devices, cell phones, or pagers in the event of a violation of this policy, or require the student to leave for the remainder of class.

j. Computer Use Policy
   i. The Notre Dame College Acceptable Use Policy (AUP) promotes the efficient, ethical and lawful use of Notre Dame College’s information technology resources. The College’s computing systems, networks and associated facilities are intended to support the College’s mission and to enhance the College’s educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the College will be considered a violation of this policy.
   
   ii. Scope
       1. This policy covers all uses of the College’s information technology (IT) resources, including, but not limited to: computer hardware, software, data networks, e-mail, Internet use, and electronically stored data. Use of these resources includes access from off and on campus, as well as access from privately owned computers.

   iii. Rights and Responsibilities
       1. Employees and students may use College owned IT resources for instructional, research, administrative, or communication purposes. Access to and use of the College IT resources and the Internet requires compliance with all federal, state, and local laws, as well as the rules and regulations of the College. Misuse of these resources may result in criminal charges, civil liability, or discipline by the College. By using the College’s IT resources, all users agree to abide by this Acceptable Use Policy.
       2. Users of College IT resources, including users of laptop computers, are responsible for the security and general maintenance of the resource.
iv. Computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that individual users act responsibly. This Acceptable Use Policy is intended to supplement College policy and does not release users from compliance with any existing policies including, but not limited to, harassment, stalking, academic dishonesty, etc.

v. The College’s computers and networks are shared resources, for use by all employees and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. The College will ensure reasonable use by monitoring access logs, traffic data, and network utilization.

vi. Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or email account. Users are required to change any generic passwords given for initial access.

vii. Users should not assume or expect any right of privacy with respect to the College’s IT resources. Although the College does not seek to monitor the communication of its employees or students, system administrators and/or College officials may access or examine files, user history, site content, or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, that may threaten the integrity of the College’s IT resources, or that are in violation of College policy. In addition, files, email, access logs, and any other electronic records may be subject to search under court order.

viii. Internet Use and Social Networking

1. Notre Dame College does not seek to monitor the IT uses of its students and employees, including the content of social networking sites (i.e. Facebook). As a matter of policy, Notre Dame College does not actively monitor the content of social networking sites. However, content found on the internet (Facebook/Myspace, Blogs, etc.) that violates college policy, including the Code of Student Conduct, will be subject to disciplinary action.

ix. Prohibited Use of IT Resources: it is a violation of this policy to:

- Intentionally and without authorization, access, modify, damage, destroy, copy, disclose, or take possession of all or part of any computer, computer system, network, software, data file, program, or database.
- This includes, but is not limited to:

  1. Gaining access by willfully exceeding the limits of authorization.
  2. Attempting to gain unauthorized access through fraudulent means.
  3. Gaining access by using another person’s name, password, access codes, or personal identification.
  4. Attempting to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes.
  5. Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, or database.
6. Install any software on computer systems in the computer labs, unless authorized by a member of the lab staff or a faculty member.
7. Transfer copyrighted materials to or from any system, or via the College network, without the express consent of the owner of the copyrighted material. (see section entitled “File Sharing and Copyright Infringement”)
8. Provide outside access to College-developed or commercially obtained network resources.
9. Use any College IT resource for commercial, political, or illegal purposes, or for harassment of any kind.
10. Display obscene, lewd, or otherwise offensive images or text.
11. Intentionally or negligently use computing resources in such a manner as to cause congestion and performance degradation of the network.
12. Use College printers for work or pleasure outside the scope of employment or enrollment at the College.

x. Provisions for Private Computers Connected to the College network:
1. The following apply to anyone connecting a private computer to the College network via the College Housing network, wireless LAN connection, dial-up network connection, or a regular network connection in an office.
2. The owner of the computer is responsible for the behavior of all users on the computer and all network traffic to and from the computer, whether or not the owner knowingly generates the traffic.
3. A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the College IT resources. The private computer may not be used as a router or bridge between the College network and external networks, such as those of an Internet Service Provider.
4. Should the ITS staff have any reason to believe that a private computer connected to the College network is using resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action taken with the appropriate authorities.
5. Any residential student, with an authorized network account, may use the in-room connection for scholarly purposes, for official College business, and for personal use, so long as the usage does not violate any law or this policy, or result in commercial gain or profit.
6. Users are responsible for the security and integrity of their systems. In cases where a computer is hacked into, it is recommended that the system be either shut down or removed from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading. If you suspect electronic intrusion or hacking of your system and would like assistance, contact IT immediately.
7. The following types of servers should never be connected to the College network: DNS, DHCP, and WINS, or any other server that manages network addresses.

xi. File Sharing and Copyright Infringement.
1. Notre Dame College is committed to following copyright law. Notre Dame College’s network allows for quick and easy downloading of Internet files for your scholarly work. Each Notre Dame student must exercise responsible behavior when using the computer network on campus. Unauthorized downloading of music and video files is a violation of copyright law. Protect yourself as a student and the College as a community from the possibility of lawsuits. Students who are found to be downloading files illegally through the Notre Dame Network will be brought up on conduct charges.

2. Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, or distributing of copyrighted material.

xii. Notre Dame College complies with all provisions of the Digital Millennium Copyright Act. Any use of the Notre Dame College IT resources to transfer copyrighted material including but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of file sharing programs such as KaZaa, Morpheus, iMesh, Limewire, etc. is in most cases, a violation of College policy and federal law.

Electronic Communication Policy

xiii. Notre Dame College will use electronic communication methods to conduct official college business. Communicating to NDC faculty, staff and students electronically will ensure that all information is delivered in a timely manner.

1. All faculty, staff and students are given the appropriate access to their NDC email account and the NDC website to obtain these communications. Faculty, staff and students are expected to check and manage their email account on a regular basis in order to stay current with college-related communications. The College also retains the right to send correspondence via traditional methods.

xiv. Email Accounts

1. Notre Dame College provides its students with a College email account. This account will be used for official College communications as stated in the Electronic Communication Policy. Students are responsible for checking their email frequently and will be held responsible for knowing the contents of emails sent to them by College personnel. The College email system is not a private secure communications medium. As such, email users cannot expect privacy. By using the College email system, each user acknowledges:

   a. The use of electronic mail is a privilege not a right. Email is for College communication, research, or campus business. Transmitting certain types of communications is expressly forbidden.

l. Forbidden communications include: messages containing chain letters, spam, pyramid schemes, urban legends, alarming hoaxes, vulgar, obscene or sexually explicit language or images, threatening, offensive, derogatory, defamatory, harassing, or discriminatory communications of any kind. As with the other College IT resources, the use of email for commercial or political purposes is prohibited.
2. Under the Electronic Communications Privacy Act, tampering with email, interfering with the delivery of email, and using email for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification to the student.
3. Email messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. Inappropriate mass-mailing is forbidden.
4. All users of the College email system are subject to the access and disclosure of email messages by authorized College personnel.
5. Students who withdraw from Notre Dame College or who are dismissed will have their, User ID and e-mail account deactivated at the time of withdrawal.

xv. Class Attendance
1. Regular attendance in classes is expected of all students; however, some College sponsored co-curricular and extra-curricular events may occasionally be scheduled during class hours. It is College policy that students who are participants in a College sponsored event are excused from a class for the specific event. (Exceptions to this policy: students fulfilling nursing clinical and student teaching requirements.)
2. Participants in College sponsored co-curricular and extra-curricular events:
   a. Are not excused for practice.
   b. Are expected to make-up all work they miss.
   c. Are not penalized by the instructor for their excused absence.
   d. Are expected to communicate with each faculty member before the date of the excused absence.
   e. Must meet individual faculty requirements to complete work due for each missed class.
3. College personnel who are responsible for the College sponsored co-curricular and extra-curricular events will inform faculty of the game/event schedules at the beginning of each semester.
4. When weather is a factor in College sponsored events and games, the event or game may result in cancellation and require rescheduling.
5. It is the student’s responsibility to inform the faculty of any change in the original schedule.
6. Student -athletes are subject to the additional rules and procedures of the NCAA, Notre Dame College’s Department of Athletics, and their individual coaches.

xvi. Computer and other Labs
1. The computer labs, multimedia lab, and art studio have the following policies in effect.
2. If a student is in one of the second floor labs or the art studio by 10:00pm, that student can stay as long as needed to complete his/her work.
3. After 10:00pm, no additional students will be allowed into the Administration Building, no exceptions. If any student is found on any floor other than the second, after 10:00pm, that student will be escorted from the building and the name of the student will be forwarded to the Dean of Student Affairs.
4. Each lab may have its own policies. In general, there is to be no food or drinks inside the labs.
5. The College’s cell phone and pager policy applies in all computer labs as if it was a classroom.
6. No one is allowed to install software on the lab computers.
7. Each lab may have its own rules regarding talking, volume, and music. In general, students should respect the need for a relatively quiet working environment.
8. Users who bring children or any non-student guest to the College must accompany them at all times. Children and non-students are not permitted to be in any computer lab unless they are accompanied by a current student or User. Children and non-student guests are not permitted to use College owned computers.

k. Disabilities
   i. According to Section 504 of the Rehabilitation Act of 1973, if students with disabilities are qualified to attend colleges or universities that receive federal funds, they must be accepted regardless of disability. Each institution of higher education is required to develop specific guidelines to provide reasonable accommodations for persons with physical, psychological or learning disabilities in accordance with Section 504. It is the responsibility of the student to seek any necessary accommodations for their disability. It is highly recommended that the students seek services within the first week of classes.
   ii. Students with documented learning disabilities who enroll at Notre Dame College have many services available to make attaining a college education possible. They may choose basic 504 services for free, or they may choose a structured, fee-based package of services that go beyond basic accommodations.
   iii. All College personnel who play a role in accommodating the student must receive formal notification of the nature of both the disability and their role in providing reasonable accommodation.
   iv. Eligibility for Services: A qualified college student with a disability may request academic support services from the Director of the Dwyer Learning Center. Once the student is admitted to NDC, the following should be followed to receive academic accommodations:
      1. The student is responsible for identifying himself/herself as a person with a documented disability. Therefore, the student is required to make an “intake” appointment with the Director of the Dwyer Learning Center. This should be done within the first two weeks of the semester.
      2. The student will meet with the Director of the Dwyer Learning Center, provide the required documentation and discuss possible reasonable academic accommodations.
      3. Once the student has provided appropriate documentation to the Director of the Dwyer Learning Center, an accommodation letter will be developed.
      4. The student is responsible for picking up the accommodation letter(s) from the Director of the Dwyer Learning Center for each class every semester. A faculty
member is not required to provide academic accommodations until he or she has receive the accommodation letter from the student.

v. Students who are a part of the Academic Support Center for Students with Learning Differences may request academic accommodations from the Director of the Academic Support Center.

vi. Students who may need assistance with physical disabilities may contact The Section 504 Coordinator for assistance.

vii. The College has a robust Section 504 Policy and Grievance Procedure. This information can be found on-line on the “Disabilities Services” webpage. The Section 504 Coordinator is the Dean of Student Affairs. They can be reached at 216.373.5177.

l. Dress Code

i. Notre Dame College places emphasis on cleanliness, neatness, appropriate attire, respectable appearance and appropriate personal hygiene. Presentable attire is expected in the classroom, academic functions, and College functions. Faculty members, as well as College staff members, can make the determination of what is appropriate in these settings and discuss with students. Faculty members teaching courses requiring a specialized form of dress may designate other dress for their classes and/or for special class projects. Appropriate and presentable attire is part of the College’s on-going efforts to educate for personal responsibility and promotion of civility.

m. Food and Beverages in Class

i. Policies regarding eating and drinking any beverages in the classrooms and any consequence(s) for not adhering to them will be established and enforced by the faculty member responsible for each class. At all times, conscious efforts should be made by all to maintain a clean environment, which displays a respect for the rights of others and the conditions of College facilities.

n. Accusations of Plagiarism or Other Forms of Academic Dishonesty

i. Plagiarism is offering work of another as one’s own. Plagiarism is a serious offense and may include, but is not limited to, the following:
   1. Complete or partial copying directly from a written publication or unpublished source in any form of media without proper acknowledgment to the author. Making minor changes in wording or syntax—without acknowledgment to the author—is not sufficient to avoid plagiarism charges.
   2. Paraphrasing the work of another without proper author acknowledgment.
   3. Submitting as one’s own original work (however freely given or purchased), the original exam, research paper, manuscript, report, computer file, Internet information, or other assignment that has been prepared by another individual.

ii. The usual penalty for academic dishonesty is failure on the assignment for the first offense. All incidents of plagiarism are reported to the Vice President for Academic and Student Affairs, and a letter citing the incident is included in the student’s official file. Should a second incident of plagiarism occur during the student’s pursuit of a degree, s/he will earn an “F” in that course, and a letter regarding the incident will be entered into the student’s official file. Upon graduation, all relevant letters in the student’s file
will be destroyed. Should a third incident of plagiarism occur, the student will be dismissed from the College; her/his readmission is unlikely.

iii. In all cases of alleged academic dishonesty (such as plagiarism, cheating, claiming work not done by the student, or lying) where a faculty member observes or discovers the dishonesty, the faculty member may choose to confront the student and handle the matter between the faculty member and the student, or the faculty member may choose to refer the incident to the appropriate department/division chairperson. If the appropriate department/division chairperson is the instructor in question, the concern should be directed to the Vice President for Academic and Student Affairs. If the faculty member chooses to confront the situation alone with the student and the matter is satisfactorily resolved, the faculty member and the student should submit a joint statement of the details to the Vice President for Academic and Student Affairs, which will be included in the student’s file. If the situation is not satisfactorily resolved between the faculty member and the student, the matter may then be referred or appealed to the appropriate department/division chairperson.

1. In either case, the appropriate department/division chairperson may choose to 1) resolve the matter through a meeting with both the student and the faculty member, or 2) refer the matter to the Vice President for Academic and Student Affairs. The findings, in either case, are final.

iv. If alleged academic dishonesty is reported to a faculty member by a third party, then the faculty member will meet with the appropriate department/division chairperson to determine whether the evidence warrants an investigation, and how the investigation will be handled. It may also be decided that the faculty member will either confront the student or, assuming enough evidence is present to warrant action, turn the matter over to the appropriate department/division chairperson to either resolve or organize a hearing.

o. Leave of Absence Policy
i. Introduction

1. Students who desire to leave Notre Dame College for a period of time, with the intention of returning, should go through the Leave of Absence process. Students who wish to leave and do not intend to finish their studies at Notre Dame College must officially notify the college by going through the Withdrawal Process found in the College Catalogue.

2. Students planning to withdraw from Notre Dame College are requested to contact the Director of the Student Success Center at (216) 373-5327. Following an interview with the Director, a withdrawal form is completed by the student.

3. The college reserves the right to place a student on a leave of absence for non disciplinary reasons when it concludes that a leave is in the best interest of the student due to personal or health related conditions that apparently have not or cannot be resolved in an immediate fashion, or if it deems such a leave necessary due to a threat to the student's or others students' health or safety. The student may register again upon satisfaction of such terms as the college determines are appropriate to the situation in accordance with this policy. The College will not assume the cost of any evaluations or treatment requested of students.
ii. Medical Leave of Absence
   1. A Medical Leave of Absence is given for an entire semester.
   2. Any student (full or part-time) in good standing who must temporarily leave the College for medical or psychological reasons may request a Medical Leave of Absence.
   3. A student who desires a Medical Leave of Absence must submit a letter of request to the Vice President for Academic and Student Affairs (VPASA). The VPASA will then in turn set the parameters necessary to grant the request for the Leave of Absence. If the student meets the parameters set forth, the VPASA will approve the Leave of Absence in writing to the student.
   4. A health care provider’s statement, on official letterhead, is required prior to the consideration of the leave and again at the conclusion of the leave.
   5. For students who have federal financial aid: a leave of absence should not exceed 180 days in any 12 month period of time. Instructions concerning financial aid (institutional and federal) will be given to the student at the beginning of the leave.
   6. Returning to Notre Dame College
      a. A student who desires to return to Notre Dame College after an official Leave of Absence may do so by indicating such a desire to the VPASA in writing.
      b. If the student has met the criteria of a Leave of Absence the VPASA can reinstate the student and allow to register for the next semester. If the student has not met the criteria for the return from the Leave of Absence the VPASA can deny reenrollment.
   7. Appeals
      a. If denied the Medical Leave of Absence, a student may appeal in writing to the Vice President for Academic and Student Affairs. Appeals will be heard through the Academic Exceptions Committee.

iii. Disciplinary Leave of Absence/ Involuntary Withdrawal

   1. Standards for Withdrawal
      a. A student will be subject to Involuntary Administrative Withdrawal or Disciplinary Leave of Absence from college housing, or from the College, if the College has determined that the student:
         I. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
         II. Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the College, and/or
         III. Commits a violation of the College’s Code of Student Conduct and lacks the capacity to
comprehend and participate in the conduct process, and/or

IV. Commits a violation of the College’s Code of Student Conduct and did not understand the nature or wrongfulness of the conduct at the time of the offense.

b. Referral for Evaluation

I. The Dean of Student Affairs, or designee, may refer a student to the Director of the Counseling Center for evaluation, if there is reasonable belief that the student meets the previously noted criteria for involuntary withdrawal. At either the Dean’s or Director of the Counseling Center’s discretion, the student may be referred to an independent mental health professional chosen by the college for evaluation, under the condition that the student will sign a release of information allowing the college to disclose to the mental health professional the student’s current behavior and reasons for referral.

II. The Dean or Director of the Counseling Center shall set the conditions for evaluation (such as time frame and reporting requirements) according to the procedures of the Counseling Center. A student who fails to meet the conditions for evaluation may be withdrawn on an interim basis or be subject to a hearing without the requested evaluation.

c. A student who is involuntarily withdrawn shall remain in such a state until a Hearing can be held. The Hearing shall be held within a reasonable amount of time.

iv. Voluntary Withdrawal

1. Students may withdraw from Notre Dame College at any time for any reason. However, a student may drop a course and add another only during the “drop/add” period (typically the first week of classes). A student may drop a course after the first week of classes and up until the 10th week of classes with the designation of “W” with permission of the office of the Registrar. Different guidelines may exist for students in the on-line program please consult those applicable policies for more information. Students who wish to withdraw from Notre Dame College must meet with the Director of the Student Success Center to initiate the withdrawal process.
a. Any student who drops below full-time status may face eligibility issues for participating in intercollegiate athletics, living in the residence halls, or participating in the Academic Support Center for Students with Learning differences, as well as participation in anything that requires full time student status.
b. Students who withdraw from the College are subject to the refund policy established in the “refund” section of this catalogue and all other applicable financial policy.
c. Students who voluntarily withdraw must follow the admission and re-admission standards in place at the time of re-enrollment.

2. In certain instances, the College may offer a student who faces disciplinary action, or who is subject to a disciplinary leave of absence or involuntary withdrawal, or other circumstances which the college deems appropriate an option to voluntarily withdraw from the College. In such situations, students will follow the normal Withdrawal procedure.

3. Procedure
   a. This policy may be enacted by the Dean of Student Affairs, or designee when:
      i. Any member of the College community who reasonably believes that a student may meet one of the involuntary withdrawal standards above contacts the Dean of Student Affairs with his/her concerns about the student.

4. Appeal Process
   a. A student may appeal the Disciplinary Leave of Absence/ Involuntary Withdrawal in writing to the Dean of Student Affairs.

5. Returning to Notre Dame College
   a. A student who desires to return to Notre Dame College after a Disciplinary Leave of Absence/ Involuntary Withdrawal may do so by indicating such a desire to the Dean of Student Affairs in writing.
   b. The Dean of Student Affairs will determine the criteria for returning to Notre Dame College. If the student has met the criteria for returning the Dean of Student Affairs can reinstate the student and allow him or her to register for the next semester.
   c. If the student has not met the criteria for the return from the Leave of Absence, the Dean of Student Affairs can deny reenrollment.

6. Refunds
   a. Refunds, if applicable, may be considered in accordance with applicable College policies and procedures found in the College catalogue.

7. Deviations from Established Procedures by Notre Dame College
   a. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.
v. Military Leave of Absence
   1. Notre Dame College supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Leave of Absence from the College for the period of active duty and up to one year after returning from active duty.

p. Withdrawal from College/Housing
   i. Any student wishing to withdraw from the College needs to see the Director of the Student Success Center to begin the proper procedure. Any student wanting to withdraw from residency needs to speak to the Director of Residence Life. Financial aid, transcripts and/or academic transcripts will be held if proper withdrawal paperwork has not been completed and balances have not been paid.

q. Withdrawal From College – Adult and Graduate Students
   i. Adult and graduate students needing to withdraw from a class or from the College must note that failure to attend the first class or subsequent class meetings does not constitute official withdrawal. To be official, notification of withdrawal must be made in writing. The withdrawal form can be obtained in the Student Records office. Students may choose to write a letter of withdrawal rather than complete the form. Any tuition refund is based on the date the office receives the official written notice of withdrawal. A student may withdraw without penalty prior to the first meeting of the course. Please refer to the College’s refund policies provided on-line or in the Student Accounts office. A letter of withdrawal must contain the student’s name and signature, ID or social security number, names of course(s) to be dropped, and signature of advisor.

11. Residence Hall Policies
   a. Introduction
      i. The Residence Life program at Notre Dame College is an integral part of the education of a student. The program is committed to facilitating and enhancing the academic, social, and personal growth of students. Students who reside on campus are more likely to succeed academically and graduate from college in a timely manner. Studies have shown that students who live on campus earn better grades and have higher GPA’s than their non-resident counterparts. Residential living affords opportunities for growth and development outside of the classroom. Living on campus provides innumerable opportunities to live with others who are different from yourself, to become a leader, to communicate well, to manage conflicts successfully, to make sound decisions, and to broaden your perspective on the world.

   ii. Notre Dame College has three traditional Residence Halls – Harks, Petersen & Providence – and two apartment style halls – North & South.

   iii. Resident Hall Directors are responsible for the oversight of all Residence Halls. Resident Assistants live in the halls and assist in community building and policy enforcement.

b. Residency
i. Notre Dame College requires all students who have less than sixty (60) earned credits or who are under twenty one (21) years of age, to live in on-campus housing.
   1. Exceptions to this residency requirement may be granted to students who complete the appropriate paperwork and provide documentation that:
      a. The Student is residing with a parent or legal guardian at that person's permanent home address and is commuting fewer than 35 miles one way.
      b. The student, because of a disability, provides the college with appropriate documentation of the need for reasonable accommodations in housing the college is not able to provide.
      c. The student is married.
      d. The student has children or is the one who provides direct care for a legal dependent.
   2. Students who are twenty four years of age at or before the first day of the fall semester are not permitted to live in any residence hall without the permission of the Director of Residence Life.
   3. Students who maintain less than full time enrollment (less than 12 credits) are not eligible to live in the residence halls. Any exception to this policy must be granted by the Director of Residence Life.

c. Meal Plans
   i. In an effort to ensure that students have access to proper nutrition and meals, all students who live on campus are required to have a meal plan.
   ii. Resident students:
      1. Notre Dame College offers two meal plan options to resident students: the nineteen (19) meal plan and the fourteen (14) meal plan.
      2. All first year students/freshman living on campus in any residence halls are required to have a minimum full meal plan of nineteen (19) meals per week.
      3. All sophomores, junior, and senior students, according to rank, may choose to have fourteen (14) or nineteen (19) meals per week.
   iii. Non-resident commuters:
      1. In addition to nineteen (19) and fourteen (14) meals per week, ten (10) meals per week are offered only to non-resident/commuter students. Contact the Director of Residence Life to sign up for a meal plan.
   iv. Dining hall information and meal plan policy:
      1. Students may sign up for, or increase, a meal plan at any time during the semester. Students may only lower, or eliminate (if a commuter), their meal plan during the first week of each semester.
      2. The College’s dining hall offers continuous service Monday through Friday from 7:30am to 7:30pm and continuous service on Saturday and Sunday from 11:00am to 7:00pm.
      3. Entering the dining hall counts as one (1) meal use.
      4. Meal plans are non-transferable, available meals are counted on a weekly basis and do not roll over.
      5. The dining hall does not permit to-go containers.
d. Air Conditioners  
   i. Room air conditioner units are permitted in the Residence Halls only in circumstances where it is necessary to accommodate a student’s medical condition. Proper documentation from a physician is required and must be submitted to the Director of Residence Life. Air conditioners must be 5000 BTU or less and must be purchased by the student. The College maintenance department must be the one to install and remove all air conditioners.

e. Athletic/Recreational Equipment  
   i. Athletic/recreational equipment may not be used in the Residence Halls, with the exception of in the South Hall workout room. This includes but is not limited to: skateboards, scooters, motorcycles, rollerblades, Frisbees, balls, pucks, etc.

f. Attire  
   i. Residents must show modesty in dress while in public and community areas of the residence halls, including but not limited to: lounges, kitchenettes, laundry rooms and hallways. Any nudity or partial nudity is strictly prohibited in these areas. Shoes or rubber-soled slippers must be worn at all times in the Connelly Center dining hall and hallway. Shirts must be worn at all times in the dining hall and public spaces.

g. Baby Sitting/Child Care  
   i. Baby-sitting/childcare is not permitted in the Residence Halls for safety and liability reasons. Children of students are permitted on campus provided they are supervised by their parent/legal guardian. Children under the age of 18 are not permitted to stay overnight on campus at any time.

h. Bicycles/Vehicles  
   i. Bicycles are not permitted in lounges, common areas, or stairways.
   ii. Motorcycles or other gas driven vehicles are prohibited in the Residence Halls.

i. Building Security  
   i. Building security is everyone’s responsibility. Students should carry their keys, close doors, use an escort when in another residence hall, report unescorted persons, and not give access to unescorted guests. All Residence Halls are locked twenty-four hours a day, seven days a week. Propping outside doors is a security risk to all residents, and is not permitted.

j. Breaks  
   i. Notre Dame College has several breaks throughout the academic year in which students are required to leave the residence halls. They are as follows: Thanksgiving Break, Christmas Break, Spring Break, and Easter Break. Students are expected to attend all afternoon and evening classes on the day break begins regardless of residence hall closing time. A schedule of the closing dates and times, along with break fees, will be given to students before the respective break.
   ii. Students who live in the residence halls and have class past the 7:30pm residence hall closing time, will be given extended time to stay in the residence halls. These students are required to email housing@ndc.edu in order to receive an extension.
   iii. Students who are on “in season” sports team rosters will be permitted to stay over respective school breaks. This information will be communicated from the Assistant Athletic Director for Compliance.
iv. Students who need to stay in campus housing over these breaks must be given approval by the Director of Residence Life. Permission to stay over these respective breaks will be only granted to students who have extenuating circumstances.

v. Any student who has not received permission from the Director of Residence Life will be required to leave the residence halls.

vi. Students who are granted permission to stay on campus during school breaks will be required to pay the appropriate fees.

k. Courtesy Hours
   i. The residence halls have 24 hours courtesy hours. We expect all residents to be mindful of their noise level, even outside of set quiet hours.
   ii. Any student may ask another student to lower their volume and it is expected that the student complies.

l. Damage Fee/Charges
   i. Prior to occupancy, each room is inspected by a member of the Residence Life Staff, and a Room Condition Report (RCR) is completed. The RCR is a checklist of all items in the room and details the condition of these items.
      1. Students receive their RCR during the move-in process.
      2. RCRs must be returned to the floor RA within twenty-four (24) hours of receiving it.
      3. Students are responsible for reviewing the RCR and making any changes prior to signing and submitting it.
      4. The RCR is again completed at the end of occupancy by the student and member of the Residence Life staff.
      5. Any deviation from the original condition of items beyond normal wear and tear will be charged to the resident of that room.
      6. When two or more students occupy a room and it cannot be determined who is responsible for the damage or loss, all students occupying that room will be assessed equally. This also applies to common areas such as bathrooms, hallways and lounges, therefore an entire floor or building may be assessed equally for damage if the individual responsible is not determined.

m. Decorations
   i. Students are not permitted to put any holes in their walls including with thumbtacks, nails, screws, etc.
   ii. Tape, 3M tabs, decals, and other devices that will damage any painted or wooden surface are not permitted in the residence halls. We recommend hanging things with painter’s tape.
   iii. All decorative lights must be for indoor use and in good operating condition.

iv. Live Christmas trees are not permitted.

v. Neon signs are prohibited

vi. When, in the judgment of the College, there is offensive material including nude or partially nude images displayed on a door, in a window, or in a room, the College reserves the right to require students to remove the display.

n. Dining Services
   i. All students who live in a residence hall must have a meal plan.
ii. The following policies are in effect when a person is eating in the dining hall:
   1. No food or beverages may be removed for the dining hall.
   2. No china or silverware may be removed for the dining hall.
   3. No outside containers may be brought into the dining hall including water bottles.
   4. Shoes and shirts are required to enter the dining hall.

o. Disability
   i. Students with a documented disability in need of accommodations in the residence halls should contact the Director of Residence Life to request accommodations. The student may request accommodations at any time.

p. Electrical Appliances
   i. Electrical appliances must be in compliance with the housing and fire codes of the City of South Euclid. Each appliance must be UL approved.
   ii. Approved appliances include power strips with an on/off switch, stereos, computers, televisions, DVD players, video game systems, refrigerators (4.2 cubic feet or smaller), fans, desk lights, hair dryers, irons (labeled as automatic shut-off), Keurig coffee makers, blenders, and curling irons.
   iii. In North and South Hall only, the following appliances are approved for use: toasters, rice cookers, and crock pots.
   iv. Prohibited items include extension cords without an on/off switch, microwaves, coffee makers, heating blankets, toasters, toaster ovens, hot plates, hot pots, sun lamps, electric skillets and woks, grills (including the George Foreman grill), oil popcorn poppers, space heaters, halogen bulb lamps, neon signs, and potpourri burners.

q. Fire Safety/Fire Alarms/ Fire Safety Equipment
   i. Fire safety is everyone’s responsibility. All fire alarms should be considered true indications of danger and the building must be evacuated as safely and quickly as possible.
   ii. While staff will attempt to alert residents to leave, it is incumbent upon each person to take personal responsibility to exit the building. Staff will indicate when people may safely return inside.
   iii. If you cannot leave your room because of intense heat or smoke, take the following steps:
      1. Place a towel at the base of the door to prevent smoke from coming into the room.
      2. Hang a sheet out of the room window to indicate that you are there.
      3. Call 216.373.5212 to give Campus Police your location.
   iv. For specific fire procedures see the Emergency Procedures section of the Handbook.

r. Furnishings
   i. Notre Dame College supplies beds, desks, chairs, closet space and dresser/drawer space for each resident.
   ii. Furniture may not be moved from rooms or lounges for any reason.
   iii. Additional furniture students wish to bring to their room may only be added to the rooms if it will not create a safety hazard or impair the entrance or exit from the room.

s. Gambling
   i. Gambling is prohibited.
t. Guests/Visitation Policy
   i. A guest is defined as someone who is not an occupant of a particular room. This could be a non-NDC student, a student from a different room in the same residence hall, or a student from a different residence hall.
   ii. All residents are responsible for their guests, and guests are expected to observe all College policies.
   iii. North, South and Harks Halls do not have specific visitation hours for opposite-sex guests.
   iv. Providence and Petersen Halls do have specific hours for opposite-sex guests.
      1. 10:00am-12:00am Sunday through Thursday
      2. 10:00am-2:00am Friday and Saturday
   v. It is necessary that roommates communicate with one another concerning guests. If one roommate does not agree to the other having guests, then the guests are not permitted in that room.
   vi. If any guests are alleged to have violated a policy of this Handbook, they will be asked to leave campus immediately.
   vii. Overnight guests are permitted in the halls a maximum of two nights in a seven day period.
      1. An overnight guest is defined as a non-NDC student, a student from a different room in the same residence hall, or a student from a different residence hall who is staying overnight in a resident’s room.
      2. All overnight guests must register with the Office of Residence Life.
      3. No one under the age of 18 is permitted to stay overnight.
      4. Only visitors of the same sex are permitted to stay overnight in Providence and Petersen Halls.
   viii. As a private institution, Notre Dame College may ask any person to leave College owned property at any time.

u. Housekeeping
   i. The College provides daily cleaning service to all public areas of the residence halls. Each resident is responsible for cleaning his/her own room, bathroom, and shared common space (where applicable).
   ii. Each resident is responsible for disposing of trash in the appropriate areas.
   iii. The Residence Life staff has authority in determining what constitutes “clean”.
   iv. The College expects students to return the room to the condition it was in at the start of occupancy.

v. Housing Agreement
   i. Each resident is expected to read the Housing Terms and Conditions and Housing Agreement prior to moving into the Residence Halls. This agreement insures that residents understand their rights and restrictions prior to moving into the residence hall.

w. Housing Deposit
   i. A Housing Deposit of $200.00 is required of all resident students.
ii. Housing damage and lost key fees will be assessed to the housing deposit. Housing damage and lost key fees in excess of the Housing Deposit will be assessed to the Student Account.

iii. Students are responsible for making sure their housing deposit is equal to $200 at the start of each school year in which they are a resident student.

iv. Housing Deposits will be retained by the College until the student is no longer a resident student. Students who are no longer residents may be eligible for a refund of the Housing Deposit if the Deposit has not been depleted by fines.

v. If a new resident student cancels their Housing Agreement by or before June 28th of the year of enrollment, the Housing Deposit may be refunded. However, cancelations of the Housing Agreement by new students after June 28th of the year of enrollment would result in a forfeit of the Housing Deposit.

x. Insurance
   i. The College does not cover personal property that may be lost or damaged from any cause, including but not limited to, theft, fire or flooding. You should check your parent(s)'/guardian(s)’ homeowner’s or renter’s insurance to cover any potential loss. We strongly recommend that you purchase renter's insurance if your property is not covered.

y. Keys
   i. Replacement cost for a lost or unreturned key will be determined based on which hall you reside in. You will not only be responsible for the cost of replacing the lost or unreturned key, but for replacing all keys and door locks (cores) associated with your room/suite.

   ii. Typical room set ups (not all inclusive):
       1. South Hall – replace 4 keys and 3 door locks (cores)
       2. North Hall – replace 8 keys and 5 door locks (cores)
       3. Hark, Providence & Petersen Halls – replace 2 keys and 1 door lock (core)

   iii. If your key does not work or is bent, but you have the physical key, the cost of getting a new key is $15.00.

iv. These keys are the property of the College and are loaned to individuals in residence. Residents may not duplicate or lend these keys to anyone.

z. Kitchenettes
   i. Refrigerators, microwave, sinks and counter space may be available on your floor. These areas must remain clean and be used in a safe manner. Any equipment found working improperly should be reported to a Residence Life staff member.

aa. Laundry Rooms
   i. Free washers and dryers are located in every residence hall.

   ii. Problems with the machines should be reported to the Resident Assistant or other member of the Residence Life staff.

   iii. We encourage you to stay in the laundry room while you are doing your laundry.

bb. Lock Out
   i. If a student is locked out of their Residence Hall room they should contact a member of the Residence Life staff.
ii. If a student is locked out of their room more than once, a $5.00 fee will be applied for each additional lock-out.

c. Mail
   i. Mail is delivered to the Mail Room located on the ground floor of the Administration Building.
   ii. All resident students will receive a mailbox key during move in.
   iii. The College cannot be responsible for claims regarding lost or stolen mail. These claims should be directed to the South Euclid Post Office.

d. Maintenance
   i. Residents must report all damage and maintenance request via the College website. The maintenance request form can be found online. When the maintenance request is filed, a copy will be sent to the Maintenance Department, Department of Residence Life and the student’s email address.

e. Pets
   i. No pets are permitted in the Residence Halls, with the exception of fish. Fish tanks may not exceed 10 gallons.

f. Propping Doors/Windows
   i. Propping building entry doors and fire doors is strictly prohibited. Removal of window screens and all related window hardware is strictly prohibited.

g. Quiet Hours
   i. Quiet hours for study are as follows: 10:00 p.m. to 10:00 a.m. 7 days a week. Violation of this policy may occur when there is an excessive amount of noise that is disruptive to the community and/or member of the community.
   ii. Twenty-four hour quiet hours periods are in effect on all floors during Finals Week.

h. Room Assignments
   i. Generally, room assignments are at the sole discretion of the College. Returning students may express a preference for a particular room and roommate when they complete a Housing Agreement and participate in the room selection process.
   ii. Whenever possible, first preference is honored but cannot be guaranteed.
   iii. Assignment of incoming freshmen and transfer students occurs over the summer or during the end of the fall semester for those starting in the spring semester.
   iv. The College maintains the right to consolidate students in rooms when room changes/vacancy occur. On such occasions, students may be given the option to pay for a single room to avoid consolidation. The College maintains the right to assign a student to a vacancy at any time if enrollment figures necessitate.

ii. Room Changes
   i. Room assignments are intended for the duration of the entire school year. Any roommate conflicts/concerns should initially be directed to a Resident Assistant. Room changes due to conflicts will only occur after a significant attempt has been made to resolve conflicts through roommate meetings and completion of a “Roommate/Suitemate Contract.”
   ii. Room changes are only permitted during the third and fourth week of each semester. All students wishing to switch rooms must contact their Residence Hall Director and
complete appropriate paperwork. Room switches will be based upon availability. There will be a $25 administrative fee assessed to students wishing to change rooms.

jj. Room Entry and Search
   i. Generally, the College respects residents’ expectations of privacy within their residence hall room, however, there are certain situations that require room entry by College personnel (Residence Life, maintenance, College police, or local emergency response staffs), including, but not limited to fire safety inspection, hall closing inspection, enforcement of College and/or Residence Life policies, assistance in perceived emergency situations, fire alarm/emergency evacuations, maintenance and housekeeping needs, or any situation in which room entry is deemed necessary by the Director of Residence Life or designee.
   ii. Advance notification of entry will be provided if possible.
   iii. There may be entry without notice in emergency situations by a member of the Residence Life staff, the Maintenance staff, or the College safety personnel. An emergency situation exists when the College determines that there may be present or foreseeable danger to life, safety, health or property.
   iv. If a member of the Residence Life staff has reasonable cause to believe that a Residence Life or College policy has been, or is being violated, they may enter the room. Reasonable cause exists when reasonably trustworthy information which would cause a reasonable person to believe that an offense has been or is being committed is received. The Residence Life Staff will announce themselves before entering the room but do not need verbal permission from the resident to answer.
   v. If criminal activity is suspected and a probable cause determination is made, civil authorities may be contacted. The College will cooperate fully with local authorities with regard to search warrants and legal, authorized room searches.
   vi. Notre Dame College reserves the right for personnel to inspect packages, book bags, purses, etc., whenever the College suspects that contents are in violation of law or College policy.
   vii. As a matter of policy, the College shall cooperate with the College police or outside law enforcement agencies whenever a legal search warrant is presented. In such situations a member of the Residence Life staff and the student against whom the search warrant is directed shall be present whenever possible.
   viii. If a legal search warrant is not presented, the College shall cooperate only if there is likelihood that a crime will be, or has been committed.

kk. Signs
   i. All signs posted within the Residence Halls must be approved by the Director of Residence Life.

Il. Solicitation
   i. Permission to solicit in the Residence Hall must all be granted by the Director of Residence Life or the Dean of Student Affairs. Those soliciting without permission will be subject to disciplinary or legal action.

mm. Single Gender
   i. Petersen and Providence Halls are single gender. Harks, North and South Halls are co-ed.
nn. Telephones & Cable Service
   i. Local service is provided by the College through the student service fee. A calling card or a cellular phone can be used for long distance service. Voice mail is provided as part of the student fee.
   ii. Basic cable is provided to all residents in their Residence Hall rooms.
12. Sexual Misconduct (Includes: Discrimination on the basis of sex [Title IX], Harassment, Assault, & Violence)
   i. Please refer to the Sexual Misconduct & Title IX Policy on the Title IX page of the NDC website http://www.notredamecollege.edu/sites/default/fileuploads/TitleIXPolicy.pdf

13. Student Activities and Organizations
   a. Introduction
      i. Part of the Division of Student Affairs, the Campus Activities Office (CAO) strives to meet the various needs of the campus community. In addition to social programs, the CAO offers cultural events, holiday programs, and service projects in order to enhance the holistic development of the students. The CAO works closely with Undergraduate Student Government (USG) in planning various campus events. The office is responsible for the authorization and coordination of student-sponsored extracurricular programming held on campus.
      ii. Campus activities are strongly encouraged and supported at Notre Dame College. Various activities are designed to include and to meet the needs of all types of students: residents and commuters, traditional and adult. The Campus Activities Office along with the Undergraduate Student Senate sponsors many programs on and off-campus including comedians, interactive entertainment, dances, speakers, and many more. The College maintains a schedule of off-campus events that takes advantage of the many wonderful cultural resources of the Greater Cleveland area. These include performances by the Cleveland Orchestra, Cleveland Ballet, Cleveland Playhouse, and the Ohio Chamber Orchestra. With a grant from the Kulas Foundation, the Notre Dame College community may purchase tickets at greatly reduced rates.
   b. Clubs and Organizations
      i. The purpose of clubs and organizations at Notre Dame College is to promote student involvement and leadership, build community, have fun, and further interests in Notre Dame and the outside community. Students have the ability to create and develop new clubs and organizations if there is not one on campus that suits their interests.
   c. Student Participation in College Governance
      i. Notre Dame College recognizes that students are entitled to participate in the formulation of rules, regulations and policies directly affecting Student Life. Participation shall be provided through the Undergraduate Student Government and through student participation on College committees and councils.
      ii. The Undergraduate Student Government shall have primary responsibility for recognizing student organizations, enforcing Student Government rules, regulations and legislative actions, and budgeting and administering College funds allocated to it.
   d. Fundraising
i. All fundraising done by student clubs or organizations must be approved by the Campus Activities Office. Fundraising Proposal Forms can be picked up from the Campus Activities Office.

e. Legal Compliance
   i. All organizations and groups shall be in compliance with all applicable federal, state and local laws.

f. Organizational Funds
   i. All organizations and groups which receive College funding or which use the College name in the solicitation of funds or the generation of revenue must keep such funds on deposit with the College and make use of the normal College disbursement process in the expenditure of these funds.
   ii. All clubs and organizations may not use any funds to purchase alcohol without prior written approval from the Director of Campus Activities and Dean of Student Affairs.
   iii. All clubs and organizations funding and expense must follow the policies set forth by the College and are subject to change at any time without notice.

g. Posting Materials
   i. The Campus Activities Office will be responsible for approving all posters and fliers on campus from all student clubs and organizations and off-campus individuals or organizations. Posters dropped off by 5:00 p.m. will be stamped and available for pick up by the following day after 1:00 p.m. All posters and fliers must be date stamped by the Office. Fliers may be dropped off in the Campus Activities Office, located on the First Floor of the Administration Building.
   ii. Student organizations and campus departments may utilize the bulletin boards on campus. Off-campus individuals or organizations, NDC students, and student organizations may only post fliers if they are approved first by the Campus Activities Office. There is no guarantee that a flier will be approved.
   iii. Fliers must contain contact information for the organization/department and suitable content for the campus community. Any fliers depicting inappropriate material will not be approved (i.e. explicit content, alcohol advertisement, etc.).
   iv. Fliers may not be posted on any of the glass doors on campus, unless they contain emergency information. Fliers must only be posted on the designated bulletin boards. Only one flier will be posted for each bulletin board.
   v. The bulletin boards are located: in the stairwells on the first floor and ground floor of the Administration Building; outside of Room 117, 200 and 301 of the Administration building; Dining Hall and Connelly Center hallways.
   vi. Other campus offices may post relevant materials to their departments without approval or stamping. Academic offices are responsible for their own postings. However, posters will only stay in place for two weeks and still must adhere to the policy regarding suitable content, location, etc.
   vii. All campus offices are responsible for ensuring that up-to-date fliers only are posted on campus. Fliers will be removed after 14 days, and must be removed 24 hours after the event.
viii. Chalking of the sidewalks is only permitted after receiving approval from the Campus Activities Office. Students must define what will be written, and they must seek approval at least three days prior to the chalking.
ix. Violators to the posting policy will be held accountable with guidelines outlined in the Student and Staff Handbooks. Off-campus individuals who violate this policy will be banned from posting fliers in the future.

h. Risk Management
i. Certain activities in which students choose to participate may involve certain personal physical risks. Students should use caution and common sense when participating in any activities, and recognize that the College is not always able to provide for, and can never ensure, student safety.
ii. In activities or events sponsored by clubs or organizations where the physical risk of students is of concern, the Director of Campus Activities will develop a risk management plan with the club or organization officers.

i. Social Activity Regulations
i. For any event outside of normal classroom activity involving the use of College facilities, applications for space may be obtained from the Campus Activities Office. Consideration of all applications shall be in accordance with the scheduling policy available in the CAO.
ii. To requisition any Residence Hall space or athletic facility, the respective office shall be contacted.
iii. College facilities may be scheduled and used by registered organizations for regular business meetings, for social programs and for programs open to the public according to the policies outlined in this section.
iv. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to ensure proper maintenance and order.
v. Allocation of space shall be based on priority of requests and the demonstrated needs of the organization.
vi. Reasonable charges may be imposed to cover any costs for the use of facilities. Physical abuse of assigned facilities or disregard for specific regulations pertaining to a given facility may result in reasonable limitations on future allocations of space to offending parties as well as restitution for damages.
vii. The organization requesting space must inform the College of the names of outside speakers and the general purpose of any meeting open to persons other than members.
viii. No speaker sponsored by a registered organization shall be denied appearance on campus for arbitrary or capricious reasons. Reasons for denial include, but are not limited to, probability of disruption of campus activities, endangerment of the College’s tax-exempt status, and/or reasonable expectation of danger to life or property.
ix. The sponsoring organization and its officers are responsible for:
   1. Informing the advisor(s) in advance of all functions sponsored by the organization. All organizational activities must receive the prior approval of the advisor.
2. The behavior of persons attending the function including but not limited to Student Code violations, and any illegal acts either engaged in or knowingly permitted by the organization.
3. Any damage to utilized facilities.
4. Activities of the organization and for its compliance with the Mission of the College and regulations.
   x. The sponsoring organization(s) and/or group(s) may require presentation of valid ID cards for admission to an event held on the campus. Functions may be closed to persons other than members of the sponsoring organization(s) and/or group(s) and to their invited or accompanied guests.
   xi. Functions held in College facilities may end no later than the established closing hours of the facility concerned unless permission is given by the Director of Campus Activities or designee.

j. Transportation
   i. College vans may be reserved through the Director of Campus Activities to travel to Notre Dame College affiliated events.
   ii. Only faculty, staff, and students who have successfully completed the Van Driver Testing and Certification may operate College Vans. For additional information, go to: http://www.notredamecollege.edu/resources-and-services/campus-safety-and-security/Van-Driver-Training
   iii. Van reservation requests should be made at least seven days prior to the time transportation is needed. Reservations will be honored in terms of van availability on a first come, first served basis. Officially College sponsored College events and activities take precedence over clubs and organizations.
   iv. Keys can be picked up from the Keller Center. Keys should be returned to the Van Key drop box at the Keller Center.
   v. Vans must be returned in the same condition that they were signed out in.
   vi. If there is an accident or emergency of any kind while driving the vans, immediately call 911 [then] call NDC Campus Police at 216.373.5212 to report the incident as well.

k. Commercial enterprises of any kind (solicitation, sales, distribution, etc.) by students or organizations are permitted on campus or in College buildings only with permission of the Director of Campus Activities. Commercial enterprises other than solicitation, sales or distribution by students must have the approval of the Director of Campus Activities, The Chief of Police, and the Vice President for Finance. No credit card application solicitation is permitted on campus. No outside solicitation of any kind is permitted in the Residence Halls.

l. Sound trucks or outdoor amplifying systems are not allowed on campus for any purpose without the approval of the Director of Campus Activities.

m. Use of the College Name/Logo
   i. No organization shall use the College’s name without written authorization of the College. College approval or disapproval of any political or social issue shall not be stated or implied by an organization.
   ii. The official letterhead stationery, logo or seal of the College shall not be used in any publication, correspondence, or other printed material prepared or distributed by the
organization or its officers without prior submission of the material to, and written permission from the Director of Campus Activities.

iii. All merchandise with the Notre Dame College logo or name, including t-shirt or other imprinted merchandise, must be approved through the Campus Activities Office.

14. Additional Policies
a. Administration Building Hours - The Administration Building is open from 7:00am to 10:00pm daily.
   i. Students may use the computer labs in 208/211 and other designated areas once the building closes until 2:30am unless otherwise noted. These areas are listed below. There will be extended hours during final exam periods. Students may enter the Administration Building after 10:00pm through the Southeast door with the ramp (closest to Harks Hall) until 12:00am. Once the Administration Building closes at 10:00pm, students may use the following designated areas:
      1. 208/211 Computer Lab: students using this space may stay until 2:30am.
      2. Ceramics lab & Art Lab: students using this space may stay until 2:30am.
      3. The Dwyer Learning Center: typically closes at 10:00pm, however students may use the center until the last tutor leaves.
      4. Multi-Media Computer Lab: closes at 10:00pm, please use 208/211.
      5. Room 225: closes at 10:00pm, please use 208/211.
   ii. All other areas of the Administration building will close at 10:00pm. Students and groups must have reservations through the Registrar’s office to use space beyond 10:00pm, to do so contact rooms@ndc.edu or your group’s advisor.

b. Athletes
   i. Student-athletes are subject to the additional policies and procedures set forth by the Athletics Department, the Student Athlete Handbook, the NCAA, all applicable conferences, and their individual teams.

c. Drug and Alcohol Statement - Notre Dame College is dedicated to the creation of a Christian environment, which fosters the intellectual, spiritual, emotional and physical development of its students and employees. This development is the essence of personal wellness.
   i. The College community takes its responsibility seriously, and through education, counseling and modeling, assists students and employees in making responsible, ethical and informed behavioral choices.
   ii. In accordance with the 1989 Drug Free Schools and Communities Act, the College reaffirms standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the College property or as part of any of its activities. Notre Dame College will comply with state law and local ordinances regarding the purchase and consumption of alcoholic beverages.
   iii. The Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101–226; Final Regulations published on August 16, 1990) requires the College to certify to the United States Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees.
iv. The Higher Education Act Amendments of 1986 require those institutions receiving federal financial student aid to certify that they have drug prevention programs accessible to institutional officers, employees and students. This program must include the annual distribution of the following to each student and employee:
1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the institution’s property or as part of the institution’s activities;
2. A description of the applicable legal sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug and alcohol counseling, treatment or rehabilitation programs that are available to students and employees; and
5. A clear statement that the institution will impose sanctions on students and employees (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

v. The law further requires that the College conduct a biennial review of its program to (a) determine its effectiveness and implement changes as they are needed; and (b) ensure that the sanctions developed are consistently enforced. The following document is Notre Dame College’s response to Section 22 of the law, entitled “Drug-Free Schools and Campuses” and the Higher Education Act Amendments of 1986 which require those institutions receiving federal financial student aid to certify that they have drug prevention programs accessible to institutional officers, employees and students.

d. Emergency Situations
i. The College reserves the right to immediately remove a person(s) from campus if College officials determine that the actions of any person(s) are a threat to a member or members of the campus community.
1. In the event that such person(s) involved are students, the College may temporarily suspend its normal procedure to ensure the safety of the campus community.
   a. In such circumstances, once the emergency situation has been mitigated, normal policy for removal of students from campus will resume.
2. In the event the person(s) involved are non-students, the College may remove the person(s) and issue a criminal no trespass warning according to Ohio Revised Code 1911.21(3).
3. In responding to Emergency Situations, “The College” is defined as any College employee acting in his or her official capacity. This includes, but is not limited to, the President, Vice Presidents, Deans, Directors, etc.

e. Financial Aid
i. The Student Financial Assistance Office at Notre Dame College believes that all qualified students should have an opportunity to attend Notre Dame College. The financial aid program is designed to help bridge the gap between the College’s cost and
the student’s ability to pay. Notre Dame College participates in all federal and state financial aid programs in addition to offering its own institutional awards. Information about financial aid can be found on the Financial Aid website of www.NotreDameCollege.edu and the College Catalogue.

ii. The specific website is: http://www.notredamecollege.edu/admissions/financial-information

f. Financial Obligations
   i. Financial arrangements for tuition and fees must be made with the Student Accounts Office by the date stipulated at the time of billing. There is a financial penalty for failure to meet this deadline.
   ii. If a student has any outstanding debts at the end of a semester, a transcript and grades will not be released until these debts are paid. A student is not permitted to register for a new semester if he/she owes any debts from the previous semester. In addition, degrees, certificates or diplomas will not be conferred until all obligations are fulfilled, and disciplinary action may be taken.

g. Fire Regulations
   i. All students and College personnel must evacuate the building where and when the fire alarm has sounded. Faculty members in classrooms and administrators in all buildings are to enforce the following regulations when the fire alarm sounds:
      1. Close all doors and windows
      2. Evacuate all areas
      3. Identify any disabled person needing assistance; arrange for necessary aid in evacuation
      4. Follow directional signs to fire exits; use stairs, do not use elevators
      5. Move away from the building and down the sidewalk or to a designated safety area
   ii. Fire drills are mandatory and held during each semester
   iii. All people occupying the building(s) must evacuate immediately at the sound of the fire alarm.
   iv. Unauthorized use of fire extinguishers, intentionally pulling a fire alarm or tampering with any other designated fire safety equipment is subject to disciplinary action and/or possible criminal action.

h. Identification Cards – ID Cards can be obtained at the Police Department Office (Basement Level) located in the Administration Building during the hours of 8 am to 4 pm, Monday-Friday.
   i. All students are required to acquire an identification card (ID) during their initial registration. This card is validated each semester/session and is the official Notre Dame identification. It should be carried at all times.
ii. The ID card is used universally on campus. Students need it for library usage and admittance to some buildings and campus events. Resident students need it to use the dining hall. ID must be presented at the request of any College official.

iii. Lost ID cards should be reported to the Notre Dame College Police Department or Director of Residence Life. The replacement cost is $25.00. If a student ID is stolen or cracked, the ID will be replaced at no cost to the student as long as they have the appropriate documentation (police report or old NDC ID). If a student withdraws from the College, the ID card is to be submitted as part of the withdrawal procedure. Graduating students may keep their ID.

i. Parking/ Moving Violations
   i. Parking is prohibited in fire lanes, designated disabled person spaces or any other reserved parking spaces. Motor vehicles so parked will be ticketed and fined by the Notre Dame College Police Department and may be towed at the owner’s expense. College disciplinary action may be taken against violators as well. Motor vehicles remaining on campus for extended periods of time should be parked behind Providence Hall. Students may be required to move motor vehicles for snow plowing and/or other purposes at the direction of the Chief of Police/Director of Campus Safety & Security.
   ii. The Student Conduct system assigns the fee schedule for parking tickets and moving violations.
   iii. Unpaid parking tickets constitute a financial obligation to the College, which can result in holds on grades, transcripts, degrees, registration, etc. See the Financial Obligation policy.

j. Snow Days & Emergency Closings
   i. The cancellation of classes because of weather conditions or emergencies will be announced on local TV and radio stations. If offices are also closed, this will be specifically stated. TV channels 3, 5, and 43 will report the closings, as will most local radio stations. Every effort will be made to announce closing by 6:30 am on weekdays and on WECO Saturdays. Cancellation of evening classes will be announced by 3:00 p.m. The decision to cancel classes and/or close the College will be made by the Chief Communication Officer and other appropriate College officials.
   ii. Notre Dame College will not cancel classes except when there are severe weather conditions in South Euclid. The College recognizes, however, that many students commute from a wide geographical area and the road conditions may vary greatly. Common sense and good judgment should guide students as to whether they can safely get to their classes. Students are strongly advised to inform faculty members of absence due to weather during the day or during the evening/weekend hours, respectively.

k. Student Employment
   i. The Student Employment Handbook can be found on-line at: http://www.ndc.edu/CampusNDC/student_employment.aspx

l. Student Records – FERPA
   i. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students obtain these rights upon attendance
at Notre Dame College. Attendance at Notre Dame College begins with either the first
day of class or the date the student moves into student housing, whichever is earlier.

ii. The student’s rights include the right to inspect and review the student’s education
records within 45 days of the day the College receives a request for access.

iii. A student should submit to the registrar, dean, head of the academic department, or
other appropriate official, a written request that identifies the record(s) the student
wishes to inspect. The College official will make arrangements for access and notify the
student of the time and place where the records may be inspected. If the records are
not maintained by the College official to whom the request was submitted, that official
shall advise the student of the correct official to whom the request should be
addressed.

iv. The right to request the amendment of the student’s education records that the
student believes are inaccurate, misleading, or otherwise in violation of the student’s
privacy rights under FERPA. Please note that this is not a grade appeal mechanism. The
policy regarding grade appeals is located in the Student Handbook under Academic
Policies.

v. A student who wishes to ask the College to amend a record should write the College
official responsible for the record, clearly identify the part of the record that the
student wants changed, and specify why it should be changed.

vi. If the College decides not to amend the record as requested, the College will notify the
student in writing of the decision and the student’s 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.

vii. The right to provide written consent before the College discloses personally identifiable
information from the student’s education records, except to the full extent that FERPA
authorizes disclosure without consent.

viii. Under one such exception, the College discloses education records without a student’s
prior written consent under the FERPA exception for 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 as its agent to provide a service instead of using
College employees or officials (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.

ix. 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 responsibilities for the
College.

x. Upon request, the College also discloses education records without consent to officials
of another school in which a student seeks or intends to enroll.

xi. 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 20202-5901

1. The right to withhold directory information. The College has designated the following as directory information: student name, address (including e-mail address and parents’ address), telephone number, date and place of birth, photograph, major field of study, class year and enrollment status, dates of attendance, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and weights and heights of members of athletic teams. Students may refuse to allow the College to designate the above information about them as directory information by notifying the registrar in writing within two weeks after the first day of class for the fall semester. Students must submit an annual written notification of refusal to allow the designation of directory information.

15. Missing Student Policy
a. Notre Dame College is committed to the on-going safety and well-being of our students and the campus community. In order to comply with the Higher Education Reauthorization Act, this Missing Student Policy was created and will be included in the Annual Security Report. This policy applies to students who reside on campus. More information can be found online at: http://www.notredamecollege.edu/resources-and-services/campus-safety-and-security/missing-persons
b. Reporting:
   i. Anyone with knowledge that a student who resides on-campus housing is missing for 24 hours or more must report this information to NDC Police, the Office of Residence Life, or to the Dean of Student Affairs.
   ii. Individuals who wish to report that a student has been missing for 24 hours may contact any of the following offices:
      1. Campus Safety & Security/NDC Police
         a. Dispatch: (216)373-5212
         b. Location: Ground floor, Administration Building (East Wing)
      2. Office of Residence Life
         a. Telephone: (216) 373-5181
         b. Location: Harks Hall, foyer
         c. After hours individuals may contact the Resident Assistant or Graduate Assistant on duty by calling or visiting the office.
      3. Office of Student Affairs - Dean of Student Affairs
         a. Telephone: (216)373.5177
         b. Location: First Floor, Administration Building (East Wing)

c. Confidential Contact
   i. Each student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation have access to this information.
ii. To complete a Confidential Contact Information form, please visit the Safety & Security office. Confidential Contact Information forms will be maintained by the Safety & Security office.

iii. The College will contact the parent or guardian of any student who is less than 18 years of age and not emancipated, who are reported missing.

d. Law Enforcement

i. In all instances where a student has been reported missing for more than 24 hours, law enforcement will be notified.

ii. Specific procedures as to how the College will investigate and follow up to a missing student report can be found in Notre Dame Police Department General Police Order number 3.5.01.

iii. Notre Dame College may initiate any part of an investigation or procedures in less than 24 hours if circumstances warrant a faster implementation.

16. **Emergency Procedures**

a. Emergencies and disasters are unpredictable and often strike without warning. It is essential that all NDC faculty, staff, students, and visitors respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage. Emergency Procedures can be found on the Police website of www.NotreDameCollege.edu.


b. Emergency Phone Numbers

i. NDC Police Department: 216.373.5212

ii. South Euclid Police 216.381.1234

iii. Police/Fire/Ambulance Emergency 9-911

iv. The 9-1-1 emergency system can be accessed from office and dormitory phones by dialing 9 prior to 9-1-1. If you do call 9-1-1 for an emergency, please also call NDC Police/Security at extension 5212 immediately afterward. This will allow officers to meet, coordinate with, and direct emergency officials for the incident. If you cannot reach NDC Police/Security for some reason, call 9-1-1.

c. When dialing 9-1-1 from a cell phone, you will be talking to the Cellular Emergency Communications System (CECOMS). This is a State agency in Cleveland which answers all cell phone emergency calls. Tell the CECOMS operator that you want the South Euclid Police and Fire Department. Make sure they understand the city and department. In the event you are connected to a different city department (Independence, Parma, Chardon, etc.) tell the dispatcher your name, location (include the city) and nature of the emergency.

d. General Emergency Procedures

i. When you become aware of an emergency situation where life or property is threatened, contact NDC Police/Security immediately at 216.373.5288/5212. It is imperative that everyone follows the directives of emergency response personnel. This includes NDC Police/Security, NDC Safety, local Police and Fire/EMS personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.
17. **Important Student Life Departments**

   i. The Academic Support Center is designed to support students with documented learning disabilities such as attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), and dyslexia. Services offered by the Center are voluntary and comprehensive, created to develop independence and self-advocacy. Students must be considered full time status to be part of the ASC.
   ii. In the ASC, Transfer to Action groups help students keep up academic momentum through goal setting. Instructional Advisors help students hone study and organizational skills. The ASC provides adaptive equipment and books on tape. The ASC’s goal is to provide skills, support, services and strategies.

   i. Notre Dame College athletic programs, under the supervision of the Director of Athletics in the Joseph H. Keller Center, provide opportunities for student involvement in intercollegiate, intramural and recreational activities.
   ii. The intercollegiate program consists of women’s basketball, cross country, golf, lacrosse, softball, soccer, track and field, swimming, and volleyball, in addition to men’s baseball, basketball, football, cross country, golf, soccer, tennis, swimming, and track and field. All teams compete in the NCAA Division II. Financial aid, based on need, GPA and test scores, is available to eligible high school seniors and college transfer students seeking admission to Notre Dame College and may be renewed annually.
   iii. The intramural program consists of individual and team events for persons of all skill levels. Types and structures of events are determined according to interest and facility availability. Sports clubs can be organized to meet special interests of the Notre Dame College community.
   iv. The Joseph H. Keller Center contains the Lennon Fitness Center, Murphy Gymnasium and Mellen pool, which provide the opportunity to exercise in various ways.
   v. Guest(s) of NDC students, faculty and staff must be accompanied by that individual and may use the pool and fitness room in the Keller Center for a fee per guest per day. Use of the gymnasium is not available to outside students, guests or non-members.

   i. The Notre Dame College Band is a dynamic organization of musical performance groups that enhance the arts culture on campus. Membership in band includes participation in all applicable performance arenas based on instrumentation and choice of equipment/ensemble. The Notre Dame College Band program includes the Marching Band, Concert Ensembles, Pep Band, Indoor Percussion Ensemble, Indoor Color Guard, and the Notre Dame College Concert Band. Membership in all aspects of the Notre Dame College Band program is subject to auditions and the needs of the ensemble. Attendance at all relevant rehearsals and performances are an integral part of the success of the ensembles and a cornerstone of the program. The Notre Dame College Band Program maintains a strict code of behavior for individuals as members of the ensemble both in uniform and as representatives of the band program. The Notre Dame College Band Program is committed to producing enjoyable performance
experiences through performers who are dedicated, trained, and excited about performing and being ambassadors of music for the College.

d. Campus Activities Office – Regina Hall, First Floor.  Becky McBride, Director.
   i. The Campus Activities Office strives to meet the various needs of the campus community. In addition to social programs, the Campus Activities Office offers cultural events, holiday programs, and service projects in order to enhance the holistic development of the students.

e. Campus Ministry – Regina Hall, Third Floor.  Ted Steiner, Director.
   i. Campus Ministry promotes the spiritual growth of the Notre Dame College community. Through the Catholic identity of the institution and the charism of the Sisters of Notre Dame, Campus Ministry seeks to foster personal and spiritual growth through which each person grows in their understanding of themselves, God, and the world. This is accomplished through service to the community around us, worship and prayerful experiences, meaningful activities, and community building.
   ii. The Campus Ministry program facilitates service in the community, retreats, liturgy and more. There are regular Eucharistic celebrations and prayer services on campus. Each year Campus Ministry holds a number of retreats both on and off campus. Campus Ministry frequently organizes opportunities for service in the community, such as building projects, working at hunger shelters, and interacting with young people. Throughout the year Campus Ministry also provides opportunities for students to gather in small groups, holds discussions, and more. There are also many opportunities for leadership, student employment, and internships.
   iii. While recognizing the diversity within the Notre Dame College community and the wide spectrum of religious backgrounds therein, Campus Ministry encourages all people to pursue their own spiritual development. Campus Ministry is fundamentally committed to being welcoming and hospitable to all people regardless of their faith tradition, in our events, liturgies, and activities.

a. Campus Police Department – Administration Building, Ground Floor.  Jeffrey Scott, Police Chief (216.373.5407)

   i. The mission is to provide a safe, secure, and comfortable environment for students, faculty, staff, and visitors to the campus.
   ii. The NDC police department is a fully [Ohio] commissioned police department. All officers are fully sworn and empowered to enforce Ohio Revised Code. Their primary function is to coordinate safety and security operations on campus. They respond to emergencies and intervene when law enforcement capabilities are needed. Should you need NDC police, dial x5212. There are yellow emergency phones located outside of the ground floor of the Administration Building and outside Harks Hall. These phones connect directly to the NDC police.
   iii. Please report [immediately] any incident occurring on campus to NDC police at extension x5212. This is necessary for compliance with federal law, which requires the College to publish campus crime statistics.
iv. For any information on safety and security, including crime statistics, please go to 
http://www.notredamecollege.edu/resources-and-services/campus-safety-and
security/crime-statistics

v. The College also enjoys a good relationship with the South Euclid Police Department. If
you have an emergency or see a crime being committed, do not hesitate to call 9-911. The
SEPD also patrols the parking lots and perimeters of campus.

b. Career Services Center - Connelly Center. Kim Lane, Director

i. The Career Services Center can help students choose a career focus, research
employers, put together a resume and practice for job interviews. No matter what
educational track or program one’s in - Undergraduate, Graduate, or Teacher Evening
Education Licensure (TEEL) – the Career Services Center is here to assist. Students are
encouraged to begin using the Career Services Center during their first year at NDC to
start their career planning.

ii. Free career assessments, a resource center, an online job board, workshops and
individual counseling are available to all students and alumni. A schedule of all events
and programs is available on the Career Services Center’s website at:

c. Cheerleading – Sami George, Head Coach.

i. Falcon cheerleading offers the chance to build long-lasting friendships, team
camaraderie, and the opportunity to experience NDC athletics at its finest. Our
cheerleading squad prides itself on being a high-quality and high-energy group that
focuses on precision and safety.

d. Cooperative Education – Career Services Center

i. Cooperative Education and internships assist students in determining career direction,
gaining on-the-job training and experience, observing professionals and providing
lessons in human relations. Applying classroom learning to actual work experience
provides students an opportunity to test their knowledge in specific areas while
exploring career opportunities.

ii. This work experience is either major or career-related, can last one semester or longer
and be paid or unpaid. A student may earn a maximum of six credit hours towards
graduation; each credit hour requires forty five (45) hours of work. Tuition is the same
as for all other courses.

iii. Co-op is required for all Bachelor of Arts degree candidates; however, all students are
encouraged to participate in this program. Specific information about the Co-
op/Internship program may be found at the Notre Dame College web address:
www.Notredamecollege.edu/careers and click on “Cooperative Education.” All of the
requirements and forms necessary for the class are located at this website. Students
must still register for the class just like all other classes in addition to filling out the
required forms for the Co-op/Internship class itself.

e. Counseling Center- Administration Building, second floor.

i. Counseling is a process through which a student can discuss any problems or concerns
with a licensed professional counselor. This process may be voluntarily initiated by the
student or as a result of referral by a faculty member, family member, friend, or
professional in the community who may already be working with the student. The choice to begin, continue, or terminate counseling is left to the student. Counseling services are free for all full and part-time students. The counseling relationship is protected by law and is strictly confidential. Referrals will be made to students who may require a special area of counseling or psychiatric care. Counseling services include individual and group counseling, personal growth workshops, and education about mental health topics.

ii. Privacy
   1. Records that are created when the student receives treatment at the Student Counseling Center are considered “Educational Records” which are protected by FERPA, and the privileged nature of the client therapist relationship.

iii. Confidentiality
   1. All identifying information about you, including counseling records, and even the fact that you are seeing someone at the Center, will not be shared with anyone outside of the Counseling Center without your written permission. Exceptions to this are: when there is a clear danger to you or some other person, the reporting of child or elder abuse, court order, or college disciplinary process. If a student threatens to harm him or herself, counselors may be obligated to seek hospitalization for him or her, or to contact family members or others who can help provide protection. The Dean of Student Affairs may be informed. If such a situation arises, counselors will make every effort to fully discuss the requirements with clients before taking any action and will limit any disclosures to what is necessary in their professional judgment. If a student threatens to harm another person counselors have a duty to warn that other person.

   i. The Dwyer Learning Center offers a program to assist students in achieving their academic ambitions and goals. The program provides extra academic support in the form of tutorial assistance for course-related problems. The Director and student tutors perform the tutorial services and communicate regularly with the students’ instructors.
   ii. The Dwyer Learning Center assists with the coordination of Notre Dame College’s placement testing in English, math and computer skills. The tests are given at scheduled dates during the summer and at the new student orientation each semester. Failure to take these tests at the earliest opportunity can delay a student’s enrollment for specific classes.

g. Health Services
   i. Resident students needing health services may go to Senders Pediatrics located at:
      1. 2054 South Green Rd.
         Cleveland, OH 44121
         216.291.9210
   ii. Emergency Room services are provided for all students by area hospitals. Students who are absent from classes because of illness or accident are expected to contact their professors to make up work missed. A student’s medical record is confidential and,
except in an emergency, information from it is released only with the student’s permission.

h. Library – Clara Fritzsche Library. Karen Zoller, Director.
   i. The Clara Fritzsche Library, dedicated in 1971, houses a collection of more than 93,000 volumes. Located next to the Keller Center and adjacent to the Administration Building, the two-story structure contains a general collection supporting all areas of the curriculum, the Falcon Café, the Tolerance Resource Center, a computer lab, and art gallery.
   ii. After obtaining Notre Dame College ID and singing a library circulation agreement, student can request books from OhioLINK’s 87 academic libraries and access full text articles from over 160 databases.

i. Mail Center – Administration Building, Ground Floor.
   i. The mail center houses all on campus mail boxes and provides postal services to the College community. Photocopy and fax services are also available.

j. Residence Life – South Hall, second floor. Tera Johnson, Director.
   i. The Residence Life program at Notre Dame College is an integral part of the education of a student. The program is committed to facilitating and enhancing the academic, social, and personal growth of students. Residential life affords opportunities for growth and development outside of the classroom. Living on campus provides innumerable opportunities to live with others who are different from yourself, to become a leader, to communicate well, to manage conflicts successfully, to make sound decisions, and to broaden your perspective on the world. Student health records are kept in the Office of Residence Life.

k. Student Services – Administration Building, First Floor.
   i. The Student Services office located on the first floor provides a “one-stop-shop” for vital College information and services. The office houses the Office of the Registrar, Student Financial Services Office, and Student Accounts Office. Students who need assistance with registration, accounts, financial aid, etc. should visit this office.

18. Alma Mater
   a. Sons and daughters of Our Lady,  
      ‘Neath your banner, Notre Dame,  
      We will pledge devout allegiance  
      To the College of your name.  
      We will strive for what you stand for,  
      We will prove our filial love,  
      Alma Mater, hear our voices,  
      Which we raise to you above,  
      Alma Mater, hear our voices,  
      Which we raise to you above!
   b. Music by: Jane Gorman Flynn, ’41  
      Words by: Felicia Cetkowski Messuri, ’43

19. The College Seal
a. The seal incorporates the tradition, ideals and the spirit of Notre Dame College as follows:

i. The SHIELD, adopted from the Coat of Arms of the Congregation of the Sisters of Notre Dame, represents the staunch faith upon which rests the indestructible edifice of Catholic education.

ii. The FLEUR-de-LIS surmounting the shield, a symbol for supreme grace and splendor, honors Mary Immaculate, patroness of the United States and of the Sisters of Notre Dame. Its three petals represent the trinity of virtues essential to a fruitful apostolate: piety, justice and charity.

iii. The STAR, with its rays, symbolizes Mary, Mother of the Mystical Body, guiding, protecting and enlightening her children.

iv. The LATIN INSCRIPTION Respice Stella, Voca Mariam—“Look to the Star, call on Mary”—expresses the cherished ideal of Notre Dame College.

v. The EARLY CHRISTIAN LAMP, with its flame leaping upward, is a symbol of wisdom illuminated by faith. The Chi Rho motif represents dedicated service to Christ, the Divine Teacher, through the apostolate of Catholic higher education.

vi. The CIRCULAR FORM of the seal signifies the oneness of purpose and unified strength of faculty, administrators and students.