



BENEDICTINE COLLEGE

STUDENT HANDBOOK

Effective August 1, 2018

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Benedictine Heritage

Benedictine College is a four-year, Catholic, Benedictine, residential, coeducational college that provides an exceptional liberal arts education for students of all backgrounds and faiths. Our peaceful, wooded campus is located on the bluffs overlooking the Missouri River in Atchison, Kansas.

For over 1500 years, the Benedictine spirit has influenced the work and worship of men and women throughout the world. In 1856, at the request of the Most Rev. John B. Miede, S.J., Vicar Apostolic of Leavenworth, two Benedictine monks arrived in Atchison with the intention of founding a Benedictine school of higher learning for the people of Kansas. St. Benedict's Abbey was officially founded in 1857 and the monks opened a boarding school with six students in 1858.

The following year, 1859, St. Benedict's College was officially opened with sixteen students enrolled. From the beginning, the classical course served to prepare candidates for the priesthood, while the commercial course satisfied other needs of the pioneers. On June 13, 1868, the college was incorporated under the laws of Kansas and empowered to confer degrees and academic honors. After 1915, St. Benedict's gradually abandoned the traditional academy, greatly enlarged the curriculum, and became an accredited liberal arts college in 1927.

Seven Benedictine sisters arrived in Atchison in 1863 to begin a school for the townspeople. St. Scholastica's Academy for young women opened on December 1, 1863, with forty-four students. In 1877 the sisters purchased Price Villa, now called St. Cecilia's, and moved from their location near St. Benedict's to the present site of the Mount St. Scholastica Monastery. There the sisters continued their academy and in 1924 Mount St. Scholastica's Junior College was opened. The junior college soon became a senior college and in 1932 it conferred its first bachelors' degrees. In 1934 Mount St. Scholastica College was fully accredited by the North Central Association.

Over the years, the monks and sisters cooperated in their educational ventures, ultimately merging the two colleges on July 1, 1971, to form Benedictine College. During the years since then, Benedictine College has formed its own identity, one steeped in the history and tradition of its parent institutions.

Our Founders

Our Founders, Saints Benedict and Scholastica gave everything to follow Christ in the monastic life. They were twins born into a wealthy family around 480 A.D. near the town of Norcia, Umbria, Italy. Their parents were faithful Christians who gave them a sound education and solid spiritual formation.

Disturbed by the immoral conduct of fellow students in Rome, St. Benedict left and went to a place named Subiaco that became his hermitage. During this time a raven would bring him food. He worked, prayed, read, and studied there for several years before founding a monastery at Monte Cassino, an abandoned Roman fortress. Taking possession of the fortress, St. Benedict dedicated a chapel to St. Martin of Tours and St. John the Baptist. In this monastery he performed miracles, wrote a Rule, and challenged his disciples to follow Christ. Moments before his death, St. Benedict received the Eucharist, raised his hands to God, and made a final offering of his life.

St. Scholastica consecrated herself to God at an early age. She established a monastery for women at Plombariola, near Monte Cassino. As the first Benedictine nun she followed the Rule, and was Abbess of her community where she excelled in teaching her disciples to follow Christ. St. Benedict had a vision of St. Scholastica's soul leaving her body and entering heaven in the form of a dove. The dove is a Christian symbol for her.

The earthly remains of Sts. Benedict and Scholastica rest together at the High Altar of Monte Cassino's Basilica Church under the Latin inscription, which translates, "St. Benedict and St. Scholastica were never separated in the spirit during their life nor are their bodies separated in their death." This brother and sister are patrons of the Benedictine Order and Benedictine College; may each of us follow them in humble service to God.

For further information about our patrons read the Rule of St. Benedict, and the Dialogues of St. Gregory the Great. It is possible to visit the Abbey of Monte Cassino and St. Scholastica Monastery to this day following a short trip from Rome.

"These people fear the Lord, and do not become elated over their good deeds; they judge it is the Lord's power, not their own, that brings about the good in them."

-St. Benedict, RB Prologue: 29

Co-Sponsor: Mount St. Scholastica Monastery

Prioress: St. Esther Fangman, OSB

913-360-6200

www.mountosb.org

The Benedictine Sisters of Mount St. Scholastica in Atchison, Kansas, are a community of Benedictine women devoted to a communal life of prayer, work, and hospitality lived according to the Rule of St. Benedict. The Benedictine Sisters serve God's people in various ministries according to their individual gifts.

Co-Sponsor: St. Benedict's Abbey

Abbot: Rev. James Albers, OSB

913-367-7853

www.kansasmonks.org

St. Benedict's Abbey in Atchison, Kansas is the third monastery founded in the American Cassinese Congregation of Benedictine monks. They seek to be Benedictine in culture, Catholic in faith, and Evangelical in words, works and deeds. In our early years, colleagues from our motherhouse at St. Vincent Archabbey, Latrobe, Pennsylvania, dubbed us the "Kansas Monks." We monks wear this label with pride and wish to foster faith, education, and culture in the land and local church of the Archdiocese of Kansas City in Kansas.

The Mission of Benedictine College

Benedictine College is an academic community sponsored by the monks of St. Benedict's Abbey and the sisters of Mount St. Scholastica Monastery. The college is governed by an independent Board of Directors. Heir to the 1500 years of Benedictine dedication to learning, Benedictine College in its own time is ordered to the goal of wisdom lived out in responsible awareness of oneself, God and nature, family and society. Its mission as a Catholic, Benedictine, liberal arts, residential college is the education of men and women within a community of faith and scholarship.

As a Catholic college, Benedictine College is committed to those beliefs and natural principles that form the framework of the Judeo-Christian tradition, and it is committed further to those specific matters of faith of the Roman Catholic tradition, as revealed in the person of Jesus Christ and handed down in the teachings of the Church. The College embraces students and faculty from all faiths who accept its goals, seeking in its members a personal commitment to the ideals and principles of a spiritual life and the expression of these in worship and action. Benedictine College promotes the growing involvement of religious and laity in the church's ministries.

As a college founded on the Benedictine tradition, Benedictine College inherits the themes handed on to us by the Benedictine family: peace, the balance of activity and contemplation, and the glorification of God in all undertakings. With the ideal of a common life vitalized by the spirit of St. Benedict, the members of the Benedictine College community can share work and prayer in common, faithful participation in the life of the community, attentive openness to the Word of God, deep concern for issues of justice and peace, and the pursuit of moderation, hospitality and care for the gifts of creation.

As a liberal arts college, Benedictine College is dedicated to a liberal arts education by means of academic programs based on a core of studies in the arts and sciences. Through these programs, the college guides students to refine their capacity for the pursuit and acquisition of truth, to appreciate the major achievements in thought and culture, and to understand the principles that sound theoretical and practical judgment require. In addition, the College provides education for careers through both professional courses of study and major programs in the liberal arts and sciences. As an essential element in its educational mission, Benedictine college fosters scholarship, independent research and performance in its students and faculty as a means of participating in and contributing to the broader world of learning.

As a residential college, Benedictine College supports and encourages the full development of its students through a community life that expresses and proclaims the worth and dignity of each individual. In a caring and supportive atmosphere, students are helped to develop a sense of meaningful purpose in life and encouraged to participate in programs that promote sound bodies, emotional balance and dedication to the welfare of others.

"The mission that the Church, with great hope, entrusts to Catholic universities holds a cultural and religious meaning of vital importance because it concerns the very future of humanity."

John Paul II, Apostolic Constitution on Catholic Universities

Benedictine College Values

Jesus Christ – We believe in the love of Jesus Christ and the faith reveal to, and handed down by, the Roman Catholic Church. To grow in a relationship with Jesus by using the gifts of faith and reason to see and do things the way God does. "The love of Christ must come before all else." RB 4:21

Community – We believe in service to the common good, respect for the individual, virtuous friendship, and the beatitudes. To demonstrate good will, humility, trust, accountability, justice, faithfulness, obedience, peace, and discipleship. "They should each try to be the first to show respect to the other." RB 72:4

Conversion of Life – We believe conversion, a commitment to personal conversion or growth, positively transforms life. To pursue continual self-improvement, seeking the truth each day, joyfully beginning again and again, hoping in God. "Your way of acting should be different from the world's way." RB 4:20

Love of Learning – We believe rigorous scholarship in the liberal arts, rooted in the monastic tradition, leads to the discovery of truth. To strive for wisdom lived in responsible awareness of oneself, family, society, nature, and God. “We intend to establish a school for the Lord’s service.” RB P:45

Listening – We believe seeking counsel and listening should lead to wise resolution and action. To engage all members of the community on important matters so leaders make good decisions. “Call the whole community together and explain what the business is; and after hearing the advice, ponder it and follow the wiser course.” RB 3:1-2

Excellence through Virtue – We believe that a daily discipline and practice of virtue leads to learning, freedom, and greatness. To personally strive for excellence in all things, practicing cardinal and theological virtues until they become habit. “That in all things God may be glorified.” RB 57:9

Hospitality – We pledge to uphold the dignity of every human person from the beginning of life to its natural end. To be open to the multitude of persons in the human family, God’s greatest treasure and our greatest resource. “All guests who present themselves are to be welcomed as Christ.” RB 53:1

Stability – We believe in a commitment to one’s vocation in a daily rhythm of life following St. Benedict and St. Scholastica. To develop a balanced way of life and love for the people and place along with fidelity to its traditions. “Never swerving from his instructions, we share in the sufferings of Christ to also share in his kingdom.” RB P:50

Stewardship – We believe the Lord God made all things and called them good. To care for creation and the goods of this place, our time, talent, and treasure as gifts from God. “Regard all utensils and goods as sacred vessels of the altar.” RB 31:10

Prayer and Work – We believe our Ora et Labora cooperates in God’s plan to make all things new. To always be in conversation with God through prayer and value the dignity of all work and human activity. “We believe that the divine presence is everywhere...They live by the labor of their own hands.” RB 19:1-48:8

Statement of Nondiscrimination

Benedictine College, motivated by its Catholic, Benedictine identity, recognizes the inherent value and dignity of all members of the human family. The College values equal opportunity and seeks racial, cultural, and ethnic diversity. The College prohibits discrimination and harassment on the basis of race, color, national or ethnic origin, sex, age, ancestry, disability, status as a

veteran, marital status, parental status, genetic information, or any other classification protected by law. The College maintains its Catholic character, but is open to persons of all religious faiths who respect the Mission Statement, Vision and Commitment Statements, and College Values as adopted by the Board of Trustees. The College does not discriminate on the basis of religion, except to the extent that applicable laws and constitutional provisions respect its right to act in furtherance of its religious objectives.

The College fully accepts the beliefs and teachings of the Catholic Church with regard to sexual conduct as set forth by the Magisterium of the Catholic Church. Consistent with these teachings, the College does not discriminate on the basis of an individual's sexual orientation without regard to conduct or other actions that undermine the College's Catholic identity.

The following position has been designated to handle inquiries regarding the College's nondiscrimination policies: Charo Kelley, Human Resources Director, St. Benedict Hall, Office 326, 913-360-7326, ckelley@benedictine.edu.

Additionally, the following individual has been designated as the employee responsible for coordinating the College's compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act: Katie Campbell, Student Success Center, 913-360-7968, khoward@benedictine.edu.

Title IX Statement

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Kimberly Shankman Dean of the College
Ferrell Academic Center, 4th Floor
1020 N 2nd Street
Atchison, KS 66002
913-360-7413
kshankman@benedictine.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged

violation of Title IX by visiting
www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Fall 2018 Activities and Academic Calendar

Aug. 7, 9am-12pm	Returning VB, MSC, WSC, & FB Athletes Arrive
Aug. 10, 11am-1pm	Student Leaders Arrive
Aug. 11, 9am-12pm	New Fall Athletes VB, MSC, WSC, FB, XC, Honors, Marching Band, Cheer, Dance Arrive
Aug. 18, 10am-2pm	New Students Arrive
Aug. 18-21	New Students Orientation (ROC Week)
Aug. 19, Noon-2pm	Returning Students Arrive (Halls Open)
Aug. 22	First Day of Classes
Aug. 28, 9:30am	Opening All School Mass & Convocation**
Sept. 3	Labor Day (Classes in Session)
Sept. 21-23	Family Weekend
Sept. 28	Oktoberfest
Oct. 9	Midterm
Oct. 18, 19	Fall Break (No Classes, Residence Halls Open)
Oct. 26-28	Homecoming Weekend
Nov. 1, 3:00pm	All Saints Day All School Mass**
Nov. 9	HER Weekend
Nov. 21, 10 am	Residence Halls close for Thanksgiving Break
Nov. 21-23	Thanksgiving Break
Nov. 25, Noon	Residence Halls open from Thanksgiving Break
Nov. 26	Classes Resume
Dec. 4	Last day of Classes
Dec. 5	Study Day
Dec. 6-7 & 10-11	FINALS
Dec. 12, 10am	Residence Halls close for Christmas Break

Spring 2019 Activities and Academic Calendar

Jan. 6, Noon	Students Arrive (Residence Halls open at Noon)
Jan. 9	First Day of Classes
Jan. 21	Martin Luther King Jr. Day (Classes in Session)
Feb. 9	Mother-Son/ Father-Daughter Banquet and Dance
Feb. 10	Feast of St. Scholastica
Feb. 23	Scholarship Ball
Feb. 26	Midterm
Mar. 2, 10am	Residence Halls close for Spring Break
Mar. 4-8	Spring Break
Mar. 6	Ash Wednesday
Mar. 10, Noon	Residence Halls open from Spring Break
Mar. 11	Classes Resume
Mar. 21, 9:30am	Feast of St. Benedict All School Mass**
Mar. 22, 23	Little Siblings Weekend
Apr. 10	Discovery Day (Evening Classes Only)
Apr. 12	Spring Formal
Apr. 18 -22	Easter Break (No Classes, Residence Halls Open)
Apr. 26, 27	Springfest Weekend
Apr. 30	Last Day of Classes
May 1	Study Day
May 2-3 & 6-7	FINALS
May 8, 10am	Residence Halls close for Summer Break
May 10, 4:30pm	Baccalaureate Mass**
May 11, 10am	Commencement
May 12, 10am	Graduates depart Residence Halls
June 7-9	Alumni Weekend...Come back to the Alma Mater

*Students and families are asked to respect arrival and departure dates and times for Breaks and Holidays.
 **Located in Abbey Church

Calendar of Hall Openings and Closings

Aug. 7	Tuesday, 9am-12pm	Halls Open to Returning Fall Athlete
Aug. 10	Friday, 11am-1pm	Halls Open to Student Leaders
Aug. 11	Saturday, 9am-12pm	Halls Open to Fall Athletes/Honors
Aug. 18	Saturday 10am-2pm	Halls Open to New Students
Aug. 29	Sunday, Noon-2:00 pm	Halls Open to Returning Students
Nov. 21	Wednesday, 10am	Halls Close for Thanksgiving Break
Nov. 25	Sunday, Noon	Halls Open for Thanksgiving Break
Dec. 12	Wednesday, 10am	Halls Close for Christmas Break
Jan. 6	Sunday, Noon	Halls Open for Spring Semester
Mar. 2	Saturday, 10am	Halls Close for Spring Break
Mar. 10	Sunday, Noon	Halls Open from Spring Break
May 8	Wednesday, 10am	Halls Close for Summer Break
May 12	Sunday, 10am	Graduates Depart Residence Halls

Students must exit their residence hall by 10am. Students needing to stay over break periods or for commencement services need to receive approval and make arrangements with the Student Life Office. There is a \$25 per day/night charge for students who stay for reasons not related to a college-sponsored function. Please see the college's policy on page Vacation Housing.

Quick Resource Guide to College Offices & Staff

Admissions

Pete Helgesen, Dean of Enrollment Management Ext. 7479
St. Benedict Hall 223 phelgesen@benedictine.edu

The offices of Admissions are located on the second floor of St. Benedict's Hall. Students seeking readmission to Benedictine College after an absence of one semester or longer should contact the Admission Office to apply for re-admission.

Alumni Relations

TBD, Director of Alumni Relations Ext. 7675
St. Benedict Hall 209

The Alumni Relations Office serves as a liaison alumni/alumnae, families, and friends of the College. This office develops programs and special events to

maintain and strengthen lifelong ties between Benedictine College and its alumni/alumnae, family, and friends.

Athletics

Charles Gartenmayer, Athletic Director
Amino Center

Ext. 7583
cgartenmayer@benedictine.edu

Business Office-Student Billing

Becky Miller, Bursar
St. Benedict Hall 323

Ext. 7410
beckymiller@benedictine.edu

The *Student Billing* Department is part of the College Business Office, which is managed by the College Controller as directed by the Chief Financial Officer of the College. The Billing Department is located in the College Business Office and is responsible for student billing and collections, oversight of payment plans, student loan refunds generated from Title IV funds or overpayments, and collections of Perkins loan accounts.

Benedictine College is proud to provide the kind of quality education and collegiate experience you are seeking. In return, you are expected to pay for this service in a responsible and timely manner by paying your bills in full or enroll in a monthly payment plan approved by Student Billing. Payment deadlines and policies are outlined in detail on the Student Billing web page at www.benedictine.edu and in the College Catalog. Each student is responsible to review and be familiar with the information.

- *Failure to pay the balance due in full and/or to enroll in an approved installment tuition payment plan (IPP) by required deadlines may result in additional charges to the student as well as jeopardize the student's enrollment. Students are required to maintain their accounts in current status in order to proceed in the registration process each term. The College also reserves the right to hold student records, transcripts, and diplomas until the student's account has been settled.*
- *Benedictine College reserves the right to assess monthly interest charges, late charges, administrative charges, collection costs up to 50% of the outstanding principal and interest, attorney fees, and any other costs associated with or which accrue due to the delinquent status of a student and/or payment plan account. Delinquent accounts may also be referred to collection agencies.*

Students are encouraged to take advantage of the Student Billing "Open Door" policy whenever questions or concerns arise regarding individual financial situations. It the goal of Student Billing staff to work closely with students and

families to manage the students' financial obligations as well as the College's fiscal stewardship in a responsible, respectful, and timely manner.

Billing staff are available Monday through Friday from 8:30 a.m. to 4:30 p.m. to discuss your accounts. You may also call 913-360-7403 for assistance or to schedule a personal appointment.

Benedictine College Mission & Ministry

Office email: bcministry@benedictine.edu Office phone: Ext. 7735

Kevin Brown, Director of College Ministry Ext. 7656
St. JP II Student Center, Upper Level kbrown@benedictine.edu

Fr. Simon Baker, OSB, Chaplain Ext. 7655
St. JP II Student Center, Upper Level sbaker@benedictine.edu

Maggie Crider, Associate Director of College Ministry Ext. 7312
St. JP II Student Center, Upper Level mcrider@benedictine.edu

Megan Ryan, Director of Youth Outreach Ext. 7406
St. JP II Student Center, Upper Level mryan@benedictine.edu

TBD, Director of Missions and Service Ext. 7349
St. JP II Student Center, Upper Level

TBD, Administrative Assistant Ext. 7735
St. JP II Student Center, Upper Level

Abbot James Albers, OSB, Asst. Chaplain Ext. 7840
St. Benedict's Abbey jalbers@kansasmonks.org

Prior Gabriel Landis, OSB, Asst. Chaplain Ext. 7830
St. Benedict's Abbey frgabriellandis@gmail.com

Fr. Marion Charboneu, Asst. Chaplain mcharboneu@kansasmonks.org

Fr. Roderic Giller, Asst. Chaplain rgiller@kansasmonks.org

Chief Financial Officer

Ron Olinger, Chief Financial Officer Ext: 7413
4th Floor, Ferrell Academic Center rolinger@benedictine.edu

Dean of the College

Dr. Kimberly Shankman, Dean of the College Ext: 7413
4th Floor, Ferrell Academic Center kshankman@benedictine.edu

Sr. Linda Herndon, OSB, Associate Dean of the College Ext: 7550
St. Benedict Hall 113 lherndon@benedictine.edu

Janet Wilcox, Asst. Dean of the College & Dir. of Student Success Ext. 7965
Student Success Center 101 jwilcox@benedictine.edu

Student Life Office

Office email: studentlife@benedictine.edu Office phone: Ext 7500

Dr. Linda Henry, Vice President of Student Life Ext. 7520
St. John Paul II Student Center 204 lhenry@benedictine.edu

Dr. Joseph Wurtz, Dean of Students Ext. 7507
St. John Paul II Student Center 204 jwurtz@benedictine.edu

Sean Mulcahy, Director of Residence Life Ext: 7500
St. John Paul II Student Center 204 smulcahy@benedictine.edu

Mike Rolling, Director of Student Conduct Ext. 7500
St. John Paul II Student Center 204 mrolling@benedictine.edu

Jennifer Sanger, Assistant Director of Residence Life for Housing Ext. 7519
St. John Paul II Student Center 204 jsanger@benedictine.edu

Diane Holly, Director of Student Activities Ext. 7580
St. John Paul II Student Center 204 dholly@benedictine.edu

Dione Mispagel, Administrative Assistant Ext. 7545
St. John Paul II Student Center 204 dione.mispagel@benedictine.edu

Since its founding, the College has held the residential experience as one of the four pillars of its mission. The residential experience at Benedictine College prepares students for the reality of the world with skills needed to work with others and to live in communities large and small.

Living on campus is a great way to make lifelong friends and get involved in student activities. Being surrounded by other students means there is always someone around to share pizza, study or catch a movie. The Benedictine

family stands together with a strong sense of community that makes a world of difference.

Benedictine College is a place where success is measured on a human scale, where people nurture other people, and where life and learning reach far beyond expectations through our four pillar mission to be Catholic, Benedictine, liberal arts, and residential.

Financial Aid

Tony Tanking, Director of Financial Aid
St. Benedict Hall 214

Ext. 7485
ttanking@benedictine.edu

All students accepted for admission to Benedictine College are eligible to receive financial assistance. Ninety-eight percent of our students receive some form of financial aid. Aid is available through Institutional Merit Scholarships, Institutional Need-based Grants, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Kansas Grants (Kansas residents only), Work Study, Federal Student and Parent Loans and Private Alternative Loans. The College Installment Tuition Payment Plan assists families in budgeting college costs over monthly payments as well.

Please contact Barbara Portenier (ext. 7484) regarding your financial aid questions. Our goal is to create a financing plan that will work for you.

FOCUS

Fellowship of Catholic University Students
St. JPII Student Center, Upper Level

Ext: 7611

Thomas Manning, Campus Director

thomas.manning@focus.org

All students are invited to join this Christian leadership training program where fellowship and small group Bible studies and a growing friendship with Jesus Christ. If interested email, call, or stop to say hello.

SPO

Saint Paul's Outreach
St. JPII Student Center, Upper Level

Ext: 7611

Patrick Welsh, Campus Director

patrick.welsh@spo.org

Advancement

Kelly Vowels, VP for Advancement

Ext: 7414

St. Benedict Hall 203

The Office of Institutional Advancement oversees alumni, special events, fundraising (Annual Fund, capital campaigns, endowment building, estate planning/planned giving), marketing, and communications activities.

In order to meet its operating costs, Benedictine College must seek private gifts to supplement the tuition and fees paid by students and help the college maintain a high-quality educational program and living environment.

Revenues are generated every year to help provide scholarships and grants to academically promising and/or financially strapped students. Monies received are the result of building long-term relationships with key constituents and providing opportunities for supporting the Benedictine College mission and goals.

Campus improvements, the library, academic programs, equipment, renovations, and many other components of the college's operating budget are supported by gifts from alumni/ae, parents, and friends.

Marketing and Communications Office

Thomas Hoopes, VP of College Relations
St. Benedict Hall 200

Ext: 7529
thoopes@benedictine.edu

Steve Johnson, Director of Marketing and Communications
St. Benedict Hall 200

Ext: 7415
stevej@benedictine.edu

The Office of Marketing and Communications manages the college brand and all internal and external communications, including media relations, social media and Internet content. It ensures that all communication is consistent, promotes the college and helps the public better understand Benedictine's mission. The office produces press releases, the Raven Review magazine, newsletters, advertising, videos and other collateral for the college and its various departments.

President's Office

Stephen D. Minnis, President
4th Floor, Ferrell Academic Center

Ext: 7400
sminnis@benedictine.edu

Abby Bartlett, Executive Assistant
4th Floor, Ferrell Academic Center

Ext: 7400
abartlett@benedictine.edu

Sue Durkin, Special Asst. to the President for Events
4th Floor, Ferrell Academic Center

Ext: 7401
sdurkin@benedictine.edu

Residence Life

Sean Mulcahy, Director of Residence Life
Student Union 204

Ext. 7500
smulcahy@benedictine.edu

This office provides an abundance of programs and services that enrich each student's experience and fosters personal growth. It is responsible for the 12 residence halls and several houses on the College's 110-acre campus. St. Martin's Memorial Hall and St. Scholastica Hall are home to freshmen women, and Turner Hall is home to freshmen men. Newman Hall is home to freshmen and sophomore men. Elizabeth Hall, Cray-Seaberg Hall, and McDonald Hall house upperclassmen women. St. Joseph and St. Michael hall house upperclassmen men. Our Lady of Guadalupe Hall houses freshmen, sophomore, junior and senior women. The Legacy Apartments and Row Houses house junior and senior women and men in separate buildings. Living in residence halls, students prepare themselves to become responsible community members through Christian intellectual, social, spiritual, and emotional maturation.

Office of Academic Records and Registration

Office email: bcregistrar@benedictine.edu

Office phone: Ext 7550

Sr. Linda Herndon, OSB, Associate Dean & Registrar
St. Benedict Hall 113

Ext: 7550
lherndon@benedictine.edu

Jenna Hall, Registrar
St. Benedict Hall 113

Ext: 7551
jhall@benedictine.edu

Janet Pruett, Transcript Analyst
St. Benedict Hall 113

Ext: 7552
jpruett@benedictine.edu

Denise Vandelloo, Coordinator of Academic Records
St. Benedict Hall 113

Ext: 7559
bcregistrar@benedictine.edu

Students' academic records are kept in the Office of Academic Records and Registration. Change of address, registration, dropping or adding classes, degree application and requesting transcripts are some of the actions that may take place there.

Student Records and FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law affording students certain rights with respect to their education records. Under FERPA, students have the right to access to their education records

within 45 days of a request and, except in certain circumstances, College personnel may not disclose information from students' education records without written consent from the student. For the College's full Educational Rights and Privacy Policy, please refer to:
<http://www.benedictine.edu/academics/resources/ferpa/index>.

Grades will not be sent to parents at the end of each semester.

Student Activities

Diane Holly, Director
Student Union 204

Ext: 7580
dholly@benedictine.edu

The Office of Student Activities seeks to develop the whole person through extracurricular organizations and activities. The Benedictine College Student Government Association (SGA), Student Ambassadors, and Raven Orientation Camp (ROC) are organized by and overseen by the Student Activities Director. The office of Student Activities also process event requests for all student-initiated activities on campus.

Services to Student & College Community

"Let all the rest serve one another in love."

-St. Benedict, RB 35:2

Academic Advising

Janet Wilcox, Director of Student Success Center

Ext. 7965
jwilcox@benedictine.edu

Sheila Gartenmayer, Coordinator of Academic Advising

Ext. 7968
sgartenmayer@benedictine.edu

Your faculty advisor will assist you with overall curriculum planning, specific course selections, monitoring academic progress, etc., and provide you with information on curricular and co-curricular opportunities related to your college goals.

If you cannot locate your academic advisor contact the Student Success Center. If you need a change of an advisor, please consult the Office of Academic Records & Registration and they will provide assistance.

Alumni Relations

TBD, Director of Alumni Relations
St. Benedict Hall 209

Ext. 7675

Office of Alumni Relations - This office serves as a liaison between alumni/ae, families and friends of the College. This office develops programs and special events to maintain and strengthen lifelong ties between Benedictine College and its alumni/ae, families and friends.

Alumni Association – All persons who have completed a minimum of 30 credit hours at Benedictine College or one of its parent institutions are members of the Benedictine College Alumni Association. The Benedictine College Alumni Association's history dates back to 1898 with the founding of the Alumni Association of St. Benedict's College, one of the parent institutions of Benedictine. The primary goal of the Benedictine College Alumni Association is to promote and enhance the welfare of Benedictine College by establishing a mutually beneficial relationship between the College, and its alumni/ae, families and friend of Benedictine College.

Alumni Association Board –The Benedictine College Alumni Association Board represents and serves all alumni of Benedictine College; promotes the mission and strategic plan of Benedictine College; and supports and develops Benedictine College traditions. The BC Alumni Association, which our Board represents, is composed of all graduates and attendees of St. Benedict's College, Mount St. Scholastica College, and Benedictine College. Our Board meets at least 3 times per year.

Spirit of Giving- The *Spirit of Giving* is a quarterly magazine highlighting the philanthropy and generosity of the Benedictine Community.

Athletic Department

Amino Center

Ext: 7564

Intercollegiate - The Athletic Department provides social events for the entire college campus and fosters the development of community among the campus, local area and constituency. Students are admitted to all regular season varsity sports without admission charge with a student ID. Benedictine College currently competes in the Heart of America Athletic Conference and is a member of the National Association of Intercollegiate Athletics (NAIA).

Intercollegiate sports for both men and women have a solid winning tradition at Benedictine College.

The athletic arena provides an extension of the education of the student-athlete. Participation in intercollegiate athletics provides a learning laboratory for each student. Benedictine College offers a balanced sponsorship of sports for men and women. The athletic program for men includes baseball, basketball,

football, soccer, and track and field/cross country. The intercollegiate sports for women are volleyball, basketball, soccer, softball, and track and field/cross country. These teams have been very successful in the Heart of America Athletic Conference, and many members of these teams have earned All-Conference, All-Region, and All-American honors, not to mention the many Scholar Athletes Benedictine has produced. Raven athletics has a tradition of excellence.

COACHING STAFF

Head Football Coach: Larry Wilcox	X7542
Men's Soccer Coach:	X7374
Women's Soccer: Lincoln Roblee	X7549
Men's Basketball: Ryan Moody.....	X7587
Women's Basketball: Chad Folsom.....	X7380
Volleyball: Erin Connor	X7377
Baseball Coach:Eric Peterson.....	X7376
Softball Coach: Paul Hunt.....	X8550
Cross Country: Rex Lane	X7369
Track & Field: Henry Brun	X7563
Wrestling: Marcus Cobbs.....	X7562
Men's Lacrosse: Mark Blaise	X7330
Women's Lacrosse: Amanda Magee	X7332
Intramurals: Adam Gardner.....	X7177, 7760

Athletic Facilities

Amino Center - Adjacent to the football practice field at the northwest end of the campus, this building was completed in the summer of 1990. It contains weight rooms, showers, and dressing areas, and offices for members of the athletic department.

Baseball Field - Located at the north end of campus, the field and stands are the site for all home baseball games and some summer games sponsored by outside organizations. This is an intercollegiate field for team use only.

Haverty Center Fitness Center - The fitness center is located in the Haverty Center and open to Benedictine College varsity sports.

Larry Wilcox Stadium - Located at the north end of campus, the football stadium is the site of all home football games. This is an intercollegiate field for team use only.

Murphy Recreation Center – Located just south of the Raven Memorial Park and open to all Benedictine College students. “The Murph” is a 42,000 square-foot facility full of ball courts, weight and aerobics rooms, and strength and

conditioning equipment. The recreation center has everything a Raven needs to lead an active, healthy lifestyle.

Old Gymnasium - Centrally located on campus, this building is used both for intramural and recreational activities. This building contains a swimming pool, athletic offices, two handball courts, and an isometrics room. Varsity basketball and volleyball games are played in the Ralph Nolan Gymnasium in the Student Union. The college bookstore, and the Raven Roost are situated on the ground floor and serve the campus community from this central location.

Racquetball Courts - These are located in the Old Gymnasium. They are open to all Benedictine College students and faculty.

Ralph Nolan Gymnasium - Located in the Student Union, the Ralph Nolan Gymnasium is the home of the volleyball and men and women's basketball teams.

Sand Volleyball Courts - Located in front of McDonald Hall, the sand volleyball courts serve the recreational needs of the student body.

Soccer Field- Located on the south side of campus, the soccer field is the site of all men and women's soccer games. This is an intercollegiate field for team use only.

Softball Field- Located on the north side of campus, the softball field is the site of all home softball games. This is an intercollegiate field for team use only.

Tennis Courts - The four tennis courts located at the north end of campus are available to the College Community.

Track - The football stadium features a rubberized track that is open to the College Community.

Volleyball Courts - The volleyball courts are located in the Ralph Nolan Gymnasium. This is the site of all home volleyball games.

Athletic Training

Patrick Hodapp, Head Athletic Trainer
Mother Teresa Center, 211

Ext: 7150
phodapp@benedictine.edu

Campus Dining Services

Katherine Striggow, Food Service Director

Ext. 7594
Striggow-Katherine@Aramark.com

Benedictine Dining takes pride in the quality of the food and service we give to our campus community. Our staff is dedicated to the mission of the college and has a great understanding of what today's college student needs as well as helping expose them to new and varied menus.

The College offers four meal plans: 18 Meal Plan + 300 Dining Dollars (150 per semester), 14 Meal Plan + 500 Dining Dollars (250 per semester), 12 Meal Plan + 300 Dining Dollars (150 per semester), and 7 Meal Plan + 100 Dining Dollars (50 per semester). Dining Dollars included with the meal plans are on a per semester basis. Additional Raven Bucks may be added to any meal plan. The 7-meal plan is only for students living in the Legacy Apartments, Row Houses or campus houses. For planning purposes Sunday is the first day of the week and Saturday is the last. Off-campus students may purchase any meal plan or the Raven 60, which allows them to eat 60 meals at campus dining facilities throughout the semester.

Dining Dollars may be used at all campus dining locations. These include the Cafeteria, the Raven Roost, the Monte Cassino Inn, Grab-N-Go, Benedettos, and the Holy Grounds Coffee Shop. The meal plan may be only used at the Dining Hall, Raven Roost, and Grab-N-Go and Benedetto's.

We also offer a Raven Bucks Account. This is a declining balance account and is great for any student. You may open a Raven Bucks account online at www.benedictine.edu or by stopping by the Business Office located in St. Benedict Hall and depositing money into this account.

Dining Hall

The new Dining Hall is the traditional on-campus dining experience where you can use a meal swipe and spend time over breakfast, lunch or dinner with friends and classmates. The Dining Hall features 2 Mongolian-style grills, build your own deli station, fresh salad bar, pasta and Italian dishes, grill, soups, desserts, and comfort foods.

Dining Hall Hours

You may use your Meal Card, Dining Dollars or Raven Bucks, cash or credit.

	Breakfast	Lunch/Brunch	Dinner
Monday-Friday	7:15-9:30 am	11:00 am-1:30 pm	4:45-7:00 pm
Saturday	Closed	10:30 am-1:00 pm	5:00-6:30 pm
Sunday	Closed	10:30 am-1:00 pm	5:00-6:30 pm

Haverty Center

The Haverty Center is home to the Raven Roost, Monte Cassino Inn, and the Campus Store. The seating area of the Raven Roost is open 24 hours a day. It

is equipped with TV's, a pool table, fireplace, and plenty of room for studying and visiting with friends. The Center features wireless internet access.

Late Night Hours

Monday, Tuesday, Thursday: 10pm-11:30pm

Monte Cassino Inn

Saint Benedict founded Benedictine monasticism and built an abbey in Italy that became the heart of monastic life in the Church. The name of that now world famous place is the Abbey of Monte Cassino. The MCI is a full service restaurant with Cash, credit card, Dining Dollars or Raven Bucks can be used to pay. **You must be 21 to purchase beer or wine.**

Monte Cassino Inn Hours

Monday-Friday	11:00am-2:00pm 4:00pm-8:00pm
Saturday & Sunday	4:00pm-8:00pm

Late Night at the Roost (MCI)

Monday-Tuesday	10:00pm-11:30pm
Wednesday	Closed
Thursday	10:00pm-11:30pm
Friday, Saturday, Sunday	Closed

Raven Nest

Located in the top of the Student Union, makes it easy to quickly grab a meal before or after a class.

Raven Nest 'Grab-N-Go' Hours:

You may use your Meal Card, Raven Bucks or cash

Monday-Friday	9:30am-3:00pm
Saturday & Sunday	Closed

Café 62

Café 62 is located on the second floor of Ferrell Academic Center. It offers a wide variety of Java City branded coffee beverages as well as fresh salads, sandwiches and pastries.

Café 62 Hours:

Monday-Friday	7:30am-4:00pm
Saturday & Sunday	Closed

Benedetto's

Benedetto's features build your own sandwiches and beverages.

Benedetto's Hours

Monday – Friday 11:00am-1:30pm/5:00pm-7:00pm

Holy Grounds

“Student run from the Grounds up.” Holy Grounds is a student operated coffee shop that offers a wide variety of specialty drinks including coffees, lattes, smoothies, teas, and cappuccinos, and pastries. Come sit and enjoy a cup of your favorite coffee with friends in a relaxed atmosphere.

Holy Grounds Hours:

Monday-Friday 7:45am-10:30am/9:00pm-12:00am
 Sunday-Thursday 9:00pm- Midnight
 Saturday Closed

Accepts Dining Dollars, cash, credit card or Raven Bucks.

"The brothers should serve one another. Consequently, no one will be excused from kitchen service unless he is sick, or engaged in some important business of the monastery, for such service increases reward and fosters love.

-St. Benedict, RB 35:1-2

Benedictine Catering

Benedictine Catering is ready to serve you. We can accommodate groups of all sizes. We do our best to accommodate last minute orders, but of course it is always best to give us as much advance notice as possible. To request a Meeting Room for your next event, please call extension 7592 to make a reservation.

Benedictine College Ministry

Office email: bcministry@benedictine.edu

Office phone: Ext. 7735

Kevin Brown, Director of College Ministry
 St. JP II Student Center, Upper Level

Ext. 7656
dtrotter@benedictine.edu

Fr. Simon Baker, OSB, Chaplain
 St. JP II Student Center, Upper Level

Ext. 7655
sbaker@benedictine.edu

Maggie Crider, Associate Director of College Ministry
 St. JP II Student Center, Upper Level

Ext. 7312
mcrider@benedictine.edu

Megan Ryan, Director of Youth Outreach
 St. JP II Student Center, Upper Level

Ext. 7406
mryan@benedictine.edu

TBD, Director of Missions and Service

Ext. 7349

St. JPII Student Center, Upper Level

TBD, Administrative Assistant Ext. 7735
St. JPII Student Center, Upper Level

Abbot James Albers, OSB, Asst. Chaplain Ext. 7840
St. Benedict's Abbey jalbers@kansasmonks.org

Prior Gabriel Landis, OSB, Asst. Chaplain Ext. 7830
St. Benedict's Abbey frgabriellandis@gmail.com

Fr. Marion Charboneu, Asst. Chaplain mcharboneu@kansasmonks.org

Fr. Roderic Giller, Asst. Chaplain rgiller@kansasmonks.org

*"We believe that the divine presence is everywhere."
-St. Benedict, RB 18:1*

Motto

Transforming lives in Christ ---Romans 12:2 and John 15:4

Benedictine College Ministry exists to transform lives in Christ through His Church, by living in community with the students and those affiliated with Benedictine College and guiding them on their journey of intellectual, personal, and spiritual formation. Benedictine College Ministry aims to form men and women who are joyful in their vocation, leaders in their communities, competent in their profession, mature in their faith, virtuous in their decisions, and dedicated to serving the global human family by building a culture of life and civilization of love for the glory of God.

Through the work of Benedictine College Ministry, the Catholic Church on campus, graduates will bring Christ and his Church's mission to all aspects of culture, especially the family, social, economic, religious, and new sectors of society. Ultimately our goal is to help students experience eternal happiness with the Trinity in heaven.

Purpose

The purpose of College Ministry is to meet the religious and spiritual needs of the student body through the teachings of Jesus Christ in the context of the Roman Catholic Church. The goal of College Ministry is to help students become well-rounded individuals by encouraging integration of faith into all aspects of their lives.

The fruit of faith integration shows itself in the academic, social, moral and spiritual life, and contributes to the psychological and physical well-being of the person. True faith integration informs reason and enables the person to make better choices in their own life as well as in the ways they affect the lives of those around them. Faith-integrated persons are an asset to their employers, who are provided with a highly ethical individual that has made their relationship with Jesus Christ the primary relationship of their life.

College Ministry is very similar to any other parish in its function and structure. College Ministry is responsible for planning all campus liturgies, as well as making available sacramental preparation (Confirmation, Marriage) to baptized Catholics and the Rite of Christian Initiation of Adults (RCIA) for students interested in coming into the Catholic Church. College Ministry works to provide students of all faiths with opportunities for evangelization, retreats, works of mercy in the community, education in the Faith, vocation discernment, as well as building Christian fellowship between students through social and faith-oriented events.

To get involved in planning College Ministry activities and events, call or come by the College Ministry office in the St. JPII Student Center.

Vision

Benedictine College Ministry will be the national model for Catholic college ministry reflecting bold identity reaching the entire campus by striving to help students become apostles and transform the culture for Christ. We strive to be one of the top five Catholic college ministry programs at the international level.

Sacrament of the Eucharist

Student Masses:

Sunday – Abbey Church, 10am and 8pm

Mon-Fri. – Abbey Church, 12:10pm; Abbey's Guadalupe Chapel, 5:30pm

St. Benedict's Abbey Church Mass:

Monday-Saturday 12:10pm

Saturday Vigil Mass 4pm

Sunday Mass 10am, 8pm

Mount St. Scholastica Chapel Mass:

Monday-Friday 7:15am

Saturday 9:15am

Sunday 10:15am

Please see the yellow pages for additional church listings.

Adoration of the Blessed Sacrament

Abbey Church – Holy hour each Saturday, 7:00 to 8:00pm.
St. Martin's Chapel – 1:00 to 9:00pm Monday-Friday
St. Benedict's Parish – Twenty-four hours a day, seven days a week

Sacrament of the Anointing of the Sick

Students who are facing a serious illness or surgery are encouraged to make arrangements to receive the Sacrament of the Anointing of the Sick with the Chaplain of the college or another priest on campus.

Sacrament of Reconciliation or Penance

The Sacrament of Reconciliation, or Penance, is available at regular times on campus, as well as by appointment with priests on campus. Regular times for Reconciliation are as follows:

Sundays:

9:00-9:50am: Abbey Church
7:00-7:50pm: Abbey Church

Weekdays:

11:00-11:40am: Abbey Church
4:00 - 4:50pm: Abbey Church

Saturdays:

11:00-11:40am: Abbey Church; 3:00-3:50pm: Abbey Church

By Appointment:

Abbot James Albers, OSB
Prior Gabriel Landis, OSB
Fr. Simon Baker, OSB, Chaplain
Fr. Jay Kythe, OSB Asst. Chaplain
Fr. Marion Charboneau,
Fr. Roderic Giller, OSB

jalbers@kansasmonks.org
frgabriellandis@gmail.com
sbaker@benedictine.edu
jkythe@benedictine.edu
mcharboneau@kansasmonks.org
rgiller@kansasmonks.org

Sacrament of Marriage

Couples preparing for marriage should first contact the pastor of the church where the wedding will take place to familiarize with the guidelines and Pre-Cana preparation timeline specific to that Diocese. In general at least six months should be allowed for planning. Couples wanting marriage preparation at Benedictine College may contact the chaplain soon after making initial contact with their home pastor.

Natural Family Planning

NFP is a method for couples wanting to achieve, space, and avoid pregnancy based on awareness of fertility cycles. It is a method consistent with Catholic

Christian moral teaching and is taught to students preparing for marriage. It is recommended that engaged persons attend the training course as a couple. A certificate of completion is awarded at the end of training for persons to present at the parish where they plan to be married. Please see the Marriage Preparation section under Student Health Services. For educational information on the science of Natural Family Planning (NFP) see: The Gift Foundation at www.giftfoundation.org or One More Soul at www.omsoul.com.

Rite of Christian Initiation of Adults (RCIA)

The Rite of Christian Initiation prepares students to receive the Sacraments of the Roman Catholic Church. Students who would like to receive the Sacraments of Baptism, Confirmation, or the holy Eucharist may contact the chaplain and the campus ministry team.

Post-Abortion Healing

If you've been involved in an abortion, or know someone who has, you are not alone. Resources are available for assistance. Please come to the Student Life Office, College Ministry, and/or the Student Health Center to begin your healing. Additional local resources include:

Project Rachel: (913) 621-2199, projectrachelkc@archkck.org

Daily Prayer Schedule for the Divine Office

St. Benedict's Abbey:

Morning Prayer 5:45am Monday - Saturday, 6:30am Sundays
Mid-Day Prayer 11:45am Monday – Saturday, 12:05pm Sundays
Evening Prayer 5:00pm weekdays, 5:45pm Saturdays, 5:00pm Sundays
Holy Hour for Vocations with Compline 7:00pm Saturdays

Mount St. Scholastica:

Morning Praise 6:30am weekdays, 8:30am Saturdays, 9:30am Sundays
Mid-Day Praise 12:45pm weekdays, 12:45pm Saturdays, 12:15 Sundays
Evening Praise 5:30pm weekdays, 6:45pm Saturdays, 5 pm Sundays
Compline 8pm Sunday, Monday, Thursday

It is Jesus who stirs in you the desire to do something great with your lives, the will to follow an ideal, the refusal to allow yourselves to be ground down by mediocrity, the courage to commit yourselves humbly and patiently to improving yourselves and society, making the world more human and more fraternal. It is He, Christ!"

-Pope John Paul II
World Youth Day 2000

Career Development

TBD, Director
Student Success Center

Ext: 7578

Career Development provides career counseling and testing to students. Guidance regarding internships, graduate school and job search is also provided. Career assessments such as the Strong Interest Inventory are available to students at no charge. Job listings for work-study, part-time jobs, full-time jobs & internships are provided through HireBenedictine.com. The Career Development office also maintains a library of career-related resources.

Career-related workshops are presented each semester covering topics such as resume and cover letter preparation, interviewing, choosing a major, selecting and applying to graduate school, and more! Career Development coordinates special events such as BC's Career Fair, Alumni/Student Networking Event, Mock Interviews and Alumni Panels.

Check Cashing and Monetary Transactions

Business Office, St. Benedict Hall 323

Ext: 7403

We highly recommend you establish a banking relationship with one of the seven local banks – all of which have student-priced account options or you may use the Campus ATM (provided by the UMB Bank) located on the lower level of the Student Union; several other ATM's are located throughout the City of Atchison and students may always withdraw cash as part of a Wal-Mart transaction.

The College Business Office handles Student Billing as well as Student Payroll and is responsible for issuing student refunds (from credit balances generated on student accounts) and student pay. As a convenient service to the students, the College Business Office will cash personal checks for students under the following guidelines.

Check Cashing Hours M-F between the hours of 9 a.m. – 4 p.m.

- Personal checks cashed in amounts up to \$50; two-party checks are not accepted.
- College checks cashed in amounts up to \$200
- Person receiving the cash must be the person to whom the check is made payable (payee)
- Proper Student ID must be presented by person getting the cash as well as telephone number

- Checks returned to BC unpaid for any reason by the paying bank will be assessed a \$30 service fee. Future check cashing privileges will be relinquished
- Checks cashed & returned unpaid for any reason will be charged to the student account of the student receiving the cash

Adding Raven Bucks to your student ID card On-line

To add cash to your Raven Bucks, go to the Benedictine College Home page at www.benedictine.edu. At the bottom of the page under the second column of links you will see: Add Raven Bucks. It is also listed as Raven Bucks under Resources. When you click on this link you will login using your 6-digit Student ID number as listed on your Student ID. Your PIN number is the last 4 digits of your Student ID number.

Circuit Newspaper

Joseph Lynch, Managing Editor for Circuit
Cray-Seaberg Hall, Room 108

Ext: 7390

Grace King, Online Editor for E-Circuit

The Circuit is Benedictine College's student newspaper. It is published every two weeks during the academic year.

Computer Services

See Technology and Information Services

Conference Room and Classroom Reservations

Eileen Lambert, Events Coordinator
Operations Building

Ext. 7699
elambert@benedictine.edu

To reserve all conference rooms and classrooms, please contact Eileen Lambert

Counseling Center

Grace Mulcahy, MSW, LCSW, Director
1201 N. 2nd St.

Ext. 7621
gmulcahy@benedictine.edu

Jennifer Schmidt, MA, LCPC, Assistant Director
1201 N. 2nd St.

Ext. 7621
jschmidt@benedictine.edu

Kerry Marvin, LCP

Ext. 7621

1201 N. 2nd St.

kmarvin@benedictine.edu

Jennifer Sanger, MA
1201 N. 2nd St.

Ext. 7621
jsanger@benedictine.edu

Jennifer Cavin, MA
1201 N. 2nd St

Ext. 7621
jcavin@benedictine.edu

The Benedictine College Counseling Center's purpose is twofold: (1) Provide quality assessment and personal counseling services to students and staff, and (2) offer any other support services that might aid students in their academic pursuits or personal adjustment on campus.

The Counseling Center staff, all licensed in Kansas, follow the same standards and procedures as other mental health agencies—confidentiality, assessment, and counseling. Referrals to other community practitioners or services may be made should problems require intensive and/or long-term psychological assistance or be life threatening. There is no extra charge for any College Counseling services. Appointments are made by filling out a confidential Counseling Request Form, available in the Student Health Center, located at 1201 N. 2nd St.

Crisis Hotline Information

Resources that are available to the public in a crisis situation are listed below.

-AIDS Hotline	800-342-2437
-Alcoholics Anonymous	913-384-2770
-Catholic Charities Counseling Services	800-227-3002
-Child Abuse/Parent Helpline	800-332-6378
-Narcotics Anonymous	888-751-6262
-National Suicide Hotline	800-SUICIDE
-Poison Control Center	800-332-6633
-Pregnancy (24 hr. helpline)	800-712-HELP
-RAINN (Rape, Abuse & Incest Nat. Net.	800-656-HOPE
-Self Injury Hotline	800-DON'T-CUT
-Sexual Assault (24 hr. hotline)	800-367-7075

Student Pregnancy Information

Benedictine College is committed to the teachings and moral values of the Catholic Church and will support students who become pregnant. Consistent with its belief in the dignity of the human person, the college encourages

students who do become pregnant to continue their studies and to retain their campus housing.

All of our counseling staff are available as a confidential contact to assist students in finding whatever resources are needed and/or provide professional counseling services. Our counselors can be contacted for a consultation by e-mail at gmulcahy@benedictine.edu or by phone at (913) 360-7621. Referrals for prenatal health care and other supportive services will also be made available through the Counseling Center, Student Life Office, Ministry Office, and/or Student Health Center as necessary and requested.

Additional local resources include:

Wyandotte Pregnancy Clinic: 913-287-8287,

info@wyandottepregnancyclinic.org

Advice & Aid Pregnancy Centers: 913-962-0200 or <http://adviceandaid.com>

24/7 Helpline: 1-800-712-HELP

PregHelpCenters.com

Fellowship of Catholic University Students (FOCUS)

Upper Level, St. John Paul II Student Center

Ext: 7611

Thomas Manning, Campus Director

thomas.manning@focus.org

FOCUS is a national Catholic campus outreach program which helps college students discover the one thing that can make a great difference in these crucial years: a personal relationship with Jesus Christ and the Church.

Rooted in Pope John Paul's vision for the new evangelization, FOCUS was born at Benedictine College in 1998 and has gone on to help thousands of college students grow in faith and fellowship while learning Christian leadership principles that have a real impact on their lives. Through small group Scripture study and large group leadership training, students turn to the Scriptures and Christian tradition for vital principles on which they can build their lives.

Disability Services and Accommodations

Student Success Center

Ext: 7968

Katie Campbell

khoward@benedictine.edu

Benedictine College complies with ADA requirements for reasonable accommodations for individuals with special needs that may affect their

performance in the classroom. Contact Julie Romano, Academic Advising and Disability Services, for more information.

Hours for Disability Services & Accommodations Office:
Monday: 1:00 p.m. - 9:00 p.m.
Tuesday to Friday: 8:30 a.m. - 4:00 p.m.

Identification Cards

Student Life Office

Ext: 7500

Upon registration, each new student is issued an identification card with his or her photograph. Replacement for a lost ID card can be made for a fee. If the original is found, it becomes the property of the College. The ID card needs to be validated in the Business Office for use in the second semester.

This card serves as an activity ticket for all students and will admit them to school sponsored sport and fine art events. The same card also serves as a meal ticket for those students who board at the college cafeteria, access to gain entrance into a residence hall, avenue for Raven Bucks to be used on laundry machines, and allows students use of the college library.

Center for International Education

Daniel Musso, Executive Director
Library, Room 205

Ext: 7975
dmusso@benedictine.edu

Anne Faucett, Director of International Admission & Services
Library, Room 207

Ext: 7538
afaucett@benedictine.edu

The mission of the Center for International Education is to promote internationalization at Benedictine College. We help prepare our students to engage the global community and explore and develop international opportunities. These include: 1) Study abroad programs for domestic students and 2) Recruitment and support for international students on our home campus.

We believe that part of Benedictine College's vision is to prepare its graduates to transform the world through their commitment to intellectual, personal, and spiritual greatness. By providing students with internationally-focused educational opportunities, Benedictine College's goal is to introduce Benedictine College students to live and work in a global society.

The core activities of campus internationalization involve welcoming students from other countries, sending our students to study abroad, helping build a diverse community on campus, and facilitating all that is international at Benedictine College.

Our students include international students from many countries who have chosen Benedictine College for their education, learning how to live globally the challenges of the world. We send students to study abroad through several programs, including the Florence campus in Italy and exchange programs in many countries. Many others have traveled to overseas destinations through a faculty-led trip or a mission trip.

For more information about the international opportunities at Benedictine College we invite you to visit us at or www.benedictine.edu/international.

Study Abroad

Daniel Musso, Director of Study Abroad
Library, Room 205

Ext: 7975
dmusso@benedictine.edu

Benedictine College encourages students to engage in educational experiences abroad as part of their academic plans. Studying abroad helps:

- Better understand other cultures as well as our own
- Enhance foreign language learning
- Open the door to new career options
- Prepare to live in a global society
- Create goodwill for our country around the world
- Contribute to build a peaceful world

Staff of the Center for International Education assist students during the stages of the study abroad experience. These stages include searching for the best option, applying to a program, preparing for international study and returning to campus. Options available to Benedictine College students include our campus in Florence and exchange programs in nearly 40 countries. For more information visit www.benedictine.edu/international/study-abroad.

International Admission and Retention

Anne Faucett, Director of International Admission & Retention
Library, Room 207

Ext: 7538
afaucett@benedictine.edu

The Center for International Education is responsible for recruiting and admitting international students as well as providing services such as immigration and cultural advising. The office provides several services including:

- Pickups from the airport for new students
- Orientation program to help new students adjust to the United States
- International Buddies program with American students
- American friendship program with college employees

- International Club
- Host families for Thanksgiving and Easter

ESL Program

Laura Moley, ESL Director
Library, Room 209

Ext: 7614
lmoley@benedictine.edu

The college's English as a Second Language (ESL) program provides students with intermediate and advanced levels of language instruction in order to prepare students for full-time status. Academics are emphasized throughout the ESL curriculum; academic listening and note-taking, public speaking, academic writing, and field, library, and electronic media research are intergrated into the appropriate skill areas of listening and speaking, reading, writing, and structure. Academic advising is provided to students prior to declaring a major area of study.

Intramurals

Adam Gardner, Director

Ext: 7177

More than seventy percent of the students at Benedictine College participate in intramural sports. The activities are selected to serve the interests of a wide range of men and women students. For the women there is team competition in basketball, volleyball, softball, indoor soccer, and sand volleyball. For men there is team competition in basketball, volleyball, softball, flag football, indoor soccer, and sand volleyball. There are also co-recreational leagues in basketball, soccer, sand volleyball, softball, and volleyball. Individual activities include tennis, racquetball, 3-point shooting, pool, ping-pong, chess and checkers.

Library

Steven Gromatzky, Library Director
Library 222

Ext: 7511
gromatzky@benedictine.edu

Darla Meyer, Assistant Library Director
Library 217

Ext: 7516
dmeyer@benedictine.edu

Sheila Battin, Reference & Information Literacy Librarian
Library 221

Ext: 7510
sbattin@benedictine.edu

Jane Schuele, Interlibrary Loan
Library 216

Ext: 7609
jschuele@benedictine.edu

Wanda Adams, Serials & Government Documents

Ext: 7610

wadams@benedictine.edu

Circulation Desk Ext: 7608
Ask a Librarian askalibrarian@benedictine.edu

Library Hours

Monday – Thursday.....7:45am-11:00pm
Friday.....7:45am-5:00pm
Saturday..... 12:00pm-5:00pm
Sunday..... 12:00pm-11:00pm

The Library provides valuable services and resources to assist the student throughout their years of studies at Benedictine College. Services provided are interlibrary loan, faxing, photocopying, printing, scanning and reference / information literacy assistance. This three-story structure houses our historical and contemporary collections that are easily accessible to the student.

The library has two computer labs with access to the Internet, research databases and other electronic resources. Wireless access to the campus network is available throughout the building. More than seventy percent of the seating is provided with islands, carrels, individual and group study rooms, and an attractive lounge area that allows for browsing and casual study.

Library Web Page: <http://www.benedictine.edu/library>

Lost and Found

Student Life Office Ext: 7500
Student Union 204

Found articles should be turned in at the Student Life Office in the Student Union. Students who have articles lost or stolen should report the loss to the Student Life Office.

Mailroom

Kelly Flynn, Supervisor Ext: 7225/7444
Library, Lower Level kflynn@benedictine.edu

Monday – Friday.....8:00am-5:00pm

U.S. Mail Service is delivered once a day. This delivery includes registered, certified, and insured mail as well as letters, packages, Express mail, magazines and newspapers. Student mailboxes are located in the lower level of the Student Union. If a student receives a package, a package slip will be placed in the student's mailbox. Once a package slip is placed in a student's mailbox, the

student can take it to the mailroom along with their student ID or driver's license to pick up the package.

The mailroom is able to do meter postage but does not have stamps or envelopes for purchase. Packages can be weighed for mailing out of town.

All mail and packages addressed to students should indicate campus mail box number to facilitate the sorting and delivery of mail. Please do not include room number. The return to sender address on all student-originated mail should include campus box number.

Students need to be sure to turn the dial on their mailboxes so that the latch completely re-locks. Partially turning the latch for easy access at another time can also give a stranger easy access to a student's mail.

Students are strongly encouraged to check their mailbox regularly.

Operations Department

Matt Fassero, Director Ext: 7421
IT/Operations Building, 215 M Street mfassero@benedictine.edu

The College operations staff handles all repairs on campus. Reports of needed repairs in residence halls should be submitted to the Residence Hall Director who will notify Operations of the problem. Problems in other buildings should be reported directly to the Operations Department.

Parents Association

Dr. Linda Henry, Liason Ext. 7500
Student Union 204

The Mission of the Benedictine College Parents Association is to support and enhance the "parent experience" at Benedictine College, to collaborate as a partner with Benedictine College in the enhancement of student growth and development, and to facilitate the involvement of the parents in the advancement of Benedictine College. All parents are members of this association.

IKON Copy Center

Kelly Flynn, Manager Ext: 7225
Library Lower Level kflynn@benedictine.edu

Entrance to the IKON Copy Center is located in the basement of the library.

The Raven Store

Pat Kuckelman, Manager
Haverty Center

Ext. 7448
pkuckelman@benedictine.edu

The Raven Store is your official supplier of Benedictine College spirit gear, school supplies, faith merchandise and more. Shop 24/7 online at <http://benedictineravenstore.com>.

Campus Store Hours

Monday – Friday 9:00-4:00pm
Thursday 9:00am-7:00pm
Saturday 11:00am-3:00pm

*Special Event weekends TBA

Raven Yearbook

Cary-Seaberg Hall, Room 108

Ext. 7390

The Raven is Benedictine College's student yearbook. The yearbooks are distributed on campus in September. Yearbooks for seniors who graduate in May will be mailed home in August.

Refund Policy for Tuition, Room, Board and Fees

Becky Miller, Bursar
St. Benedict Hall 323

Ext: 7403
bcbusinessoffice@benedictine.edu

In-School Refunds Generated From Overpayment or Loan Credits

The College Business Office processes student refund checks generated from overpayment of charges or from credits generated by financial aid, scholarships, and loans. Federal guidelines are followed regarding receipt of loan proceeds and refunds.

If I anticipate a credit balance on my account due to Financial Aid, what are my options for receiving the refund?

You have two options: you may request a refund or request the funds be held and applied to your next semester balance. If you want the funds to be held until the next semester, please contact the Business Office at bcbusinessoffice@benedictine.edu or 913-360-7403.

I want a refund. How can I receive my credit balance?

Once all the funds are received and posted to your account, your credit balance will be available generally within 5-7 working days, but no later than 14 days. Students are encouraged to sign up for electronic refunds, as described below.

Student refunds will not occur prior to the start of the semester in order to meet enrollment verification guidelines. Priority processing will be given to those students participating in direct deposit/electronic refunds:

1. You may opt to receive your refund via direct deposit to a bank account of your choosing through e-Refund, which can be set up through the third party vendor TouchNet, accessible through the “View and Pay my Account” link on RavenZone. Then choose the Electronic Refunds link to enroll. Care should be taken by the student to enter the banking information accurately, in order for the eRefund to be successfully processed.
2. This is the College’s preferred method of disbursing all student refunds:
 - a. Direct deposit is safe, secure and quicker than paper checks.
 - b. You do not have to wait for the Business Office to go through the process of printing, folding, stuffing and mailing envelopes.
 - c. You do not have to wait for a paper refund check to arrive at your home address.
 - d. You do not have to worry about getting to the bank before it closes, as when you deposit a paper check.
 - e. There is protection against theft or loss.
3. You may request a paper check refund that will be mailed to your home address. Refund checks should be cashed promptly, as checks over 180 days (approximately 6 months) are considered stale-dated and may be voided and returned to the federal government, per Federal Title IV regulations.

Can an eRefund (direct deposit) be made to any bank?

Benedictine College can direct deposit to any U.S. financial institution with electronic funds transfer capabilities, as most banks participate in the electronic funds transfer network. Contact your bank if you have any questions about the bank’s ability to accept direct deposit.

How will I know when funds have been deposited in my bank account?

Notification will be sent to your Benedictine email account.

How do I enroll in eRefund?

Log into your RavenZone account, and go to “View and Pay my Account”. This will take you to Benedictine’s third party provider secure web page, TouchNet, where you need to click on “Electronic Refund” link” which only takes a few minutes to enroll. If you anticipate a refund, please enroll as soon as possible to allow the banking verification of your account information to be completed, which takes at least five business days. If an error occurs during the validation process, the financial institution will notify the college’s Business Office. The Business Office will then notify the student and authorized user.

The student is solely responsible for correcting the error; the corrected banking information will then be re-validated by the student's financial institution. Which will then start the validation process over.

Can my parents get their PLUS loan refunds through direct deposit?

This functionality is not currently available; however, Benedictine will continue to work toward making this a possibility.

Refund Policy

To receive any refunds or adjustments from the Business Office, the student MUST follow these procedures to officially withdraw/drop from a class:

1. For a reduction of credit hours, complete a written change of schedule form in the Office of Academic Records and Registration.
2. For withdrawal from a residence hall or board contract, obtain approval from a Residence/Student Life officer and complete a written withdrawal form in that office.
3. For total academic withdrawal, complete a written withdrawal form in the Office of the Director of the Student Success Center and the Student Life Office.

Fees

Individual course fees will not be refunded once the semester begins.

Tuition Adjustments/Refunds

Students who drop individual courses but remain enrolled as full-time students (12 to 18 credit hours) will not see a change in the full-time tuition charge. For the first 10 days of each semester, a change in status from full-time enrollment to part-time enrollment (less than 12 credit hours) will impact charges as well as eligibility for financial aid. Part-time students are not eligible for certain financial aid; contact Financial Aid Office for further information. After the 10th day of the semester, there will be no change in tuition charges or financial aid when dropping classes that cause a student to go from full-time to part-time enrollment status; the student's enrollment status "freezes" for the purpose of charges as well as receipt of financial aid. When part-time students drop individual courses after the 10th day of the class, tuition charges related to the dropped class will be prorated based on the date the student officially drops the course, according to the Tuition Adjustment schedule below.

Students whose status changes from part-time to full-time after the first 10 days of the semester but during the time period allowed to "add" classes will see a change in charges.

Tuition overload charges will be refunded based on the date the student officially drops the overload course, according to the Tuition Adjustment schedule below.

When enrollment status changes, students are encouraged to meet with Student Billing in the Business Office to understand how charges will be affected and with the Financial Aid Office for a clear understanding of how aid may be affected.

When a student withdraws from, tuition charges will be adjusted following the schedule below. Overload tuition charges will be refunded at the same rate as other tuition charges. Students should request a withdrawal form from the Director of the Student Success Center, in order to begin the official withdrawal (exit) process. Tuition charges will be adjusted once the withdrawal date is recorded in the Office of Academic Records and entered into the student's record.

Tuition Adjustments

Week Ending (Friday, 5:00 p.m. CST) Percent Refunded

1 st partial week of semester	95%
1 st full week of semester	90%
2 nd full week of semester	75%
3 rd full week of semester	50%
To 20 th day each semester	25%
After 20 th day	No Adjustment

Summer Session Tuition Adjustments

	4 Weeks, Session 1 & 2	6 Week Session	8 Weeks, Entire Summer
80% Refund	Session days 1 and 2	Session days 1–3	Session days 1 through 4
40% Refund	Session days 3 and 4	Session days 4–6	Session days 5 through 8
No Refund	Session day 5 and following	Session days 7 and following	Session day 9 and following

A student who registers for a summer class, but does not ever attend the class and does not drop the class before the first day of the session will be charged a \$50 Nonattendance fee. For students taking an online class, logging into your class is considered as attending the class for one session.

For Graduate Education Students: Students should refer to the Refund and Withdrawal Policy as stated in the Graduate Education Program Handbook given to them at orientation

Room and Meal Adjustments/Refunds

A student signs a contract with the Student Life Office for each full academic year regarding his or her campus residency status while attending Benedictine College. Rooms and meal plans are assigned and charged to a student's account by semester. Refunds for the semester may be given as long as a student provides written notice of withdrawing from college at least one full week prior to the start of classes, and the basis for cancellation meets the criteria as defined by Student Life Office. This gives the college the opportunity to make the space available to other students. In cases of this type of notification, all of the room and meal plan charges are refunded.

From the week classes are scheduled to begin, room charges are refunded on a pro-rata basis up to and including the 20th Day of the semester; after this date, no refunds for room charges will be awarded. Meal plans are refunded on a pro-rata basis. The eligible refund period for room and board begins the day after the student has moved out of the dorm and also returned all keys to the residence director.

Student Account Credit Balance Refunds

To assist in offsetting the cost of attendance when a student withdraws, financial aid will be earned and repaid according to the Government Regulations for Adjustments, Refunds and Repayment of Awarded Monies under the Title IV Program described below.

It is possible that a student who withdraws may still have an outstanding balance payable to Benedictine College after institutional charges and financial aid have been adjusted. Students should meet with the Financial Aid Office to understand the financial aid adjustments to their account, and should also meet with Student Billing in the Business Office to understand the adjustment process and to make payment arrangements for any remaining balances. *The College reserves the right to hold transcripts until all balances have been paid in full.*

Government Regulations for Adjustments, Refunds and Repayment of Awarded Monies under the Title IV Program (Financial Aid)

Students are awarded financial aid at the beginning of each academic term with the expectation that student will complete the entire term requirements. When students withdraw from the College prior to the end of an academic term, the student's educational charges billed by the institution, and the financial aid

previously awarded/disbursed to the student's billing account may require adjustment. Adjustments to the students' financial aid are based upon withdrawal adjustment/refund guidelines of the US Dept. of ED. For withdrawing students receiving financial aid, adjustments to aid will be based on the last date of class attendance and as set forth in The Federal Refund/Adjustment Policies contained in the provisions of the US Dept. of ED relating to financial aid received, and is summarized below. Students are encouraged to meet with the Financial Aid Office for clarification of the impact of individual situations.

Federal regulations require the use of the Return of Title IV Funds policy to be used for all students receiving any type of federal aid when calculating the aid a student can retain after withdrawing. This policy relates to Federal Pell and SEOG Grants, Federal Direct student loans, and Parent PLUS Loans. At Benedictine College, the same policy will be used for state, institutional, and outside aid sources.

These regulations govern the return of aid disbursed for a student who completely withdraws from a term or payment period. During the first 60% of the period/semester, a student "earns" aid in direct proportion to the length of time the student remains enrolled. The percentage of time the student remained enrolled determines the percentage of disbursable aid for that period the student has earned. The percentage of the period the student remained enrolled is based upon the number of days the student was enrolled, in comparison to the total number of days available within the applicable academic term (divide the number of days enrolled by the total days in the enrollment period, or semester). A student who remains enrolled beyond the 60% point earns all aid for that academic term.

If a student has not earned all of the federal aid received to date at the point of withdrawal, funds will be repaid in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. State grant and scholarship funds
7. Institutional aid
8. Scholarships from outside sources

Government Regulations for Cash Refunds to Students Awarded Monies under the Title IV Program

The Benedictine College refund policies, or any portion thereof, is subject to change without notice due to subsequent changes in federal regulations that

apply to the college policy. With the federal schedule directing return of borrowed federal loans first, it is very likely the student who withdraws will still have an outstanding balance with the institution.

Government Repayments

If a withdrawing student received financial aid in excess of direct costs (tuition, fees, room, and board), a percentage of this aid may have to be returned. The amount will depend on how many days the student was enrolled and the amount of aid received. Details should be discussed with the Financial Aid Office.

Security

Danny Fairley, Chief of Security
IT/Operations Building, 215 M Street Ext: 7256 or 360-8888

The Benedictine Department of Safety and Security is committed to ensuring the safety and welfare of students, faculty, staff and visitors 24 hours a day. Contracting with Allied Barton, a private security firm, the department's goal is to provide a safe environment where all members of the Benedictine community may learn, live, teach and work.

The Department of Safety and Security is located at 215 M Street, inside the Operations office. The department is open and provides protection and services, 24 hours a day. All of the Allied Barton officers are trained in general security practices, standard first aid, and CPR. Security Officers will provide an escort to anyone on campus after dark.

Student Health Services

Janet Adrian, RN, Director Ext. 7117
1201 N. 2nd St. jadrian@benedictine.edu

Benedictine College Student Health is staffed by a Registered Nurse and a Nurse Practitioner on a part-time basis and are available at least four hours daily. Hours are posted on the RN's voice mail 913-360-7117. For after-hour care there are many options including contacting your health provider or one of the doctors at the Atchison Hospital Clinic's 913-367-2131 between 9:00am and 5:00pm. Minor Medical is available through the Atchison Hospital ER Monday-Friday 5:00pm-9:00pm and Saturday and Sunday 9:00am-9:00pm. The Atchison Hospital Emergency Room is available 24 hours daily.

Services in Student Health include assessment/medical diagnosis and treatment of minor illnesses and injuries, blood pressure checks, tuberculosis skin testing, strep and mono testing, glucose testing, crutches for loan, suture removal,

maintenance allergy injections, tobacco cessation, health education, and referrals to other health professionals, as needed. All student health services are free to students and are strictly confidential. Limited amounts of over the counter medications and first aid supplies are available to the student without cost. A flu shot clinic will be offered in the fall at a reasonable cost

The student shares responsibility in maintaining wellness. A healthy lifestyle, including a balanced diet, regular exercise, and adequate sleep will enhance one's health.

Excuse notes: The BC Student Health Service does not give excuse notes for missed classes. However, written verification will be given for a student seen in the health office. Absences are counted toward the total allowed absences in a class. Students should notify their professor if they cannot attend class due to illness or to an extended illness.

Immunization Requirement Policy: All new, transferring, and international students, regardless of age, must submit an accurate immunization history with validated proof of immunity signed by their health care provider before or immediately upon arrival to campus. If the student fails to submit an immunization history form with valid proof of immunity, he or she will be notified in writing of being in noncompliance with the immunization requirements and will be placed on administrative hold until the non-compliant status has been resolved by the student.

Each student is expected to submit a pre-registration health history, immunization history, and proof of health/accident insurance. Benedictine College does not provide school health insurance for students.

The student is *required* to provide documentation of the following:

Immunity to measles, mumps, and rubella by one of the following:

1. Two Shots of MMR (measles, mumps, and rubella).
2. Immunity to measles, mumps, and rubella by blood titer.
3. Two shots of measles, one shot of mumps, and one shot of rubella vaccine.
4. Physician documentation of disease history to measles and mumps. (Note: disease history for Rubella is NOT acceptable.)
5. Immunity to measles/mumps/rubella is NOT required if born before January 1, 1957.

Freedom from tuberculosis documented by one of the following:

1. Completion of the tuberculosis screening questionnaire and process contained in the pre-registration "Benedictine College Student Health Form".
2. Negative TB skin test report done within the past 12 months in the United States or in Benedictine Student Health. Those with positive skin tests will be referred for a chest x-ray and treatment recommendations.
3. Negative chest x-ray report. A physician-documented summary of any treatment received should be submitted with the student's health history form.
4. History of TB, date diagnosed, and physician documentation of completed treated. Include physician summary of names of medications received and number of months treated.

A completed and signed "Benedictine College Student Health" form is required for all students. Meningitis Vaccine is now required for all incoming freshmen.

Other requested information:

- Date of last Td (Tetanus/diphtheria) booster. (A booster is needed every 10 years to protect the student against tetanus should a "dirty" injury occur; dates if DPT series.)
- Dates of Hepatitis B series.
- Other immunization dates: varicella, meningococcal, or others received.
- Copy of insurance card, front and back.

"Care of the sick must rank above and before all else, so that they may truly be served as Christ, for he said: 'I was sick and you visited me.'"
 -St. Benedict, RB 36:1-2

Communicable Diseases: In the event of a disease outbreak on campus, those individuals who have elected not to be immunized or those who have not provided health records may be treated as susceptible to the disease and may be barred from the Benedictine College campus and all avenues of participation, until such time as it is specified by the Atchison County Health Department and Benedictine Student Health Services that the student may no longer be susceptible. This time period could involve weeks to months. No costs will be refunded to the student in the event that the student is not able to attend class because of lack of immunization.

Natural Family Planning – While Natural Family Planning training is provided by Campus Ministry, it relates directly to the reproductive health of men and women. Natural Family Planning helps couples achieve or postpone pregnancy by observing the natural signs of fertility in a woman's cycle.

Dioceses throughout the United States often require training in the method prior to marriage. For Sacramental Preparation, please contact Campus Ministry.

Student Success Center

Janet Wilcox, Director
Student Success Center

Ext: 7965
jwilcox@benedictine.edu

The Student Success Center, located near the Dining Hall, provides support, advice, and enrichment to help students meet their academic and professional goals.

The Center provides academic assistance, including academic advising, disability services, tutoring, test proctoring, and help with study skills and time management strategies.

Career Development is available to help students with resumes, interviewing skills, career assessment, internships, networking experience and Career Fairs.

Graduate school support can help you examine graduate or professional school options, prepare for exams such as the GRE, LSAT, GMAT and MCAT, seek national fellowship and post-baccalaureate scholarships, and navigate the graduate application process.

Technology and Information Services

Randy Rowland, Director
IT/Operations Building, 215 M Street

Ext: 7372
rrowland@benedictine.edu

Help Desk

Ext. 7777

You can submit a work order via: ITHelpDesk@benedictine.edu or contact the Help Desk at Ext. 7777.

Academic Policies

"The love of Christ must come before all else. You are not to act in anger or nurse of grudge. Rid your heart of all deceit."

-St Benedict, RB 4: 21-24

Please refer to the College Catalog to view all academic policies.

Academic Misconduct

Benedictine College endorses the principle of academic honesty. Any academic misconduct is contradictory to the purposes and welfare of both the student and the college. Academic misconduct includes, but is not limited to, cheating on examinations; plagiarizing; failing to properly document sources either intentionally or unintentionally; turning in work prepared by another person, falsifying data and documents; or gaining or giving unauthorized access to assessment materials. It is expected that the student will behave in a manner consistent with the values of Benedictine College in interactions in an academic context both inside and outside of the classroom. Should a student engage in inappropriate or aggressive language or behavior in relationship with faculty, or disruptive behavior in or out of the classroom, a faculty member may document the incident with the Associate Dean and the student may be subject to appropriate sanctions.

Consequences

A first offense of academic misconduct, whether intentional or unintentional, generally will result in an “F” or a zero grade for the assignment, examination, or project connected to the academic misconduct and will be reported by the instructor to the Associate Dean who then will report to the student’s advisor. Additionally, depending upon the magnitude of the academic misconduct, the student may receive a failing grade for the course and the student may be suspended or be subject to dismissal from the college.

A second offense for a given student, over his or her entire time as a student at Benedictine College, will result in a meeting with a review panel consisting of the Associate Dean, a member of the Student Affairs Committee, and another faculty member of the student’s choice. This panel will decide on a course of action based on all reported instances of the student’s academic misconduct, which generally results in a failing grade in the class. Additionally, depending upon the magnitude of the academic misconduct, the student may be suspended or be subject to dismissal from the college. A third or later offense will result in a meeting with a panel consisting of the Dean of the College, the Associate Dean, and a faculty member of the student’s choice. This panel will decide on a course of action based on all reported instances of the student’s academic misconduct with a maximum penalty of dismissal from the college.

Due Process

In any allegation of academic misconduct, students have the right to appeal the allegation if they believe they are not guilty or to appeal the punishment if they believe it to be excessive. This process is coordinated by the Associate Dean. In an appeal, an ad hoc committee consisting of three full-time faculty members, one nominated by the student, independently considers the evidence, and each makes a recommendation regarding the appeal. The Dean of the College considers the evidence, the recommendations of the ad hoc committee, and makes the decision regarding the appeal. The student may appeal the decision of the Dean of the College to the President. A detailed description of this process is available from the Associate Dean.

Class Attendance

It is presumed that students attend every session of courses in which they are registered, in order that mastery of subject matter may be assisted by the instructor's leadership, class discussion and/or class projects and so that they may contribute to the intellectual exchange that is appropriate to the class. The college's mission of education within a *community* of faith and scholarship make class attendance a particular priority. However, it is recognized that in some cases absence is unavoidable. Sickness excuses are received by the individual instructors. The Director of the Student Success Center recognizes unavoidable absences excuses (in instances such as field trips, scheduled athletic events, or other college-sponsored activities).

Individual instructors have the right to limit absence in their courses and impose penalties for absenteeism, providing the professor's policy and attached penalties are identified in the course syllabus. In no case, however, may a student be withdrawn from a course when absences are less than or equal to two times the number of weekly meeting days assigned to the course. A grade of an "F" will be recorded if a withdrawal occurs after the official withdrawal period.

Administrative Withdrawal

Benedictine reserves the right to administratively withdraw students who stop attending classes. Administratively withdrawn students are responsible for all financial obligations incurred for the entire semester and will not be permitted to remain in campus housing.

Withdrawal from the College

For a total academic withdrawal from the College, the student must complete a written withdrawal form in the Student Success Center and the Student Life Office.

It is possible that a student who withdraws may have an outstanding balance payable to Benedictine College after institutional charges and financial aid have been adjusted. Students should meet with Student Billing in the Business Office and with the Financial Aid Office to understand the adjustment process and to make payment arrangements for any remaining balances.

If a withdrawing student received financial aid in excess of direct costs (tuition, fees, room, and board), a percentage of this aid may have to be returned to the federal government. This prorated amount (percentage) will be determined by the number of days attended divided by the total number of days in the applicable term (semester). Details should be discussed with the Financial Aid Office.

Further, Benedictine College reserves the right to assess and add to the student's account monthly interest charges, late charges, administrative charges, reasonable collection costs, attorney fees and any other costs associated with or which accrue toward the collection of a student or payment plan account. Delinquent accounts may also be referred to collection agencies chosen by Benedictine College and notification may also be given to credit bureau agencies.

The college reserves the right to hold records, transcripts, diplomas and registration until all balances have been paid in full.

Governance

"As often as anything important is to be done in the monastery, the abbot shall call the whole community together and himself explain what the business is; and after hearing the advice of the brothers, let him ponder it and follow what he judges the wiser course."

-St. Benedict, RB Prologue 3: 1-2

Student Government Association (SGA)

St. John Paul II Student Center 202

Ext: 7492

Mission - The Benedictine College Student Government Association upholds the dignity of each student and promotes the general welfare of the student body through representation, communication, and Christ-like servant leadership.

Vision - The Benedictine College Student Government Association strives to provide effective student services, to address student concerns, and to help administration develop solutions that positively affect student life.

Philosophies

- We will influence the policy and direction of the college through representation and committees.
- We will maintain a professional and accomplished SGA, in accordance with the mission and students of Benedictine.
- We will be respected for our ability to accomplish goals.
- We strive to train our student leaders with the most recent time management and leadership techniques.
- We will model servant leadership.
- We will exhibit strong and effective communication with students and administration.

Executive Committee

President: Nicholas D’Adamo
Vice-President: Lucy Wunderlich
Director of Administration: Maddie Bruegger
Director of Clubs and Organizations: Claire Smeltzer

Class Officers

Senior Class Officers

Zach Ferguson
Jack Gerker
Kyle Jordan
Grace Sammoury

Sophomore Class Officers

Lili Pokropski
Peter Hockel
Katie McLaughlin
Wyatt Iseman

Junior Class Officers

Jessica Luna
Ranae Peterson
Sterling Jennings
Taryn St. Louis

Freshman Class Officers

10 Senators TBD

Clubs and College Recognized Organizations

Clubs and Organizations

Students are encouraged to form and join organizations that contribute to the development of the whole person. The College, with the student government, provides many opportunities for cultural growth. Nationally known speakers, lecturers, players and musicians appear on the campus each year. Regularly

scheduled student recitals, the Atchison Community Concert series, a regular program of professional performing arts events and film series sponsored by the Convocations Arts Committee, and the opportunity to hear prominent educators and artists who appear in the greater Kansas City area also serve to enrich the lives of the students.

Students enjoy a full, coordinated social schedule of activities. Activities include barbecues, athletic games (soccer, football, volleyball, baseball, softball, basketball), Homecoming, Spring Formal, bands, theater performances, and a social justice week.

In addition there are many clubs and organizations including national honor societies, social and religious organizations and service clubs. Early in the year students have the opportunity to become acquainted with the full range of organizations, their functions and activities.

Statement on Clubs and Organizations

Benedictine College reserves the right to register groups of Benedictine students who wish to create formal organizations.

Benedictine's policy is to encourage free discussion of moral issues as part of the educational process. Benedictine College grants official recognition to those organizations whose purposes and goals, activities and programs are consistent with the educational mission of the College and with a Catholic and Benedictine institution of higher education. To that end, student organizations must not, in any way, be contrary to or partake in activities contrary to the teachings of the Catholic Church.

Registration of a student organization by Benedictine College is an acknowledgment that the organization has complied with registration procedures. The College will grant all rights and privileges accorded every registered organization. Registration of a student organization implies that the College approves the organization's constitution and bylaws.

Registration does not indicate or imply that the College endorses the views of the organization's membership or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed. Only student organizations which maintain good standing as officially registered student organizations by following all applicable policies and procedures will be authorized to use College facilities or services, or be permitted to identify themselves directly or indirectly, with the College's name or credit. The College reserves the right to review the activities of student organizations and to monitor compliance with College policies.

The authority to officially register student organizations is under the Executive Director of Clubs and Organizations, the Director of Student Activities, and the Dean of Students. All student organizations are directly responsible to these individuals in the Student Life Office.

A registered student organization shall be defined as a group of Benedictine students joined together in the pursuit of a common purpose. Student organizations are open to all students without regard to race, creed, sex, national origin, or any other classification protected by law, though the College, in maintaining its Catholic character, may protect its religious freedom in accordance with applicable laws and constitutional provisions allowing the College to act in furtherance of its religious objectives.

Registration of New Groups

A group of five or more Benedictine College students may apply for registration through the Student Government Office. The proposed organization must submit the following:

- An application form which includes the proposed name of the organization, a statement of purpose and the name of an advisor who is a member of the Benedictine faculty, staff or administration. The official name may not include the name "Benedictine College."
- A list of officers and members for the proposed organization.
- A constitution and by-laws.
- Signature approval from the Executive President of Student Government Association, the Director of Student Activities and the Director of Clubs and Organizations.
- An annual review on the above items as well as the organization's activities.

Officers/Membership

All members must be currently enrolled students of Benedictine College. Groups may offer membership to Benedictine College faculty, administration, alumni or staff on an associate member basis. Associate members may not hold office or vote.

The officers/editors of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. Officers are required to be enrolled in at least ten credit hours each semester during their term of office. A student is considered to be in good academic standing as defined by the policy of the college.

Student Activities

"...for such service increases reward and fosters love."

-St. Benedict, RB 35: 2

Social Activity Guidelines

Only recognized college organizations, clubs, or the Student Government Association may sponsor student activities. Events are to be consistent with the College's four-pillar mission. The Student Activities Director must pre-approve such activities.

Direct responsibility for the proper functioning of a social event belongs to the officers of the promoting organizations. Failure to maintain commonly accepted standards of social conduct will subject the sponsoring organization to censure by the Student Government Association or by the College.

Emphasis is placed on the following specific regulations:

1. At least one faculty or staff member or administrator must be present at all events.
2. The sponsoring organizations must maintain sufficient personnel to maintain an orderly atmosphere.
3. All campus advertising for social events must be in good taste and be approved by the Student Government Association or Student Activities Director.
4. Signs posted to advertise social events shall be in compliance with Posting Policy found on pg. 68 in the Student Handbook.

Student Ambassadors

St. JP II Student Center, 204

Ext: 7492

Mission

The mission of the Student Ambassador program is to build a dynamic Catholic community at Benedictine College by welcoming new students to the community, by keeping and instilling tradition, and by hosting campus events.

Vision

We strive to create great experiences of Benedictine College for students, parents, and guests of the college.

Lead Ambassadors

Isabell Grisnik
Spencer Feldkamp

Membership Requirements

Any student wishing to learn more about the Student Ambassadors should contact the Director of Student Activities at 913-360-7580. Sponsored Activities and Events
Fall Opening Weekend Activity
Family Weekend
Homecoming
Mid-Semester Concert
HER Weekend
Spring Opening Weekend Activity
Mother-Son/Father-Daughter Weekend
Little Sibs Weekend
Spring Formal
Springfest Weekend
Most Valuable Raven Competition

Residence Life & Halls

Sean Mulcahy, Director of Residence Life
Student Union 204

Ext: 7500
smulcahy@benedictine.edu

Benedictine College has a rich tradition in residential living. Our residential tradition is rooted in the Benedictine Order who founded the first universities in Europe and established the first residence hall or dormitories near these monastic centers of Catholic education as early as the 5th century. A residence hall becomes a home to students who are welcomed because, in them, Christ is received (Rule of St. Benedict, 53:15). Today, residentially is the fourth pillar in the College's four-part mission and students who grow in friendship and fellowship with one another in their residence halls best express it.

The residential experience at Benedictine College supports and encourages the full development of students through a community life that expresses and proclaims the worth and dignity of each individual. In a caring and supportive atmosphere, students are helped to develop a sense of meaningful purpose in life and encouraged to participate in programs promoting sound bodies, emotional balance and dedication to the welfare of others.

The college residential program provides a variety of facilities and competent personnel to assist the student in mental, physical, spiritual, and social development. The residence halls are administrated by the Student Life Office,

Residence Directors (RDs) and Resident Assistants (RAs) who have been trained to respond to crisis situations with skill, efficiency and sensitivity.

Regulatory policies are established to the extent necessary to insure consideration for the time, privacy and value system of each resident, the total community, and the goals of Benedictine College. RHDs and RAs also serve to enforce college regulations. Therefore, the Dean of Students, Director of Residence Life, and residence hall staff is authorized to enter rooms when they suspect there is evidence of a violation of college regulations, or for the purpose of maintenance and emergencies.

A Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the Institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn, everyone in the community helps in promoting unity, and each one, according to his or her role and capacity, contributes towards decisions which affect the community, and also towards maintaining and strengthening the distinctive Catholic character of the Institution.

-John Paul II, Apostolic Constitution on Catholic Universities

Residence Hall Government

The purpose of Residence Hall Government is to foster involvement of the residents of Benedictine College in all areas of residence life: hall council, hall activities, homecoming, etc. and to foster a relationship between the residential students and various campus groups like intramurals, Campus Ministries, etc. The goal of each residence hall government is to help build authentic community, with the four-pillar mission (Benedictine, Catholic, Liberal Arts, Residential) of the College in mind.

Residence Halls & Staff

A Residence Director (RD) lives in and guides the community-centered life of each hall. The Residence Assistant (RA) is a current undergraduate who aids the RD as a member of the hall staff. RAs live on each floor and are available to assist students as they adjust to College. RDs and RAs take special interest

in the growth of students and coordinate activities in the hall that support the mission of the College. These activities include developing and implementing our Family Model programming. For a virtual tour of each hall go to the following website: www.benedictine.edu

Kremmeter Hall, Campus Houses, Row Houses

Claire Haroldson, Resident Director Ext: 1700

RA Office Ext. 1702

Resident Assistant:

Grace Sammoury KRM 05

Bridget Colombini KRM 20

Kathryne Dell LEG 25

Jocelyne Kleinsmith CH1029

Evan Sutherland CH1116

Alexandra Hewitt Row House 1101C

Kremmeter Hall Apartments were built in 2008 and named in honor of the first prioress of Mount St. Scholastica Monastery. Legacy Hall was named to honor the many legacy families who have supported Benedictine College throughout the years. Legacy Hall also houses a beautiful lounge for the residents, two classrooms, staff offices and a meeting room. The Campus Houses are college-leased houses on campus. These residences offer students an atmosphere that feels closer to home but still within the Residence Life Program of Benedictine College. Students interested in applying to live in one of these houses should contact the Student Life Office before Room Draw each year. The Row Houses contain a full kitchen with modern equipment, a complete laundry room, two and a half bathrooms, dining table, chairs, three bar stools, living room sofa, one coffee table, desks and dressers.

Cray Seaberg Hall

Claire Haroldson, Residence Director Ext: 1700

RA Office Ext. 8201

Resident Assistants:

Katrina Singer 313

Bethany Kuhn 301

Opened in Fall 2010, Cray-Seaberg Hall provides housing on the third floor for 42 residents. There is a full kitchen that is available to residents 24/7. The large lounge is located in the center of the hall and includes couches and chairs. Each room comes with a sink and toilet. Half of the rooms include a shower, whereas the other rooms share a community shower. A bed, desk and chair is provided for each resident.

Elizabeth Hall

Jennifer Carter, Residence Director Ext: 1200

RA Office Ext. 1044

Lounge Ext. 1160

Resident Assistants:

Alexis Ricke ELZ 110

Marie Henderson ELZ 210

Megan Nault ELZ 201

Magdalen G' Sell ELZ 308

Rebecca Liffrig ELZ 408

Elizabeth Hall is a modern residence hall with a rich history. The Hall's history begins with its construction as the first Abbey in the Western Territory by the priests and brothers of the Benedictine Order in 1893. Built under the patronage of King Ludwig I of Bavaria, the Hall is Romanesque in its architecture. Today, the Hall takes its name from the Jim and Zibbie Ferrell family of the well-known Kansas City Corporation, Ferrell Gas. The Ferrell family's generous support of the College is an extension of their love for Atchison, education, and western monastic culture. As a modern residence hall, Elizabeth Hall will foster residentially, house undergraduates and hall staff, and offer the amenities of contemporary student life.

Wolf, Lemke, Legacy Halls

Jake Firestine, Residence Director Ext. 7791

RA Office Ext. 1702

Resident Assistants:

Stephen Smith WLF 31

Carlos Gonzales WLF 44

JohnPaul Stedwill LEM 53

Ryan Kinyon LEM 68

The Wolf Hall Apartments were built in 2008 to provide apartment style living for our juniors and seniors. Wolf Hall was named in honor of the first abbot of St. Benedict Abbey. Lemke Hall Apartments were built in 2014 and named in honor of Fr. Henry Lemke, one of the college's founding fathers. These two halls house a total of 178 students.

McDonald Hall

Cristina Gonzalez, Residence Director Ext: 7788

RA Office Ext. 1410

Scroll Center Ext. 1411

Resident Assistants

Danielle Fennessy C-4

Faith Harding F-4
 Maria Blong K-4
 Angelica Nguyen P-4
 Anna Marguard S-4

Completed in 1965, McDonald Hall is a suite style residence hall with semi-private bathrooms. It houses upper-class women (mostly sophomore) and is named after the late Abbot Cuthbert McDonald who was abbot of St. Benedict's Abbey from 1943-1962.

Newman Hall

Horacio Gonzalez, Residence Director Ext: 1750
 Office Ext. 1898
 Lounge Ext. 1899

Resident Assistants:

Joseph Schopp 110
 Samuel Stevenson 201
 Thomas Hoopes 301
 Joshua Skubal 401
 Elijah Miller 410

Completed in 1967, Newman hall is a carpeted residence hall with semi-private bathrooms. It houses freshmen and sophomore men and is dedicated to Blessed Cardinal Newman of Oxford England.

Our Lady of Guadalupe Hall

Elizabeth Hemann, Residence Director Ext: 7688
 Office Ext. 7689

Resident Assistants:

Elizabeth Walter 201
 Lindsay Young 218
 Macie Frakes 301
 Margaret Schmitz 318
 Kaitlyn Endres 412

St. Joseph Hall

Jake Firestine, Resident Director Ext. 7791
 Office Ext. 8535
 Lounge Ext. 8536

Resident Assistants:

Alexander Moudry STJ 210

Cameron Diachun.....STJ 113
Nicholas Hinkel.....STJ 311

St. Joseph Hall was the first residence hall built on campus and provides private rooms for up to thirty-five upperclassmen. It is dedicated to St. Joseph, patron saint of fathers and the Church.

St. Martin Memorial Hall

Therese Loew, Residence Director Ext: 1500

Office Ext. 1622

Lounge Ext. 1606

Resident Assistants:

Sarah Seaton..... 114

Lucy Boever205

Claire Thoemke2-C

Gratia Fischer3-C

Clara Grisner318

St. Martin's Memorial Hall was completed in 1952 in memory of the fifty alumni who gave their lives in the service of their country during World War II. A plaque in the Hall Staff Office is inscribed: "This Memorial Residence Hall, erected A.D. 1950, is dedicated to our alumni who fought in World War II. They courageously faced death to defend the God-given rights of man. The names of those who made the supreme sacrifice together with the dates of their attendance at St. Benedict's College are inscribed on this roll of honor." St. Martin's Chapel is on the ground floor. The Hall houses freshmen women.

St. Michael Hall

Efrain (Eli) Pruneda, Residence Director Ext: 6985

RA Office Ext. 6986

Resident Assistants:

Jacob Telepak.....002

Frank Trent..... 102

John Weber.....202

Joseph Ingalls212

Brock Hess302

Luke Armentrout.....312

St. Michael Hall opened in the fall of 2012. The hall houses 150 sophomore and junior men. St. Michael hall is a beautiful addition to Benedictine's strong history of residentiality. The building design, with brick and limestone exterior, high ceilings and large windows, creates a bright and inviting space. Students will notice cohesive elements that tie St. Michael hall to the campus community.

St. Scholastica Hall

Emily York, Residence Director Ext: 8000

RA Office Ext. 8002

Lounge Ext. 8001

Resident Assistants:

Taylor Bottom200

Cecilia Starrs211

Mary Ward300

Hannah Myers311

Abigail Schallenkamp400

Alexis Dominguez.....411

St. Scholastica Hall represented the first new residential construction on the campus in more than 40 years when it was opened in 2005. The facility is four stories tall and contains approximately 36,000 square feet, with room for 141 freshman and sophomore women. It follows the remodeled Ferrell Hall in design standards, with a brick exterior and limestone accents. In addition to the bedrooms, it also includes two classrooms and a signature “lighthouse” tower. The name honors St. Scholastica, twin sister of St. Benedict, as well as one of the college’s founders, Mount St. Scholastica College.

Courtney S. Turner Hall

Jake Firestine, Residence Director Ext. 8250

RA Office Ext. 8401

Lounge Ext. 8402

Resident Assistants:

Peter Homan011

Mark Elfstrom122

Nicolas Hillenbrand.....2-C

Nathan Kabat.....201

Joseph Schaad3-C

Turner Hall was built in 1957 and is a freshman male dorm that houses St. Augustine Lounge in honor of St. Augustine of Canterbury, OSB. It is named after Courtney S. Turner, an Atchisonian, whose Turner Trust helped the college in its most critical times over the past couple of decades.

Student Life Policies & Procedures

Acceptable Use of Technologies

Accountability for Technology Administration

Technology and Information Services (“TIS”) Department is responsible for the maintenance and operation of all College-owned computers and computer peripherals.

Technology and Information Services assigns IDs and passwords to each employee and student for access to the network, student records, and email. TIS fully supports the applications that employees and students need to complete academic assignments. Network access is available in all Benedictine College buildings and facilities.

Residence Hall residents must use their own Ethernet cable to access the LAN line network from their rooms.

TIS assigns priority to academic technology to ensure computer labs and classrooms are operational at all times. TIS will provide technical advice and support for students’ PCs on a “time-available” basis.

Employees should not load their own software package(s), public domain software, shareware or non-business applications (i.e. games) on the College’s computers without expressed permission from the Technology and Information Services personnel.

Ownership and Right to Access

Because the College owns its computers, related technology, and network, users have no legitimate expectation of privacy with respect to their use of such and the College reserves the right to access data contained within at any time with or without prior notice.

Computer Back-ups

All users of the system should be aware that e-mail and other electronic information stored on the main system is backed-up regularly and may be subject to subpoena.

All critical data must be backed-up on a regular basis...

Wireless Access

TIS have enabled wireless access in each dormitory and academic building. Students may not install or operate any wireless device anywhere on campus. Applications that require high network capacity, such as P2P, are prohibited. Otherwise, there is no restriction on internet access.

Copyrights – Technology

Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies and music) may not be shared on the College network without written permission of the copyright holder.

The College believes that it has selected software that best suits its business needs. All software packages are subject to review from time to time. All software packages on College-owned computers shall be licensed to the College.

Software that is loaded on hard disks may not be duplicated for use on any other computer. Many products are serial numbered, and no two computers should have software with the same serial number. Employees should only use software in accordance with licensing agreements when installed and in use on local area networks or when attempting use on multiple machines.

The College prohibits employees from making copies of any College supplied software for use outside of Benedictine College facilities. Any unauthorized duplication of licensed software is a violation of Federal Copyright Law.

Peer-to-Peer File Sharing

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder.

All network traffic is subject to monitoring procedures conducted by the TIS Department for purposes of determining compliance with College policies. Outside parties also actively monitor the internet to find incidents of illegal file sharing and may notify the College of such activity. When such a notification is provided by an outside source, the College may disable a person's network access until the situation is resolved.

If a campus community member is found to have illegally shared files over the College's network, the full range of disciplinary sanctions are available (along with the civil and criminal penalties the person may be subject to), including:

- Indefinite or permanent loss of computer privileges and network access;
- Denial of future access to the College’s IT resources;
- All disciplinary sanctions available pursuant to the Student Community Code;
- Dismissal from the College; and/or
- Legal action.

Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu.

Summary of Penalties for Violation of Federal Copyright Laws

Those who engage in copyright infringement place themselves individually at risk of civil and criminal liability. As a general matter, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to \$150,000 per work infringed. Courts can also assess costs and attorneys’ fees, in its discretion. *See* 17 U.S.C. §§ 504 and 505. Also, “willful” copyright infringement can result in imprisonment of up to five years for a first time offense and additional fines. *See* 17 U.S.C. § 506 and 18 U.S.C. § 2319.

Network Usage Policies

The network is to be used as a tool to advance the mission of Benedictine College and is not available for unrestricted use for any other purpose. The following policies address the proper use of Benedictine College’s network.

Authorized Hardware and Software Only

- The College network is primarily available for academic and administrative use only.
- Benedictine College reserves the right to restrict access to any service detrimental to the Benedictine College’s technology resources or primary function. Attempts to bypass these restrictions will be considered a violation of this policy.
- Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond its intended use. This policy applies to all College network infrastructure and services.

- Audio, video and game servers are allowed on hardwire (non-wireless) networks. However, due to network bandwidth concerns, these servers may be disconnected without notice if performance of the College's networks is adversely affected. In addition, all use must comply with existing copyright laws.
- Equipment that is defective, malfunctioning, compromised, used inappropriately, or inadequately configured will be disabled without prior notification.

Protection against Viruses and Computer Attacks

- Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on Benedictine College networks.
- Users are responsible for security and privacy precautions to protect against computer viruses and other computer attacks, which may result in loss of data, unintentional release of personal information, or negative impact on Benedictine College's technology services. Failure to take these prudent steps could result in the offending computer or account being removed from the network.
- MS Windows users must install and enable Trend Micro Office Scan anti-virus software to minimize risks to personal computers and the network. The college provides Trend Micro to employees and students at no charge.

Authorized Access Only

- For security reasons, Benedictine College requires users to log on to access the campus networks and Internet. Users are prohibited from attempting to circumvent the authentication systems. In addition, users should not attempt to hide their identity or impersonate another's identity while on the College network.
- Network users are responsible for any network activity linked to their user account. Passwords should be secure, and should not be shared with anyone (including family, co-workers, and friends). Users who believe that another person is using their account should notify Benedictine College's TIS immediately and change their password.
- Users of the Benedictine College network may not provide access to resources on the local network to anyone outside of the Benedictine community for any purpose unless accomplished by means approved by Technology and Information Services.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.

- Benedictine College does not allow network users to run unauthorized SMTP, DHCP, FTP, or other network services on any network segments.
- Computer names, computer descriptions, and messages broadcast across the network must not be defamatory, lewd, or obscene.
- Unauthorized registration of a domain to a Benedictine College IP address is prohibited. This includes but is not limited to direct DNS resolution and DNS aliasing.
- Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.

File Sharing

- Files may be shared on the local network. All shared resources on Benedictine network, wireless and other workstation computers must be protected with a secure password. Any sharing of resources without a password must be authorized by TIS.
- Violation of these policies will result in loss of service and further disciplinary action.

Alcohol and Drug Policy

The College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students on the College's property or as part of any of the College's programs and activities. Alcohol or drug use that violates the law and/or College policy may subject a student to both institutional and legal sanctions. Notwithstanding, under certain conditions, the use of alcohol by students on campus is appropriate. To access the College's full Student Alcohol and Drug Policy, please refer to:
<http://www.benedictine.edu/about/policies/alcohol-drug>.

Campus Housing Policy

Benedictine College has a four-year residency requirement. All traditional undergraduate Benedictine College students are required to live on campus and must apply for housing through the Residence Life Office every year, including those who qualify for automatic exceptions to living on campus. If a student drops to part-time status at any time during the semester, they may be asked to leave their residence hall. The Residence Life Office must approve any exception to this policy.

Regardless of whether a student lived on or off campus or in one residence hall or another during the previous year, he or she must reapply for housing every year. Students **should not** sign any lease agreements for off campus housing before **completing** the Room Draw procedure or receiving written approval from the Residence Life Office. A student who enters into a lease agreement prior to Room Draw and without written approval does so at his or her own risk.

Exemptions from Campus Housing Policy

A student who fits into one or more of the following categories can apply for an exemption from the Campus Housing Policy and from participating in the Room Draw process. Applications are available in the Student Life Office. Even if a student meets one of the follow exempt statuses, students must still apply to receive an exemption from the housing policy and receive written approval to live off-campus from the Residence Life Office. Any student who moves off campus without written approval may still be required to live on campus.

- Non-Traditional Student
- 23 years of age or older on or before the first day of the academic year. Verification is required in the form of a Driver's license.
- Live with parents or a legal guardian in the Atchison area (30 mile radius). Verification is required in the form of a letter from a parent or legal guardian.
- Married. Verification is required with a copy of a marriage license. Married students may not live in single student housing.
- Member of the Benedictine Order or another religious order. Verification is required from a religious superior.
- Full-time Employee of the College. Verification required from the College Business Office.
- Dependent child or children. Verification is required with a copy of a birth certificate.
- December graduate and/or Fifth year senior social class standing. Verification is required from the Registrar's Office.
- Studying abroad in a College recognized program. Verification from professor required. Commuter status is recognized for the duration of the program only.
- Have lived in the Atchison area and was not enrolled in the college for at least one year. Verification required. Please provide the name, address, and phone number of a previous landlord as well as a photocopy of your lease or tenant agreement.

Transfer students only: Transferred to the college and previously lived off campus on your own at your previous college or university for a period of at

least one year. Verification required. Please provide the name, address, and phone number of a previous landlord as well as a photocopy of your lease or tenant agreement.

Complaint and Grievance Policy

Benedictine College is committed to treating all students fairly and respectfully. The College's policies that apply to students are published annually in the Benedictine College Catalog and in the Benedictine College Student Handbook. These publications are available on-line on the Benedictine College website.

In an instance of perceived violation of a College policy, a student may file a complaint. This policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. Students may utilize either or both procedures.

This policy is intended as an avenue of redress when a student has a general complaint against the College or an administrator of the College that is not clearly encompassed by another College policy. If a student has a complaint dealing with conduct explicitly covered by another policy, such as sexual harassment, the explicit policy (in the example, the Sexual Misconduct Policy and Procedures) will apply.

Informal Resolution Procedure

The student arranges a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved.

For example, a student who perceives that he or she has been graded unfairly on an assignment should meet with the faculty member who assigned the grade. In this example, the meeting with the faculty member may be followed up with a meeting with the department chair or the original meeting might be with the department chair.

Another example would be a complaint to the Student Life Office involving a Resident Director. The student would meet with Resident Director or the Director of Residence Life and attempt to resolve the issue in this way.

If the informal process does not resolve the complaint, the student may utilize the formal complaint procedure.

Formal Resolution Procedure

A formal complaint is in writing and sets forth a statement of the issue, the College policy or procedures violated, and the specific remedy sought.

The complaint is normally submitted using an online form found on the Benedictine College website on the Student Complaints page. The complaint can also be submitted on paper to the Office of Assessment & Institutional Research (Library 210) and it will be forwarded to the appropriate office if you are not aware of where to submit it.

Many areas already have specific ways to handle complaints that closely parallel the steps specified below. In cases such as these, a formal complaint will be directed to the appropriate person and the previously approved appeal process will be followed.

LEVEL 1

Normally, the person to whom the complaint has been submitted (the investigator), conducts, within seven (7) business days of receiving the complaint, a formal conference with the student, permitting her or him to provide any necessary relevant information.

The investigator confers with the other person or persons involved and conducts an additional investigation as he or she deems necessary.

Normally, a written recommendation is sent within seven (7) business days of the first formal conference. The recommendation is sent to the student and the other person or persons who are directly involved. The written recommendation states the background information, the rationale for the recommendation, and the recommended action, if any.

Copies of the original complaint and the written recommendation are kept for a minimum of five years.

LEVEL 2

If any of the parties involved in the complaint do not feel it is adequately resolved in Level 1, they may submit a written appeal within fourteen (14) business days of receipt of the Level 1 recommendation to the direct supervisor of the person who wrote the recommendation. The written appeal must specify the conditions that s/he believes were not adequately or appropriately taken into consideration in Level 1.

Normally, the supervisor holds a hearing within fourteen (14) business days of receipt of the appeal or complaint and a written recommendation is sent to the student and others within fourteen (14) business days of such hearing.

In cases of appeals to Level 2, copies of the original complaint and the Level 1 and Level 2 written recommendations are kept for a minimum of five years.

LEVEL 3

Except in the case of a complaint against the President, where the Board of Directors has final authority, written appeals of the Level 2 recommendation must be submitted to the President within fourteen (14) business days. The written appeal must specify the conditions that s/he believes were not adequately or appropriately taken into consideration in Level 2. The President makes the final decision. Normally, the President's written decision is sent to the student and other parties within fourteen (14) business days of receiving the Level 3 appeal. In cases of appeals to Level 3, copies of the original complaint, the previous written recommendations, and the final decision are kept for a minimum of five years.

E-mail Notification Policy

College students are responsible for all information and notifications communicated from the College via their student e-mail accounts (i.e., name@ravens.benedictine.edu addresses). In order to comply with this policy, students are encouraged to check their student e-mail accounts on a daily basis.

The student e-mail system shall be the College's official means of e-mail communication with all students. The assigned e-mail address will not change during the student's career at Benedictine College. Students are allowed to forward their Benedictine e-mail to their personal e-mail accounts if they prefer to do this.

It is imperative that students understand that the majority of information will be communicated to them via their College assigned e-mail account while they are students.

Emergency Response Plan

Benedictine College recognizes the need and the importance of effective emergency management, which includes prevention, intervention, and campus safety for all members of the college community. We expect all members of the community to actively embrace and participate in the approved emergency management policies and procedures.

The Benedictine College Emergency Response Plan is online, and can be found in two different locations:

1. Resources Page, <http://www.benedictine.edu/academics/resources>
 2. Under Campus Security in the left hand navigation, <http://www.benedictine.edu/about/facilitiesconferencing/campus-security>. This section is located under the About section.
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Fundraising Policy

Benedictine College student clubs and organizations are required to register their fundraisers, whether they are to be conducted on or off campus, with the Student Life Office. Fund raisers may be registered by filling out and submitting the *Benedictine College Event/Fundraising Request Form* to the Student Life Office three business days in advance of the fundraiser.

Fundraisers that are to be conducted in conjunction with athletic events must also conform to the *Athletic Department Solicitation Policy*.

All fundraisers must conform to Benedictine College's mission and be subject to the rules and regulations of Benedictine College, as they are represented in the *Student Handbook* and elsewhere.

Though not limited to the list below, fundraisers must adhere to the following:

- Fundraising projects must be administered in accordance with College policies governing advertising, posting, and soliciting.
- All door-to-door solicitation and selling within the residence halls by commercial salespersons is prohibited. Likewise, no fundraising flyers, advertisements, coupons, etc. may be placed under the doors or hung on doorknobs in any residence hall.
- In certain circumstances a student club or organization may be given limited permission to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Residence Director.
- Promotional materials that are not officially college-sanctioned may not be handed out to students on the College campus, either outside or inside buildings. In addition, these promotional materials may not be placed on cars in the College parking lots.
- Any advertising and publicity materials must include: name of sponsoring organization, product or service being sold, purpose for which the profit will be used, and location of the activity.
- If a student club or organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members. No pre-purchased items may be sold unless they are purchased through Sodexo Food Services or unless prior arrangements have been made with the Student Life Office.

- If you are creating an item to sell, e.g. T-shirts, you must get your design approved by the Director of Student Activities. All designs must conform to the Benedictine College branding guidelines.

Student clubs and organizations: Fundraisers by recognized student organizations will follow these steps:

- Secure permission from the Student Life Office by completing the online SGA event request form located on the Benedictine College Student Life website.
- Secure permission from the head of the department affected by the sale (see *Athletic Department Solicitation Policy* for details surrounding athletic events and facilities or contact the athletic department at 913-360-7360).

Any official college designee has the ability to terminate any fundraiser or solicitation activity that is in violation of this policy.

General Non-Discrimination and Harassment Policy and Procedures

"Do not repay one bad turn with another. Do not injure anyone, but bear injuries patiently. Love your enemies. If people curse you, do not curse them back but bless them instead."

-St. Benedict, RB 4: 29-32

Benedictine College will not tolerate any form of discrimination or harassment. Discrimination or harassment is strictly prohibited on College property, in all academic programs and extracurricular activities, and at College-sponsored events and activities, regardless of whether or not the event takes place on College property. This General Non-Discrimination and Harassment Policy and Procedures is not intended to govern complaints involving claims of sexual misconduct. Complaints involving claims of sexual misconduct will be investigated and adjudicated solely based on the Sexual Misconduct Policy and Procedures outlined in this Student Handbook.

Benedictine College takes all claims of discrimination and harassment very seriously. Students engaging in such acts will be subject to discipline as outlined in this Student Handbook. Regarding other persons, the College will take action appropriate and necessary to prevent recurrence, which may include banning such persons from College property.

Other Inappropriate Conduct

Conduct that does not constitute prohibited discrimination or harassment under the law or under any of the College's policies still may be inappropriate for the

College community. Even if the College determines an individual's behavior does not rise to the level of prohibited discrimination or harassment under this policy, the College may impose appropriate disciplinary action. As a general rule, disciplinary action will be imposed under this paragraph if the College believes the behavior or conduct was inappropriate, unprofessional, objectionable, inconsistent with reasonable rules of conduct, inconsistent with the spirit of the College's harassment-free and discrimination-free philosophy or policy, or is not in the best interest of the College or its students.

Reporting a Complaint

Any student who has a question, concern or complaint of discrimination or harassment is encouraged to bring the matter to the attention of the Director of Residence Life (DRL). If the question, concern or complaint involves the DRL, or if the student is not comfortable discussing the matter with their DRL, the student may bring the matter to the immediate attention of the Dean of Students or any College Administrator.

Investigation

All reports of discrimination and harassment will be promptly and thoroughly investigated according to the appropriate College procedure based on the status of the alleged perpetrator (e.g., complaints of non-sexual misconduct against a student will be addressed pursuant to the Student Community Code). The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student who violates this policy will be subject to the full range of correction action, up to and including termination/expulsion. The College will inform the complaining student of the resolution of the complaint as appropriate.

No Retaliation

Benedictine College prohibits retaliation against anyone who reports or assists in making a good faith complaint of prohibited harassment or discrimination and/or who cooperates in any harassment or discrimination investigation. Prohibited retaliation may include, but is not limited to, intimidation, threats, coercion, or discrimination against any such individual. If the College determines that a student has violated this policy, appropriate disciplinary action will be taken against the student, up to and including termination/expulsion.

Rooms & Facilities Policy for Students with Physical Disabilities

Certain residence halls on campus are better suited to accommodate the needs of students with disabilities and, thus, students with physical disabilities may be

prioritized in these residence halls based on the circumstances. If you have any type of physical disability, you are encouraged to contact the Student Life Office at 913-360-7500 and set up a meeting to discuss options and accommodations.

If it is determined that a student with a physical disability needs to live in a particular room or floor of a residence hall, other students who have been assigned to the needed room may be moved at the discretion of the Resident Life Office.

Identification

All members of the Benedictine College community are required to present proper identification upon the request of college officials, including campus security officers. This policy applies any time an individual is present on college property or attending a college-sponsored event.

Missing Person Policy

This policy establishes procedures to be followed at Benedictine College in the event that a residential student is reported missing and of the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing as required by the Higher Education Opportunity Act of 2008.

- Anyone believing a student residing in campus housing may be missing should report that to the following: Vice President of Student Life, Campus Security, Director of Residence Life, or any College official. Anyone receiving a missing student
- When a student is officially reported missing, the Vice President of Student Life will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good-faith effort to make contact with the student or an emergency contact using any information the student has provided to Benedictine College for this purpose. The Vice President of Student Life will gather all essential information about the student from the reporting person and from the student's acquaintances. The Vice President of Student Life will then contact the Dean of Students and Campus Security. Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, the Vice President of Student Life or appropriate designate will

contact the Atchison Police Department to report the student as a missing person and they will take charge of the investigation.

- Within 24 hours of a determination that the student is missing, the Vice President for Student Life will make a good-faith effort to contact any emergency or confidential contact identified by the student. If a reported missing student is under the age of 18 and is not emancipated, the Vice President for Student Life also will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student. Regardless of the age of the student, the College will also notify local laws enforcement within 24 hours of the determination that the student is missing.
- In addition to registering a general emergency contact, students will be informed and given the opportunity during each semester registration process to register confidential contact information to be used by the Vice President of Student Life in the event that student is determined to have been missing for more than 24 hours. To register this information, students can go to emergency contact information registration on the BC website and follow the directions indicated. This information will remain in effect until changed or revoked by the student and will be accessible only to authorized campus official and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

For purposes of this policy, a student may also be considered to be a “*missing person*” at any time prior to the expiration of 24 hours the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Motor Vehicle Policy

The need of a motor vehicle on campus is not essential, however students may be permitted the use of a vehicle on campus pending availability of parking spaces. All vehicles on campus MUST be registered with the Operations Department. This includes rental cars, visitors, relatives, friends and parents. Registering your vehicle allows you the right to park on campus but does not guarantee you a parking space. All vehicles must be registered within five days of the first day of the semester. Failure to comply with these rules will result in a fine. The fine for an unregistered vehicle is \$100 for each occurrence.

A copy of the traffic and parking regulations will be issued when registered or may be picked up in the Operations Department. Parking lots are patrolled and the regulations are strictly enforced. Tickets are issued 24 hours per day, seven

days per week. Fines for parking in the wrong lot must be paid at the operations department within 5 working days of receiving the ticket. If the fine is not paid in that time the fine will double and be charged to the student's account. The student in whose name the vehicle is registered is responsible for any and all violations assessed against the vehicle. Any students who feel they were ticketed unfairly may submit a written appeal to the Operations Department within 5 working days of receiving the ticket. A student appeal board will hear the appeal and render a ruling. All appeal board decisions are final.

Students with multiple violations (3 or more) may be immobilized. The fine for removing the immobilizing boot is \$50. This is in addition to any outstanding fines. The fine must be paid within 48 hours from installation or the vehicle will be towed. Vehicles may be towed without warning from Fire Lanes and illegal parking areas. Owners of the vehicle will be responsible for the tow fee and any storage fee. Students who continuously violate traffic and/or parking regulations may have their parking permit revoked at the discretion of the Operations Department.

Photography and Videotaping

Benedictine College reserves the right to photograph and/or videotape students, faculty, staff, and guests while on college property or during college-sponsored functions. These images and audio may be used by the college for promotional purposes, including use in college magazines, newsletters, press releases, brochures, advertisements, videos, Web sites, and other promotional materials.

Private Room Policy

In the event that space is available in the residence halls, students may request a private room. The charge will be one and one half the cost of a regular room charge. If a resident's roommate moves out of the assigned room, the remaining student must exercise one of the following options within a reasonable period.

1. Select another roommate who will move into the vacancy within one week.
2. Move in with another resident in whatever residence hall space is available.
3. Retain the space at a private room rate if space is available (additional charge).

This regulation does not apply to residents whose roommate leaves after the fourth week of the semester except when space is limited. Unless a private room is requested, available and paid for, the person must be willing to accept another roommate when the space is needed. All rooms, except for handicap space, are designed for double or single occupancy. The use of a private room is subject to the following conditions:

- The assignment of a resident to a private room is done on a space available basis. The College can cancel this agreement at any time.
- Residents with outstanding balances on their accounts in the Business Office will not be admitted to private rooms.
- Residents who request private rooms should know that the room's location in a residence hall is subject to change by the residence hall staff or Student Life Office.
- Residents of private rooms are responsible for all mattresses, mattress pads, furnishings and equipment in the room. The resident is also responsible for the accurate completion of the Room Condition and Inventory form for the entire room.
- No furnishings or equipment may be moved from the room at any time - nor may it be moved from room to room in a suite or residence hall.
- All guests who are not staff, faculty or student members of Benedictine College must register with the Residence Hall Director prior to admission to the room and shall be expected to comply with college policies and regulations. The student will be held responsible for his or her guest's compliance with these policies and regulations.

Room Draw System

The Room Draw System gives students the opportunity to decide where they will live and with whom they will live the following academic year. Room Draw is held every spring semester.

The system is based on seniority, and students in each class bid on the specific residence hall and room of their choice. According to social class standing, seniors bid first, and a randomly assigned number determines each student's place in the bidding order within a class. Those with low random numbers bid first.

Fifth year seniors and fall graduates are required to live off campus and may not use their number to bid at Room Draw. Any exceptions made on a case-by-case basis will require residency for a full academic year. If a fifth year senior is authorized to live on campus, they must rely upon the random number of another person in their living group to identify the class, random number, and time to bid. Finally, any set of roommates from different classes is allowed and priority is given in the following order:

- Senior and senior
- Senior and junior
- Senior and sophomore
- Junior and junior
- Junior and sophomore
- Sophomore and sophomore

Sophomores are not eligible to live off-campus unless given written permission by the Student Life Office. A student who is on disciplinary probation, who has three or more infractions, or who violates Room Draw procedure will be assigned numbers falling at the very end of the bidding order within his or her class. Probation, infractions, and violations must have occurred within the current academic year. Students who fail to participate in the Room Draw process will be assigned to an available residence. If a Resident Assistant (RA) is in a suite assignment, he or she may choose who will live in the suite prior to Room Draw.

- Roommate/suitemate groups may use the lowest number from a member of their group, except if the person is a fifth year senior
- Bids are taken in order beginning with the lowest number
- Men and women bid separately
- Bids on rooms/suites with handicap access are tentative as a handicap person may later be assigned to the room

There are several steps in the Room Draw Process:

1. A list of students in each class is generated.
2. Students confirm their class standing with the Residence Life Office.
3. A random number is assigned each member of each class.
4. Students confirm their random number assignment with the Residence Life Office.
5. Students decide who their roommate/suitemate(s) will be.
6. Students decide where they want to live (group size must match room size exactly before a bid is accepted).
7. Students bid on their housing preferences on a specified day.
8. With a successful bid, students will immediately know where they will live in the next year.
9. Students who have a school sponsored scheduling conflict may bid by proxy. Forms are available in the Housing Office and should be submitted to the Residence Life Office prior to Room Draw.

Sexual Harassment Policy and Procedures

Benedictine College's Sexual Misconduct Policy and Procedures prohibits all forms of sexual misconduct, including sex discrimination, sexual harassment, sexual violence/assault, dating violence, domestic violence, and stalking. The

policy applies to all members of the College community, including students. The College's approach to issues of sexual misconduct is guided by federal laws known as Title IX and the Violence Against Women Act (VAWA). The College's Title IX webpage provides information regarding how to report sexual misconduct, the procedures the College uses to investigate and resolve complaints of sexual misconduct, counseling and other services available to victims of sexual misconduct, FAQs, and other relevant information. The College Title IX webpage, which includes the Sexual Misconduct Policy and Procedures, can be accessed at <http://www.benedictine.edu/student-life/health/title-ix/index>.

Solicitation

See fundraising policy.

The sale of anything or solicitation (including the distribution of samples) is prohibited in the college buildings and upon the college grounds without prior authorization of the Student Life Office.

Athletic

It is the policy of the Benedictine College Athletic Department to permit or prohibit solicitation and distribution in all Athletic Facilities by recognized student organizations or authorized representatives of the College faculty and staff as outlined below:

- Benedictine College Athletic Department limits solicitation and distribution on its premises because, when left unobstructed, such activities can interfere with the normal operations of the College, can be damaging to efficiency, can inhibit a positive atmosphere, and can pose a threat to security.
- Persons who are not members of recognized student organizations or authorized representatives of the College faculty and staff are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services, or engaging in any other solicitation, distribution, or similar activity in all Athletic Facilities.
- Benedictine College Athletic Department may authorize a limited number of fund drives by recognized student organizations or authorized representatives of the College faculty and staff on behalf of charitable organizations. Benedictine College Athletic Department will permit recognized student organizations or authorized representatives of the College faculty and staff to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, with the following guidelines:

- Prior to the solicitation or distribution of literature for any group or organization, including charitable organizations, the recognized student organizations or authorized representatives of the College faculty and staff must have a notice of approval signed and dated by the Director of Athletics. The recognized student organizations or authorized representatives of the College faculty and staff must present this notice, if asked; failure to present the notice of approval will result in the immediate termination of the solicitation or distribution of literature.
- The sale of merchandise is limited to Athletic Department functions and activities. Solicitation and distribution of literature with appropriate approval should not interfere with the attendee's experience of the Athletic Department function.
- Benedictine College Athletic Department has the sole ability to terminate any solicitation or distribution of literature.
- Benedictine College Athletic Department is responsible for determining the areas deemed 'Athletic Facilities.' (For more information on the athletic facilities contact the Assistant Director of Athletics).

Tobacco-Free Policy

Benedictine College is a Tobacco-Free Campus

This policy applies equally to all employees, board members, students, volunteers, vendors, contractors, and visitors. Benedictine College is committed to providing a safe and healthy living/learning/working environment. The College further recognizes that environmental tobacco smoke has been classified as a potential carcinogen. In light of these health risks, and in support of a safe and healthy living/learning/working environment, the following restrictions will be effective July 1, 2015.

- Benedictine College is a Tobacco-Free Campus and the use of tobacco will not be permitted except as specifically stated under this policy.
- This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, water pipes, and snuff as well as smokeless electronic cigarettes and other similar devices.
- Tobacco use is prohibited inside and outside of all buildings, vehicles, sidewalks, streets, parking lots, and the general seating area of outdoor venues on, or adjacent to, campus. See campus map.

- Tobacco use is prohibited on St. Benedict's Abbey grounds, St. Benedict Catholic Church property, and St. Benedict Catholic School property.

Procedure

Compliance

All members of the Benedictine College community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply with the spirit and intent of this policy. Violation of this policy may be regarded as a willful safety violation.

Enforcement of Policy

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will be part of the basic enforcement of this policy. In addition, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy. Violations of this policy will be enforced in the following manner:

- Violations of this policy by faculty and staff should be brought to the attention of the employee's supervisor and/or Human Resources, as appropriate. Any violation of this policy may result in disciplinary action, up to and including separation of service.
- Violations of this policy by students should be brought to the attention of the Student Life Office. Any violation of this policy may result in disciplinary action, up to and including verbal warning(s), written warning(s) with fines (\$25, \$50, and \$100 consecutively).
- Violations of this policy by visitors should be brought to the attention of Security.
- Violations of this policy by contractors should be brought to the attention of the department for whom the contractor is working or Operations, as appropriate.

Exceptions to the policy. Occasional events sponsored by Benedictine College, which include tobacco use as a reason for gathering and building of community, must be approved by the President's Cabinet.

Smoking Cessation Support. Understanding the addictive nature of tobacco products, Benedictine College will make every effort to assist those who may wish to stop using tobacco products. Students are encouraged to contact the Student Life Office for information about smoking cessation programs. Faculty

and Staff are encouraged to contact Human Resources for information about smoking cessation resources.

Notice to Faculty, Staff, Students and Visitors. The Operations Department will be responsible for providing appropriate signage communicating the move to a Tobacco-free campus.

Notice to Contractors. The department for whom a contractor is working will be responsible for ensuring that contractors performing work for their department on property owned or leased by the College are notified of the requirements of this policy. Construction contractors will be notified by Operations.

Notice to Faculty and Staff. Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.

Notice to Students. The Student Life Office will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.

Weapons Policy

To the maximum extent allowable by law, the possession of all weapons, including but not limited to firearms, pellet, paintball, or BB guns, bullets, tasers, and knives having over three-inch blades, is not permitted on campus. Any student found in violation of this policy is subject to disciplinary action up to and including suspension or dismissal and may be in violation of state and federal law. See also: Firearms, Explosives, Dangerous Materials policy, p. 83.

Residence Hall Policies & Procedures

Adhesives & Wall Attachments

The use of contact paper, duct tape, packing tape, non-removable self-adhesives, nails, screws, and other items that may permanently damage the walls or furnishings in the residence hall is prohibited unless otherwise

approved by the Student Life Office. Command Adhesive has been shown to cause the least amount of damage to most walls. All items are hung at your own risk. Any damages caused by hanging items on the walls will be changed to students. 3M Adhesive products are not allowed in Ferrell Hall or St. Scholastica hall.

Appliances

Appliances that are NOT permitted in dorm rooms include: hot plates, halogen lights, grills, skillets, toaster ovens, sun lamps, electric heaters, refrigerators larger than 4 cubic feet and gas appliances.

Appliances that ARE permitted in dorm rooms are stereos, televisions, popcorn poppers, microwaves, coffee pots, electric razors, fans, heating pads, computers, and electrical blankets.

Please see the microwave and refrigerator section.

Bicycles

Each residence hall has a bicycle rack where students may store their bicycles. However, all student property (including bicycles) must be removed from the residence hall within one week following graduation. Items remaining after this time will be disposed of as necessary.

Board Agreement

"Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people."

Acts 2:46-47

A deep experience of community develops between friends when they share a meal together. This was true for the apostles who recognized Christ in the breaking of the bread. A shared meal was also essential to life in community for Sts. Benedict and Scholastica. Students at Benedictine College deepen their friendships by sharing meals together and this is why a meal plan is required for all residents. All freshmen living on campus are required to be on the 18 meal plan and upperclassmen are required to be on the 7, 12, 14, or 18 meal plan. The 7 meal plan is only available to residents living in the Legacy Apartments, Row Houses, and On-Campus Houses. Each meal plan is on a per week basis and begins on Sunday. Meal plans can be used in the Cafeteria, Campus Grill, Nest, Benedettos, and Monte Cassino Inn. Upperclassmen meal

plans may be changed within the first 20 days of the semester. See the Benedictine College *Room and Board Agreement* for further details.

Cable Splicing

Cable splicing in any residence hall is prohibited, as it constitutes the violation of intellectual property rights and law.

Campus Attire

Benedictine College has no specific regulations concerning proper campus attire, except that sunbathing in swimsuits of any kind is not permitted in the public areas of campus. However, as a general guide, students should keep in mind that individually they represent the student body of the College. A major part of one's education is developing and increasing one's awareness and concern for others by dressing in a manner that is in accord with good taste and in accord with the wishes of those who are sponsors of a given event or in a position of authority in a given situation.

Candles/Chemicals/Open Flames

All explosive or combustible materials and liquids are prohibited on the College campus. The Fire Marshall has told us that by law, candles or any other open flames may not be burned in residence halls because of the danger of fires when so many people live in close proximity in the residence halls (College Ministry-sponsored activities are exempt.). Candles and all open flame devices are strictly prohibited in all residence halls. In addition, incense is prohibited in the halls. Because we do follow the law and as a college community we are also concerned about the safety of all residents, candles are not permitted in the residence halls outside the College Ministry-sponsored activities.

Some individuals are allergic to incense and others find the smell offensive. Therefore incense is not allowed in the residence halls at Benedictine College outside of its use in liturgies and other religious events sponsored by College Ministry. The residence hall staffs are directed to take any candles or incense that are found in an individual's room. A fine will be issued to the individual or individuals who live in that room.

Do not smoke in any building, overload electrical outlets, take chemicals or highly flammable material into your hall, use open coil heaters, hotplates or

electrical appliances. Please take every precaution to prevent fires and protect the lives of all residents.

Damage to College Property Policy

All residents are responsible for keeping all college-owned property and equipment in good condition. Residents are encouraged to carry personal property and liability insurance. The damage, defacement, or vandalism of college property or facilities will not be tolerated. Residents will be held responsible for all breakage and damage that is beyond the expected normal wear of furnishings. Charges are determined by repair and replacement costs. Damage to the student's rooms and furnishings will be assessed to the occupants. Damage in the public areas will be assessed against the floor or all residents of the hall. If something in a student room needs repair, tell your resident assistant or hall director. He or she will take care of reporting the needed repair.

"Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reprovved."

-St. Benedict, RB, 33:4

Damage to Personal Property Policy

Benedictine College assumes no responsibility for losses, damages, or injuries of any sort occurring to persons or property in College residential facilities. Residents are encouraged to confirm that their parent's home insurance policy covers their possessions should anything be damaged or stolen. If they are not covered, students are advised to purchase their own insurance policy. Doors should remain locked when residents are out of their room. If there is theft, it should be reported to the residence hall director and to the police. It is advisable to record serial numbers of all valuables.

Damage to Safety Equipment Policy

Damage to or tampering with safety equipment such as fire extinguishers and hoses, smoke alarms, exit signs and lights, and other such equipment, seriously endangers the lives and health of residents. Disciplinary measures in keeping with the gravity of such offenses will be taken, including the possibility of a fine and/or suspension from the College. Damage to college property will be charged to the residents of the residence hall if the individual responsible is unknown.

Defacing doors, walls, bulletin boards

The act of defacing doors, walls, or bulletin boards in any residence hall is strictly prohibited. Any student caught engaging in this activity will face disciplinary action and may be required to pay replacement costs if necessary.

Enrollment Fee

Once notified of acceptance by the Office of Admission, each student is required to pay a \$300.00 enrollment fee. This fee is due upon admission to the college or within two weeks of receipt of a financial aid award letter. The fee is non-refundable after May 1 for the Fall Semester and October 1 for the Spring Semester.

Fire Alarms

Proper use and response to fire alarms is required. Anyone who falsely or negligently activates fire safety equipment will face disciplinary action. Additionally, any student who fails to respond to any fire alarm, whether false or actual, will face disciplinary action as well as receive a fine.

Firearms, Explosives, Dangerous Materials

Firearms, bows and arrows, knives, sling shots, dart boards, pneumatic or spring powered weapons, nunchakus, tasers, and other weapons, fireworks, ammunition, or explosives may not be brought on campus. Chemicals or highly flammable material of any description including paint, anti-freeze or fuel shall not be brought into the residence halls at any time. This includes items that may be used as fuel as well as items that have an open flame or a heating coil such as candles, hotplates, or electric heaters.

Essentially, all weapons, explosives, and dangerous materials are not allowed on campus. A violation of this policy is considered a serious matter. Because this is most often a violation of civil law as well as a serious violation of your contract, consequences may range from fines to expulsion.

"They sleep clothed, and girded with belts or cords; but they should remove their knives lest they accidentally cut themselves in their sleep."

-St. Benedict, RB, 22:5

Fire Evacuation Procedure

Survival is the top priority in the event of a fire in a residence hall. If there is a fire, the alarm systems in all halls will automatically call the Atchison Fire Department. When you hear a fire alarm, immediately exit the hall using the following steps:

1. **FEEL THE DOOR HANDLE.**
If it's hot, don't open the door; go to a window and call for help.
If it's cool, open the door cautiously and check for smoke and fire.
2. **EXIT THE ROOM CRAWLING ON THE FLOOR.**
Avoid smoke and toxic chemicals in the air above.
3. **CLOSE THE ROOM AND STAIRWAY DOORS BEHIND YOU.**
Keeps the fire from spreading by closing doors.
4. **GET OUT OF BUILDING BEFORE PHONING FOR HELP.**
Your survival comes first.
5. **PULL THE FIRE ALARM ON YOUR WAY OUT.**
Proceed to the nearest exit.
6. **DON'T WAIT FOR PEOPLE OR GET STUFF.**
Knock on doors and yell "FIRE" as you leave.
7. **IF YOU CAN'T GET OUT, GET SOMEONE'S ATTENTION**
Stay low, yell and scream, hang a sheet from the window if possible.
8. All residents should follow the fire evacuation plan for each specific residence hall, which they receive when checking into their residence hall.

The halls meet OSHA fire-safety requirements. Safety lighting, smoke alarms, and multi-purpose dry chemical extinguishers are located in each hall. Be sure you are aware of the nearest extinguisher; these should be used to exit the hall and not to fight a fire.

Discharging or tampering with fire equipment is an act of vandalism that can result in the inadequate protection of the lives, safety, and property of a hall's residents. The Atchison Fire Department, the Federal Government, and OSHA consider tampering with this equipment a serious matter. The College also considers vandalism of safety equipment (including fire extinguishers, smoke alarms, fire alarms, exit signs, and emergency lighting, etc.) a serious matter. Consequences may include a fine, suspension from the College, and the filing of charges in local courts.

Guests and Visitors

The Benedictine College campus and facilities are private property. Presence on campus is at the pleasure of the College. It is the College's expectation that

all visitors abide by College rules and local, state, and federal laws. Guests staying overnight in the residence halls must be 18 years of age or older (not to exceed 24 years of age) or must be on an official Admissions Office visit. All guests of students must submit a completed registration form to the residence hall staff where they are staying.

Hosts will be accountable for the safety and actions of their guests and are required to complete a host registration form accepting responsibility for their guests. The College reserves the right to ask guests unable to respect its policies to leave the campus immediately. An overnight guest is a person who is not a current Benedictine College student but who is being sponsored by a member of the college community and is staying overnight in a residence hall. A guest's sponsor can be a resident or a member of the staff or faculty.

Residents who are on disciplinary probation may not be hosts for the college. Guests are not allowed to stay in a room when students they are visiting are not also present. Visitors will only be allowed to stay overnight in a student's room with permission of both the residence hall director and the students in the room. The maximum number of nights a visitor may stay on campus is two nights. Hosts who do not register their guests at the residence hall office will be charged \$50.00 for each night their guest stays and may receive other sanctions in addition to these charges.

Except for regular visitation hours, members of the opposite sex may not be guests in a student's room in the college's residence halls. High school students are not permitted in the residence halls without the approval of the hall director and/or the Student Life Office. Guests staying overnight through the Admissions office must obtain a Guest Registration Form from the Office of Admissions. This form needs to be delivered to the residence hall director or resident assistant upon arrival to the residence hall.

The College's guest policy helps to ensure the safety of our guests, students, faculty, and staff during their time on campus. It is important for the Residence Life staff to be aware of who is staying overnight and who their host is, so that staff members are able to properly provide support and respond to needs of our guests, emergency situations, and policy violations, should they arise.

"All guests who present themselves are to be welcomed as Christ, for he himself will say: I was a stranger and you welcomed me."

-St. Benedict, RB, 53:1

HIV Policy

Benedictine College follows the recommendations of the Center for Disease Control, United States Public Health Service, and the American College Health

Association. The medical opinion of these sources supports the stance that there is no risk of acquiring HIV by ordinary social or occupational contact, such as working with, sitting near or living in the same residence, sharing bathroom facilities, or swimming in a pool, with an HIV infected individual. No effort will be taken by the college to determine the HIV status of any applicant. The student assumes responsibility of exposure by engaging in risky behaviors regarding sexual relationships, drugs and alcohol.

Each case of HIV/AIDS will be evaluated on an individual basis, when the student is known to be infected with the virus. Special housing arrangements may be required for immuno-compromised students for their own protection, and these arrangements will be determined by the Dean of Student's Office in conjunction with the Director of Student Health and the student's physician.

The Director of Student Health, in conjunction with the student's physician, will determine if and when the student should leave college housing in order to receive more appropriate care. At all times the confidentiality of the resident's health status will be protected. Benedictine College values and respects the dignity of each individual. Benedictine College follows state and federal guidelines.

Housekeeping

The College employs housekeepers who clean common and public areas in each residence hall. It is the responsibility of the residents to keep their rooms clean. Residents are responsible for putting their trash in the dumpster provided by the residence hall. Minimal cleaning equipment will be furnished to the residents. Cooking appliances (except coffee, popcorn makers and microwaves, when individual approval is given by residence hall director) and waterbeds are not permitted in the residence halls. Nails may not be put in walls. Mobiles or any other type of hanging items are not allowed. Pets are not allowed in the dorms or on the premises. Fish tanks are allowed with permission from the residence hall director.

Hoverboards

Due to reported safety risks with Hoverboards (including Swagways or similar devices), the College prohibits the use, possession, or storage of these items on campus.

Activities that are Inappropriate in the Residence Halls

Activities such as rollerblading, skateboarding, water fights, bike riding, shooting paint guns, throwing frisbees, playing outdoor games, throwing, bouncing, or kicking balls, golf, basketball, etc. are not permitted inside the residence halls. Note: Special care should be taken when engaging in these kinds of activities adjacent to the buildings.

Keys

Each resident is furnished a room key and/or door access on his/her ID card. Every resident is urged to keep his/her door locked at all times for security reasons. There is no deposit required for the keys. However, there is a charge for lost or non-returned keys. Lost keys should be reported to the residence hall director.

Laundry Facilities

Raven Bucks can be applied to ID cards to operate washers and dryers that are available in each residence hall. If you need to report problem with the swipe machine or a machine that is not working, please contact IT help desk, 360-7777 or number posted in the laundry room.

Lounge Furniture

Lounge furniture is intended for use by all students of a residence hall. This furniture is not to be in student rooms or suites. If lounge furniture is found in individual student rooms, disciplinary action may result. If lounge furniture is missing or broken, the residents will be held accountable for the repair or replacement of furniture.

Lofts

Lofts are not permitted in the residence halls. Bunk beds and furniture must remain in student rooms.

Maintenance Problems

If you have a maintenance problem that you would like to report, please call your Resident Assistant or Residence Director.

Married Couples Housing

At this time, Benedictine College does not have housing for married couples.

Microwaves

Microwaves are permitted in all residence halls. In McDonald Hall they are only permitted in the lounges.

Mistreatment of Staff

All attempts to attack a staff member and all instances of deliberate antagonistic behavior towards or assault of staff members will not be tolerated. Any instances of such behavior will receive immediate disciplinary action. All students and guests are expected to cooperate with any staff member's reasonable request. This includes surrendering your BC Card upon request.

Occupancy Policy

The Room and Board Agreement entitles only the student who is assigned to the room the right to sleep there. Students agree to respect arrival and departure dates and times for breaks and holidays in their signed Room and Board Agreement form. Students with particular needs or who are asked to stay beyond these dates for college-sponsored events are required to seek authorization from the Dean of Students Office four days prior to the vacation period.

Pets

Other than fish, pets are not allowed in the residence halls. Animals could pose a health risk to other residents. Exceptions to this policy are service or emotional support animals approved by the Student Life Office.

Posting Policy

Locations for Posting: No items are to be posted on walls, doors or windows (Offices & residence halls exempted).

All bulletin boards throughout the campus may be used for announcements, the notification of upcoming events and/or campus elections with the exception of the St. Benedict's Hall Faculty Lounge Bulletin Board and campus-wide Departmental Boards that are to be used for the posting of faculty material, exclusively. Items of an "editorial/ opinion" nature may be placed on faculty tables.

Criteria for Posting

1. All posted items must include:
 - a) the name of the sponsoring group or individual, and
 - b) the date of posting. Items not so marked will be removed. All campus advertising for social events must be in good taste and be approved by the Student Government Association or the Director of Student Activities.
 2. It is the responsibility of the sponsoring group to remove posted materials immediately after the event has occurred or one week following the posting date on the item. (On-campus elections are exempted from the one-week time limitation. Other items may also be exempted with prior approval from the Dean of Students Office.)
 3. Good judgment is expected and posted materials should not cover, in a significant way, any existing materials.
 4. No derogatory remarks, degrading stereotypes or obscene language will be tolerated.
 5. Signs posted to advertise social events should be in good taste and NOT include in an explicit or implicit manner the presence of alcoholic beverages at the event.
 6. No more than one like poster per board may be displayed.
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Quiet Hours

We are first of all an academic community and therefore students are expected to be courteous and cooperate in maintaining a good and quiet environment at all times. (Each residence hall will determine quiet hours.) Residents are

asked to play radios, stereos, and TV sets softly. Speakers may not be placed in windows or on radiators. Musical instruments may not be practiced in student rooms. Students may use practice rooms for such purposes. Anyone who does not abide by these regulations may be asked to place any of the above items in storage. During finals week, quiet hours begin on Study Day and extend to the last day of exams.

Refrigerators

Students may bring their refrigerators; units larger than 4 cu ft are prohibited.

Removal of Belongings

Residents are to remove all their belongings from the hall when they terminate their residency unless arrangements are made for storage. A charge will be made for personal belongings or trash left in the room. If a resident withdraws or is separated from the College, he/she must move out of the residence hall within 24 hours. Items left after termination will be properly disposed.

Roof/Ledge

Students are prohibited from roofs and/or window ledges at all times.

Room Assignment Policy

Room sign-ups take place in the spring semester. The Room Draw system is used each spring to determine the order of students who will select their rooms first. The College reserves the right to reassign students to other housing when deemed necessary for the benefit of the individual student or group of students. See the Room Draw Policy.

Room Changes

Room changes are generally not allowed during the semester unless there is an immediate danger or safety concern to a student. If a roommate conflict arises, the residents are required to go through a mediation process with his or her resident assistant or resident director. After the roommate mediation the resident director will decide if a room change is appropriate. Making room changes without receiving proper approval will result in a fine. Students should

be aware that any room change could affect their account balances and payment plans. Students are responsible for any adjustments that occur.

Room Deposit Policy

All on-campus students are required to pay a \$100 housing deposit. The housing deposit will be posted to the student's account. The housing deposit is retained until the student graduates or withdraws from Benedictine College. The fee will be held in escrow until the room is vacated with a satisfactory clearance report from the residence hall director. Any assessment for damages will be deducted from the deposit on the student's account. Should such assessments exceed the amount of the deposit, the assessments must be paid in full within ten days. The following circumstances apply for deposit refunds:

1. To those who graduate in the spring or who do not reserve a room for the following semester.
 2. To those who graduate or transfer at mid-year and who notify the Student Life Office one month before the beginning of the spring semester.
 3. To those who attend during the spring semester and reserve a room for the fall, who notify the Student Life Office in writing of their withdrawal no later than July 1.
 4. To those who are suspended or dismissed for academic or disciplinary reasons.
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Room Inspection

The Vice President of Student Life, Dean of Students, Director of Residence Life, and residence hall staff are authorized to enter rooms when they suspect there is evidence of a violation of college regulations or for the purpose of maintenance and emergencies. The College respects the student's right to privacy. However, the housing accommodations shall be open for inspection by residence hall staff at any reasonable time, for reasons of health, safety or general welfare.

Health and safety inspections will be scheduled throughout the year. An inspection will be held each vacation period and exterminators will spray each hall. Rooms will be inspected for cleanliness and safety hazards. These inspections would not be considered a room search. The College reserves the right to enter rooms to inspect the furniture and equipment or to perform maintenance work.

If there is reason to believe that a student has violated College regulations, the College reserves the right to search the room and have the student's possessions inspected at the direction of the Vice President of Student Life, Dean of Students, Director of Residence Life, Director of Student Conduct, or the

residence hall director. Normally an inspection of the student's possessions will be made in the presence of the student, except when deemed impracticable or unwise in the judgment of the Vice President of Student Life or Director of Residence Life.

Springfest Policy

Currently, Springfest usually falls on the last weekend of April or the first weekend of May. This festive time is for students to unwind within respect to policies and procedures set by the Student Handbook and Student Activities Office. During Springfest weekend, it is good to keep these general rules in mind:

- No open containers are allowed outside (water is usually provided by the Springfest Committee).
- Backpacks and bags are not permitted at any Springfest function.
- Performances must be free of all profanity and explicit lyrics and/or actions contrary to the College Mission.
- Lewd and mischievous behavior is not acceptable.

Your ideas and suggestions for possible Springfest events are greatly appreciated. Please contact the Director of Student Activities to submit your suggestion(s).

Storage

The College provides limited storage for international students only. Rental space is available in Atchison for students who wish to store their belongings for the summer. Please see the *Southwestern Bell Atchison Yellow Pages* for information on local commercial storage companies. The College is not responsible for the cost of replacement for anything that is damaged or lost.

Campus Security Report

Each fall the College will email the Campus Security Report to all students and employees and publish the report on the Campus Security webpage. This report contains information regarding the College's safety and security policies and procedures, reporting mechanisms, crime statistics, resources available to victims of crimes, and other pertinent information. The College suggests that you familiarize yourself with this information. If you have questions about the Campus Security Report or any other safety-related information, please contact the Department of Safety and Security or the Student Life Office.

Theft Policy

The College is not responsible for theft, loss, or damage to personal property of effects of a student by any cause whatsoever. Further, the College highly recommends that students purchase individual insurance to cover theft or damage to their belongings and property (renter's insurance) while a student at Benedictine College.

Tornado Evacuation Procedure

Civil Defense and tornado warning information is distributed during registration in all residence halls and is available from the residence hall director in all residence halls. Residents should be aware of what the local siren means. For a tornado warning, the siren is on for three minutes, off for one minute, on for three minutes, etc. Weather information is available on KAIR Radio: 93.7 FM and 1470 AM. If a warning siren sounds, remain calm, stay inside, and take cover in the lowest possible area inside the building. Remember to stay away from windows and glass. If you are above ground, get next to an interior wall. Mattresses can be used as protection when you are above ground. If you are below ground, get next to an exterior wall. Residents should follow the suggested places to seek shelter indicated in each residence hall's tornado policy, which residents receive while checking into their respective halls.

Trash, Improper Disposal of

All students are expected to take responsibility for the proper disposal of their trash. Each residence hall has a garbage dumpster for use by all residents. Dumping or leaving trash in any other area will not be tolerated and residents may be charged for improper disposal.

Vacation Housing

Students are required to be out of college housing by announced closing hours for Thanksgiving, Christmas, Spring break and summer vacations. Residence halls are closed during vacations. The Student Life Office must approve extensions beyond the announced closing hour. Students staying on campus during vacation periods who do not notify or seek approval from the Student Life Office and students staying without a College sponsored reason will be

charged a \$25.00 fee room charge for each day/night they are on campus. Students must arrange their own transportation. See Hall Closing and Opening Dates.

Visitation Policy

Certain hours are set aside each day during which students may invite visitors of the opposite sex to their rooms. The right of the roommate wanting privacy should always prevail over the roommate wanting a visitor, though both parties' rights should be considered. Hours are as follows:

Student Rooms in ALL Halls, Campus Houses, Row Houses, and main lounges in Turner, Memorial, St. Michael, Newman, St. Scholastica, Cray, Guadalupe, and St. Joseph Hall

Sunday – Thursday 12:00pm-12:00am
Friday – Saturday 12:00pm-1:30am

Legacy Hall Lounge & the Schroll Center

Daily 24-Hour Visitation

Visitation hours play a positive role in the creation of a community spirit among students by encouraging mutual respect for the dignity and vocation of each person. The hours foster the residential mission by honoring a student's right to private time, study, and sleep. Hours help roommates set boundaries and avoid conflict. Friendships are fostered between members of the same hall and they are empowered to fulfill their individual needs and interests. Deep friendships between men and women are encouraged, while at the same time, the dignity of their differences are respected.

The College affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are inconsistent with the teachings and moral values of the Catholic Church and are prohibited by the College's Student Community Code. An overnight visit with a sexual partner is prohibited as this type of behavior is incompatible with the mission of the College as well as with the rights of roommates and community members to live in an appropriate and comfortable environment. Additionally, the College prohibits non-married members of the opposite sex from spending the night together even when sexual relations do not occur.

Failure to follow visitation policies will result in disciplinary action. During such an incident, the student's ID will be requested and must be presented upon the request of a college official. In more serious situations, consequences could result in community service, fines, reassignment of housing, disciplinary

probation, suspension or loss of visitation for one or more semesters or expulsion from the College. Special requirements such as alcohol and/or other drug education or sessions with the counseling center or other such services may be added to the consequences when there are other circumstances involved in the violation. Each situation is reviewed separately as variables may exist which may change sanctions.

Due to the varying building designs, the boundaries for visitation are different in several of our housing units. The boundaries for most residence halls are the exterior doors of the buildings. Students are permitted outside of these buildings during non-visitation hours (i.e. female students are permitted on the Newman Hall porch during non-visitation hours). During non-visitation hours, additional guidelines are in place for the following buildings:

McDonald Hall: Males are not permitted in the suites or on the balconies, stairwells, or the sidewalk immediately in front of (parallel to) the ground floor suites. Males can pass through the breezeways, but may not stop and linger in them.

Legacy Hall Apartments: Members of the opposite sex are not permitted in the apartments or their breezeways, steps, lawns, or sidewalks leading to/perpendicular to the apartments. Members of the opposite sex are allowed to be on the sidewalk that runs parallel to the apartments.

Campus Houses: Members of the opposite sex are not permitted in the campus house or on the lot/property of that house (with the exception of the sidewalk of 1017). Being on the lawn, perpendicular sidewalk, or driveway of a campus house is a violation of the policy. Members of the opposite sex are allowed to be on the public sidewalk that runs parallel to the house.

Row Houses: Members of the opposite sex are not permitted in the row house or on the steps, porch, lawns, or sidewalks leading to/perpendicular to a row house. Members of the opposite sex are allowed to be on the public sidewalk that runs parallel to the row houses and 2nd street as well as the parking lot behind the row houses.

Windows, Screens, and Blinds

Window blinds are provided in every student room and may not be removed, altered, or replaced. Students may not hang or place personal items in windows or ledges. Only blinds provided by the college should be visible from the building exterior. Nothing may be thrown out of windows, and residents may not enter/exit through windows.

Student Community Code & Disciplinary Procedures

Student Community Code

Benedictine College is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's complete development. In order for the College to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures. These regulations have been developed to reflect the nature of a student community and the situation inherent in it.

It is the intention of this code to clarify the standards of behavior essential to the College educational mission and its community life. The Student Community Code is applicable to all students.

The intent in working with students in disciplinary matters is to enhance their growth in various areas including those of developing responsibility for their own discipline and behavior. Accordingly, each student will be treated as an individual to produce desired changes in behavior or to increase the ability of the student to live with others in a group situation.

"Now, therefore, after ascending all these steps of humility, the monk will quickly arrive at that perfect love of God which casts out fear.

"-St. Benedict, RB, 7:67

The following are seen as purposes for disciplinary proceedings:

1. To redirect behavior;
2. To protect the rights of others in the community;
3. To encourage and to teach responsibility for one's own actions.

Disciplinary regulations at the College are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The College reserves to itself the right to interpret conduct that is in violation of these regulations.

Student Conduct Expectations

Within the traditions of its mission and Catholic heritage, Benedictine College expects its students to develop a high standard of behavior and personal values. Among these expectations are included:

1. Respect for self and the rights and human dignity of others, especially in the conduct of relationships;
2. Respect for the rights and needs of the Benedictine community to develop and maintain an atmosphere conducive to academic study and personal development;
3. Respect for the College academic traditions of honesty, freedom of expression and open inquiry;
4. Tolerance for the different backgrounds, religious traditions, personalities and beliefs of the students, faculty, and staff who make up the Benedictine community;
5. A willingness to assist others in need of support, guidance or friendship;
6. Respect for Federal, State, and local laws and ordinances;
7. Respect for the authorities, policies, procedures and regulations established by the College for the orderly administration of College activities and the welfare of the members of the Benedictine community.

Prohibited Conduct

A student enrolling in the College assumes an obligation to conduct himself or herself in a manner compatible with the College's function as a Catholic educational institution. Students have a responsibility to conduct themselves in a manner consistent with Catholic moral teaching. Conduct, on or off-campus, which adversely affects the student's suitability as a member of the College community is unacceptable and may result in penalties up to and including suspension or expulsion from the College. The following actions constitute misconduct for which students may be disciplined. This list is not intended to be exhaustive and other forms of inappropriate conduct may result in disciplinary action.

1. Causing physical harm to any member of the College community, on or off College premises, at College-sponsored activities, or threatening such harm.
2. Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety or property of any member of the College community.

3. Engaging in behavior that disrupts or interferes with normal College operations or College-sponsored activities, including but not limited to studying, teaching, College administration, security, fire, police or emergency services, or behavior that consumes an inordinate amount of College staff time and/or resources.

"...No one has the authority to...strike any of his brothers..."

--St. Benedict, RB, 70:2

4. Sexual harassment, non-consensual sexual contact, and other forms of sexual misconduct, as discussed in the College's Sexual Misconduct Policy.
5. Hazing of any kind
6. Cohabitation, overnight stays by members of the opposite sex, or sexual activity outside of a marital relationship is not condoned or permitted.
7. Theft of property or of services belonging to the College or others, or possession of stolen property.
8. Dishonesty, such as cheating and plagiarism; furnishing false information; and forgery, alterations, or unauthorized use of College documents, records, identification, or property.
9. Damage to or destruction of College property or property belonging to others.
10. Littering or dumping trash on grounds or common areas.
11. Arson, attempted arson, or unauthorized possession, use or storage of firearms, fireworks, paint guns, incendiary devices, or other dangerous weapons or explosives.
12. Unauthorized sale, use, distribution, or possession of any controlled substance, illegal drugs or drug paraphernalia. Presence in an area where such substances are being used or are present. Attempted sale, use, distribution or acquisition of any controlled substance, illegal drugs, or drug paraphernalia.
13. Possession, sale or use of alcoholic beverages on campus, or at College-sponsored events off-campus, except at such events, or in such areas and in such manner specifically authorized by the College. Underage drinking at an event sanctioned by the college to dispense alcohol. Presence in a campus facility or at a College-sponsored event on or off-campus where alcohol is being illegitimately consumed or is present without authorization of the College. Possession of alcohol beverage containers in residence hall areas, whether empty or full.
14. Providing alcohol to people underage or providing a place for consumption of alcohol to minors. We expect all students to abide by state law.
15. Failure to comply with the reasonable directions of or verbally abusing or threatening college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so including, but not limited to:

- a. Resident Assistants and Residence Directors
 - b. Campus Security Officers
 - c. Staff members in the Dean of Students Office
 - d. Food service personnel
 - e. Atchison police officers, Atchison County deputy sheriffs.
16. Misusing or damaging fire or life safety equipment.
 17. Engaging in illegal gambling.
 18. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
 19. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 20. Violating the terms of any disciplinary sanction imposed in accordance with this code.
 21. Interfering with the freedom of expression of others.
 22. Violation of published college policies, rules or regulations including, but not limited to:
 - a. Residence life policies or the Housing Agreement
 - b. Parking and vehicle policies
 - c. Food service policies
 - d. Computer and telecommunication policies
 - e. Regulations relating to the entry or use of College facilities
 - f. Registering student organizations.
 23. Unauthorized presence in or use of College facilities or premises.
 24. Actions that annoy, disturb, or otherwise prevent the orderly conduct of the residence halls, dining areas, activities, and administration of classes of Benedictine College.
 25. Possessing or viewing pornographic materials.
 26. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including its public service functions, or of other authorized activities.
 27. Violation of federal, state or local law on college premises or at any college sponsored or supervised activity that occurs off-campus.
 28. Abuse of the campus judicial system, including, but not limited to:
 - a. Failure to obey the summons of a judicial body or college official.
 - b. Falsification, distortion or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.

- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Community Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Student Community Code's Disciplinary Procedures

"If a brother is found to be stubborn or disobedient or proud . . . he should be warned twice privately by the seniors in accord with our Lord's injunction (Matt 18:15-16 -St. Benedict, RB 23: 1-2

Disciplinary Procedures

These disciplinary procedures will be utilized whenever a student is alleged to have engaged in prohibited conduct, except the Sexual Misconduct Complaint Resolution Procedures will be used when there is an allegation of sexual misconduct.

Under these procedures, responsibility for enforcing college disciplinary regulations rests with the Director of Student Conduct or an appropriate delegate, and to those to whom specific responsibilities are delegated. This responsibility involves making the appropriate disciplinary decisions and enforcing sanctions varying from a warning, probation, appropriate fines or charges, required counseling and/or loss of certain privileges through suspension or expulsion from the College.

There are two general avenues in which an alleged violation of the Student Community Code may proceed. These avenues are described below and depend on the severity of the alleged conduct and possible disciplinary action.

Minor Violations

When, in the opinion of the Director of Student Conduct, a minor violation of the Student Community Code has been alleged, a Residence Director will investigate the allegations, talk with appropriate parties who may have information regarding the matter, review any evidence, make a decision on the matter, and provide an outcome letter to the student.

A student may appeal decisions of a Residence Director to the Director of Student Conduct or an appropriate delegate within 24 hours of receiving his/her outcome letter. If an appeal is timely filed, the Director of Student Conduct or delegate will review the appeal, talk with appropriate parties as needed, and make a final decision on the matter. The Director of Student Conduct may take any action he/she deems appropriate in resolving the matter, including altering any sanctions previously imposed. The Director of Student Conduct will document his/her decision and notify the student of it.

Major Violations

When, in the opinion of the Director of Student Conduct, a more serious violation of the Student Community Code has been alleged (typically this involves a situation in which suspension or expulsion may occur), the Director of Student Conduct will choose one of two courses of action depending on situation:

1. Administrative Meeting with the Director of Student Conduct or an appropriate delegate.

- When an Administrative Meeting occurs, the student will meet with the Director of Student Conduct or appropriate delegate. The student will be given an opportunity to provide a statement and answer any questions. If a violation is determined to have occurred, the student will be so notified via an outcome letter and informed of the sanctions imposed. Decisions resulting from an Administrative Meeting may be appealed to the Vice President of Student Life in accordance with the procedures outlined below.

2. Refer the matter to the Student Conduct Board for a hearing.

- Student Conduct Board hearings will be conducted in the manner described below. Decisions resulting from a Student Conduct Board hearing may be appealed to the Vice President of Student Life in accordance with the procedures outlined below.

Student Conduct Board

The Student Conduct Board shall include the Director of Student Conduct or an appropriate delegate, three faculty members and three students. A quorum will consist of a total of three members as long as there is at least one faculty member and one student member. The Board will conduct an inquiry into the matter and determine disciplinary sanctions as it deems appropriate. Sanctions may include: a fine, payment for damages, housing reassignment, removal from

college housing, an official warning, disciplinary probation, suspension or expulsion.

The procedures for a Student Conduct Board hearing are not comparable to a court of law. The College does not employ an attorney for hearings and students are not allowed to have an attorney participate in disciplinary hearings. The student will receive a notice of charges and be given an opportunity to present information and evidence on the matter in question to the board.

The student or the Director of Student Conduct, or appropriate delegate, may appeal decisions of the Student Conduct Board to the Vice President of Student Life.

A more detailed description of the Student Conduct Board hearing procedure is available in the Student Life Office. A copy of the procedure will be provided to each individual who is asked to come before the Board or an administrator for a hearing. Included in the procedure is a statement of the student rights concerning a hearing.

Appeals Process for Major Violations

Any party may appeal decisions of an Administrative Meeting or Student Conduct Board Hearing to the Vice President of Student Life.

1. An accused student or a complainant may request an appeal by notifying the Vice President of Student Life and following the procedures noted below.
 - a. Within three (3) days of receiving the outcome letter, filing an “Intent to Appeal” form in the Student Life Office, 204 Student Union.
 - b. Within 72 hours of receiving the outcome letter, delivering a written appeal of the disciplinary decision to the Student Life Office.
 - c. The appeal needs to be based on one of the four grounds noted below. The written rationale in the appeal request must address the grounds that are cited. The four grounds are:
 1. The original hearing may not have been conducted fairly in light of the charges and evidence presented and/or may not have been conducted in conformity with college guidelines (that give the complaining party a reasonable opportunity to prepare and present evidence that the Student Community Code was violated, and that give the student a reasonable opportunity to prepare and to present a rebuttal of those allegations); or
 2. The decision reached regarding the accused student may not have been based on substantial evidence; that is, the facts in the

- case may not have been sufficient to establish that a violation of the Student Community Code occurred; or
3. The sanction(s) imposed may not have been appropriate for the violation of the Student Community Code that the student was found to have committed; or
 4. New evidence may exist which is sufficient to alter the decision, such evidence was not brought out in the original hearing because such evidence was not known to the person appealing at the time of the original hearing.
2. The Vice President of Student Life shall determine whether the matter is appropriate for appeal based on the written rationale and documentation provided by the student in the appeal request. The appeal is not a re-hearing, so the student is advised to thoroughly present his/her rationale for why he/she believes the original disciplinary decision needs to be changed. The purpose of an appellate hearing is to consider an appeal, not to re-hear a case, i.e., the basis for the appeal must fall within one or more of the aforementioned guidelines. Disagreement with the result of the hearing or any sanctions levied does not itself constitute the basis for an appeal.
 3. Except when testimony or written statements shall be required for the presentation of new evidence, an appeal shall be limited to review of record of the initial hearing and supporting documents.
 4. If an appeal is granted, the Vice President of Student Life may:
 - a. Overturn all or any part of the original decision and issue a new decision.
 - b. Remand the matter to the original judicial body for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).
 5. In cases involving appeals requested by students accused of violating the Student Community Code, review of the sanction(s) by the Vice President of Student Life may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Vice President of Student Life may, upon review of the case, reduce, but not increase, the sanctions imposed following the original disciplinary hearing.
 6. In cases involving appeals requested by persons other than students accused of violating the Student Community Code, the Vice President of Student Life may, upon review of the case, reduce or increase the sanctions imposed following the original disciplinary hearing or remand the case to the original judicial body.

7. In cases involving suspension and expulsion, a final appeal may always be made to the President of the college.
 8. Nothing in this appeals process shall interfere with the right of the President of the College to make a final determination on any disciplinary matter.
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Sanctions

Sanctions for misconduct normally include but are not limited to any of the following, singly or in combination.

Warning: An official sanction, given verbally and/or in writing notifying the student of his/her misconduct and warning that subsequent infractions must not occur.

Disciplinary Probation: An official sanction that places the student in a status such that any subsequent misconduct during the period of probation, will result in additional discipline, including, but not limited to suspension or expulsion from the College. The period of probation is determined by the Student Conduct Board or Student Life staff conducting the hearing. Parents/guardians may be notified of the decision, as well as the Academic Advisor.

Disciplinary Suspension: An official sanction that prohibits the student from attending the College, residing in the residence halls or participating in any College activities for a set period of time, typically to include at least the remainder of the semester in which the offense occurred. A written request to return to Benedictine College on expiration of the suspension must be presented to the Vice President of Student Life well in advance of the time the student wishes to enroll. Notification of suspensions will be sent to appropriate College offices. Parents/guardians are normally notified of the decision.

Disciplinary Expulsion: An official determination that permanently prohibits the student from attendance at the College. Parents/guardians are normally notified of the decision.

Alternative Requirements/Conditions: The College reserves the right to impose alternative requirements or conditions at its discretion in the disciplinary process. Such requirements or conditions may include, but are not limited to: restitution or fines; work or service projects; counseling evaluation sessions; educational program sessions, restrictions on participation in campus activities, on residence hall visitation, on parking privileges, or on contact with individuals or groups on campus; eviction from on-campus residency.

Alternative requirements or conditions should typically be imposed in addition to the normal disciplinary process (i.e., warnings, probation, suspension), and not instead of them. If these alternative requirements are violated by the student, or if he/she fails to meet conditions set for him/her in the hearing, a more serious sanction, up to and including suspension or expulsion, may be imposed at the discretion of the Vice President of Student Life or appropriate delegate without further hearing or review.

Summary Sanctions including suspension of a student and exclusion from College property may be imposed without the hearing procedure outlined in this section. The Vice President of Student Life or an appropriate delegate may take this action if he/she is satisfied that serious misconduct has occurred or that the student's continued presence on the campus presents unreasonable risk of danger to himself/herself and/or to the community. A student so sanctioned must leave the campus immediately.

Students may have other sanctions imposed on a summary basis, as noted above, including, but not limited to, suspension from a campus position, prohibition against participation in a College activity, prohibition against presence in a residence hall, or a restriction against contacting, communicating, or otherwise interfering with the activities or privacy of another member or members of the Benedictine community. The student will have the right to appeal the decision to be reinstated. The request for appeal must be made in writing to the Vice President of Student Life.

Risk Assessment

Several of the behaviors identified above as Prohibited Conduct raise issues that could impact the life, health, welfare, safety, or property of the College community and its members. When warranted, conduct included in items 1-3 may result in evaluations, team assessments, emergency removals, or involuntary or voluntary withdrawals.

When behavior indicates a significant life, health, welfare, safety, or property concern, the College will employ a team approach to determine the nature of the risk and any measures that can be taken to manage the risk. The College will make these determinations as the result of an individualized assessment. The College will first seek voluntary cooperation of an affected student, but, if necessary, will take involuntary action.

The College may conduct an assessment when one of the following items of Prohibited Conduct is implicated:

1. Causing physical harm to any member of the College community, on or off College premises, at College-sponsored activities, or threatening such harm.
2. Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety or property of any member of the College community.
3. Engaging in behavior that disrupts or interferes with normal College operations or College-sponsored activities, including but not limited to studying, teaching, College administration, security, fire, police or emergency services, or behavior that consumes an inordinate amount of College staff time and/or resources.

The purpose of the assessment is to inform decisions about the student's future participation in the College's programs and to assess the level of risk the student poses to the life, health, welfare, safety, or property of the College community. The College will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or, where applicable, the provision of auxiliary aids and services, will mitigate the risk.

Assessment

When a student is referred to the Director of Student Conduct for behavior listed in items 1-3, above, the student is required to meet with the Director of Student Conduct and the Director of Student Conduct may include counselors in the meeting. If, following the meeting, the student agrees to have an evaluation, the Director of Student Conduct will refer the student to a qualified professional. The College will incur the cost of the evaluation. If the student does not agree to a voluntary evaluation, the College may refer the student for an involuntary evaluation.

The Director of Student Conduct will convene an Early Intervention Team (EIT) and the qualified professional will share the outcome of the evaluation with the Director of Student Conduct and the EIT team. The EIT team will meet with the student and the student will have the opportunity to provide documents or other information related to the team's assessment. If the student does not provide information or submit to a voluntary evaluation, the College will proceed with the documents or information the College has available, which may include the results of any involuntary evaluation. The team will consider what life, health, welfare, safety, or property concerns the student's behavior raises and whether the risks associated with those concerns can be managed by modifications, support measures, or accommodations. The team may consider the imposition of a behavioral contract, if appropriate, that may include, among other things, consultations with health care professionals or

restrictions on participation in Benedictine operations. If the team determines the student poses a risk to the life, health, welfare, safety or property of any member of the College community, and that the risk cannot be mitigated by modifications, support measures, or accommodations, the student may be required to take a medical leave or voluntary or involuntary withdrawal.

A student may appeal a decision made by the EIT by filing a written appeal to the Vice President of Student Life within three (3) days of being notified of the EIT's decision. The Vice President of Student Life will review the matter and make a final determination.

Return requirements

Following a determination that an individual poses a risk to the life, health, welfare, safety, or property of any member of the College community necessitating a medical leave or voluntary or involuntary withdrawal, the College may require as a precondition to a student's return that the student provide documentation that the student has taken steps to mitigate the previous behavior. The College may request records from the student and request permission to speak to a treating professional. The records and information that will be requested and required are determined on a case by case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of academic and residential life.

Interpretation and Revision

Any question of interpretation regarding the college's student code shall be referred to the Vice President of Student Life or his/her designee and such decision shall be final and binding upon all persons covered by the student code.

Maintaining Disciplinary Records

The college maintains disciplinary records as part of its educational records on each student. Records are kept in the Student Life Office for seven years and may be obtained beyond a student's time of enrollment at the college.

BC Traditions

Beanies

The beanie of Benedictine College represents many things, but it is primarily a way for all to recognize the freshmen at Benedictine College. This allows freshmen to recognize their fellow classmates, and helps them feel a sense of fellowship. It also allows the upperclassman a chance to welcome the new Raven and help him/her adjust to college life. For faculty and staff, the beanie lets them know that these students are new to the college and give them a helping hand whenever possible.

A freshman is expected to wear the beanie everywhere he or she goes except in the shower and in his or her room for one week following ROC week. If a freshman is seen not wearing a beanie anywhere, either on campus or off campus, anyone can make the student caw. "Cawing" is a tradition in which the freshman must stand on the highest object possible and then "caw" three times.

Seniors often wear their beanie under their mortarboard at graduation to signify their memories and the rich tradition that exists at Benedictine College. Sr. Thomasita Homan, OSB, wrote the Official Beanie Blessing in 1988. The beanie is bestowed on freshmen at the end of ROC week with the following blessing being bestowed on the beanies and students who wear them:

Lord God, bless these Benedictine beanies and bring abundant blessings to those who wear them.

May these beanies be symbol of belonging and becoming.

May these newly-welcomed ravens feel fittingly crowned and roundly applauded as these red-and-black beanies rest on their heads, on the summit of their being.

May the circular shape of these beanies remind them of our unending love—all the way to eternity.

May the patched colors symbolize various aspects of their college life.

May each beanie rest worthily on the head, the holder of thought, memory, imagination, and hope. This we ask,

O God of wisdom,

O Creator of Ravens,

O Bearer of good gifts.

+Amen

Bed Races

The bed races at Benedictine College are a long-standing tradition. Each residence hall, the off-campus houses, and the alumni team forms legs of runners that will push a bed along a route designated by the Student Government Association. One person is pushed on the bed frame that has been modified with tires and a push bar. Each hall has its own unique looking bed for the race. The winning team receives a trophy and all the glory that comes with this tradition.

The Medal of St. Benedict

St. Benedict, blessed by God both in grace and in name, Patriarch of Western Monasticism, and founder of the Order that bears his name, was born in Nursia, Italy, in 480, and died in 547. As the Cross of our Lord Jesus Christ was the chief object of devotion among the first Christians, so it was also with St. Benedict. It was this devotion to the Cross, the sign of our redemption, that gave rise to the Medal of St. Benedict; for devotion to the Medal of St. Benedict is, above all, devotion to the sign of our salvation. The Saint often employed the sign of the Cross to work miracles and to overcome the devil and his temptations. Hence from the earliest centuries after his death he is represented bearing the Cross of Christ and the Holy Rule.

The Medal of St. Benedict is often placed in the foundations of houses, hung over the doors or on the walls of dwelling places, stables, barns, or attached to automobiles to call down God's blessing and the protection of St. Benedict, and the power of the Church's blessing. Likewise, the Medal of St. Benedict has been placed in the foundations of all the residence halls of Benedictine College. Also no particular prayers are prescribed, as the devout wearing itself is a continual silent prayer. If, however, some extraordinary favor through the use of the Medal is sought, one may make a novena or triduum, making each day the Way of the Cross, or reciting five Our Fathers and Hail Marys in honor of the five wounds of our Lord, and saying some prayers in honor of St. Benedict.



Alma Mater: O Lord of Ev'ry Blessing

On Friday, October 25, 2002, the Board of Directors voted unanimously to approve an alma mater for the College. The chosen hymn is a collaboration of Dr. Ruth Krusemark '73, Chair of the Music Department, Fr. Andrew Hoffer, OP, '94, and Stacy Niedbalski '02. The first official use of this hymn as our alma mater was by the Chamber Singers at the All Saint's Day all-school Mass in 2002. The verses are as follows:

Benedictine College Alma Mater

1. O Lord of ev'ry blessing, we praise you for the place that sits above the river and under heaven's grace. We call her "Alma Mater" from hearts with love aflame and proudly go rejoicing with Benedictine's name.
 2. O hear your ravens calling; in faith we fly to you. For you alone are holy, and you alone are true. Just as the river flowing, you always will provide. So in all things forever may you be glorified.
 3. Surround her with your goodness and keep her in your peace. May Benedictine flourish, her family increase. Like dappled trees in autumn or flowers fresh in spring, your glory casts its beauty where souls in wisdom sing.
 4. This school of your own service has set us on our way to follow you in knowledge unto the endless day. Let fear not daunt our movement toward hope of promise bright as now we run in courage with love's untold delight.
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The Raven Fight Song

The "Fight Song," as it is known in Raven country, was composed by the late Fr. Raphael O'Malley, OSB. Fr. Raphael was the Director of the St. Benedict's Abbey Monastic Choir for many years. He had an Irish love for stories, sport, and poetry. Under a warm October sky in 1941 he composed the lyrics and music to the now famous Raven Fight Song.

Words to the Raven Fight Song

Ravens are flying high in the sky, Cheer them on their way!
Shout out the black and white battle cry, Victory always!
Sons of Grand Old Saint Benedict, Raise your banners high!
Soaring on to glory, faithful to the story, Ravens always fly on high!

The Raven Logo

A new logo design and motto were created for Benedictine College in 2003. The college's Board of Directors approved the motto, "Ignite Your Spirit." For more information on the logo and/or for policy information on logo use (*Benedictine College Logo Style Guide*) contact the Vice President of College Relations at ext. 7790.

The Raven Mascot

Until December 20, 1927, Benedictine's athletic teams were known variously as the Saints, Benedictines, or Fighting Irish. On that date the new name, Ravens, was announced in *The Rambler* student newspaper. The athletic board chose the new name from a host of suggestions submitted in a contest among all the students. The winner of the contest has never been determined. However, Fr. Eugene Dehner, OSB, during his early days around the College, recalls that Father Sebastian Weissenberger, OSB, professor of German, was first to suggest naming the athletic teams "The Ravens."

The Raven's role in Benedictine history

The Raven holds an honored place in the history of the Benedictine Order. Back in the sixth century, a Raven befriended St. Benedict, founder of the order named after him. This particular bird, the legend goes, took poisoned bread from the mouth of the saint on one occasion and on another brought him morsels of bread when Benedict was segregated and starving in the barren mountains of Italy. This and other stories about the life of Sts. Benedict and Scholastica were written by Pope St. Gregory the Great in the *Dialogues*. In

view of past actions, the bird was given a place on the escutcheon of Benedictine College.

The Raven in Scripture

"Think of the ravens. They do not sow or reap; they have not storehouses or barns, yet God feeds them. How much more are you worth than the birds" (Luke 12:24).

The Raven in Nature

The Raven derived its name from the Greek words *corvus corax*, which means 'croaker' due to its hoarse voice. The Raven ranges from 21" to 27" long with a 46-56" wingspan. Ravens are an advanced and highly successful family of tough, intelligent and adaptable songbirds. Though shy and wary, they are widespread in both the Old and New World living in a variety of habitats ranging from deserts, mountains and canyons, boreal forests, and rocky seacoasts to the treeless tundra. Ravens are strong fliers, and they are well ordered and much more formal than the average bird.

The Rule of Saint Benedict

Pope John Paul II addressed two documents in 1981 to the entire Catholic Church and to "all men and women of good will." Inspired by a most urgent desire to help people improve their basic human relations, he wrote the encyclical "On Human Work" and the apostolic exhortation "The Role of the Family in Modern Society." St. Benedict's times were as turbulent as our own, though for very different reasons. He wrote his Rule primarily for monks, but its sound principles for working together and living together have proved relevant to people of all classes of society through fifteen hundred years.

Benedict (c. 480-547) lived in sixth-century Italy when the great Roman Empire was disintegrating. Rome had fallen to the barbarians in 410 and was sacked again in 455. Romulus Augustulus, the last emperor, was deposed in 476. Theodoric of Ostrogoths maintained peace during a long reign (493-526), but upon his death the Eastern emperor Justinian tried to regain Rome, and through the remaining years of the century there was constant war as other barbarian tribes invaded the Italian peninsula.

Sometime during the reign of Theodoric, Benedict as a young man left his native Nursia in Umbria to attend school in Rome, but became disgusted with the paganism he saw and renounced the world to live in solitude in a cave at Subiaco, some thirty miles east of Rome. Evidently he had undergone a deep religious experience. In time he came to the notice of people in the

neighborhood, and some monks asked him to be their abbot. He consented with reluctance, and after some time the recalcitrant monks sought to poison him. Later another group of monks joined him, and he established twelve monasteries of twelve monks each.

Experience with the envy of the local clergy led Benedict to abandon this settlement, and with some disciples he founded a monastery on the mountain above Cassino, about eighty miles south of Rome. His fame as a holy person spread throughout the area; even as a holy person spread throughout the area; even the king of the Goths, Totila, came to see him. About the year 547 he died. Pope St. Gregory the Great (590-604), whose second book of *The Dialogues* is the only source for information on St. Benedict, notes that St. Scholastica was his sister (traditionally known as his twin sister).

Apart from these meager facts, nothing more is known of the life of St. Benedict. But most of the information from St. Gregory can be corroborated by other historical events of the time. Gregory did not set out to write a biography; his purpose was to show that there were holy people in Italy, not just in the East, and that St. Benedict was a great miracle-worker. He mentions the Rule of St. Benedict and commends it for its discretion and lucidity of style. "If anyone wishes to know his character and life more precisely, he may find in the ordinances of that Rule a complete account of the abbot's practice; for the holy man cannot have taught otherwise than as he lived."

Writers after St. Gregory have noted the same discretion in St. Benedict's Rule, and this quality more than any other accounts in great part for its longevity. The fact that many men and women throughout the world live it today is supporting evidence.

In the unsettled, strife—torn Italy of the sixth century, Benedict's Rule offered definitive direction and established an ordered way of life that gave security and stability. He sought to lay down "nothing harsh, nothing burdensome," but was intent on encouraging the person coming to the monastery: "Do not be daunted immediately by fear and run away from the road that leads to salvation."

Benedict calls his Rule "a little rule for beginners." It contains directions for all aspects of the monastic life, from establishing the abbot as superior, the arrangement of psalms for prayers, measures for correction of faults, to details of clothing and the amount of food and drink. The reader will note that some customs are outmoded today, and monks have accordingly modified some of these.

St. Benedict taught that if the monk seeks to answer the call of God—"If you hear his voice today, do not harden your heart"—then he must put all else aside and follow the teaching of Christ in obedience. To this end St. Benedict established a "school for the Lord's service," a place where monks learned to

serve the Lord in obedience to their abbot, who “is believed to hold the place of Christ.” His spirituality is Christocentric: “the love of Christ must come before all else.” After a year of trial, the novice promises stability, fidelity to monastic life, and obedience. St. Benedict expected his monks to advance on the “path of God’s commandments, [their] hearts overflowing with the inexpressible delight of love.”

Benedict was a keen observer of human nature and realized that people often fail (the abbot must “distrust his own frailty”). He was concerned to help the weak, and consequently he enjoined that the abbot “so regulate and arrange all matters that souls may be saved and the brothers may go about their activities without justifiable grumbling.” Benedict looked to the heart; he sought a spirit of willingness (“First and foremost, there must be no word or sign of the evil grumbling, no manifestation of it for any reason at all”) and sincerity (“Never give a hollow greeting of peace”; “Let us stand to sign the psalms in such a way that our minds are in harmony with our voices”).

The so-called penal code (chs. 23-30, 43-46) is more accurately seen as correctional measures designed for the reformation and healing of the person, not a rigid, brutal structure imposed legalistically. St. Benedict stressed the importance of the person and the relationship of person’s living together. He respected the freedom of the person (the novice is free to leave at any time; the monk; who leaves may be received back even a third time). If there is strictness, the purpose is to “amend faults and safeguard love.” He directed the abbot to “arrange everything that the strong have something to yearn for and the weak nothing to run from.” It is a humane approach to personal relationships. But it is in approach based on the supernatural: “that in all things God may be glorified.” Benedict was a God-oriented man leading like-minded people on the way of the Gospel. In St. Gregory’s words, he was a man of God (*vir Dei*).

-Excerpt from Preface of the Rule of St. Benedict, RB 1980
by Fr. Timothy Fry, OSB Ph.D.

Smaller Traditions

There are many other smaller traditions at Benedictine College that have developed over the years. This includes Oktoberfest, Mardi Gras, and activities that are specifically related to each residence hall. Many more traditions will be discovered with each generation in our Benedictine family.

<p>All statements in this publication are announcements of present policies only and are subject to change at any time without prior notice. Inquiries regarding compliance with these laws, orders, and regulations may be directed toward the Business Office, Associate Dean, or the Student Life Office of Benedictine College, Phone 913.367.5340.</p>
