

- Calumet College of St. Joseph system administrators must respond to formal legal complaints they receive. Additionally the Computer Services department will investigate any computers that are excessively consuming network resources.
- Organizations such as the Recording Industry Association of America (RIAA) frequently police internet traffic for the transmission of copyrighted material belonging to the artists/studios they represent.
- Computer users are under the impression that their activity on the Internet is largely anonymous or untraceable, but this is untrue. In fact, almost all your activity on the Internet is logged across many different networks. This logged data can be used to confirm or implicate users in illegal activity.

### **What will happen if I get caught?**

College disciplinary action for students:

- Copyright infringement can subject a student to disciplinary action.
- First offenses will result in a notice from Computing Services to cease illegal activity.
- Failure to comply or further incidents of infringement may result in referral to the Vice President of Student Engagement and Retention's Office and loss of network access for the infringing device. Sanctions may include suspension of network access (meaning loss of e-mail and course web site access) and formal college disciplinary action.

College disciplinary action for faculty and staff:

- The supervisor of the faculty or staff member identified in the complaint will be notified and will determine appropriate disciplinary action for the faculty or staff member.
- The computer identified in the complaint will be cleaned of any applications being used to retrieve or distribute copyrighted material and the copyrighted material itself will also be removed.

## **Dress Code**

Calumet College of St. Joseph understands and fully supports students' right to self-expression. The College also has an obligation to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. The policy states that the following standards must be adhered by all members of the campus community:

- Dress that is neat and casual is the minimum requirement at all times in all public areas.
- No sagging pants.
- Hats may be worn but the bill must be straight to the front or back.
- Clothing that is provocative or contains obscene messages or messages that are contrary to the mission of the college will not be permitted.
- No undergarments exposed.
- Proper footwear with a sole should be worn for safety reasons.

## **Drug, Alcohol and Tobacco-Free Policy**

Calumet College of St. Joseph is committed to maintaining a drug, alcohol and tobacco-free environment. This includes, but is not limited to, the use of cigarettes, e-cigarettes, hookah, e-hookah, chew, dip, snuff, cigars, pipes, vaporizers, etc. CCSJ will provide a safe and productive work

environment for its staff and students. The Drug Free Schools and Communities Act of 1989 requires that educational institutions provide educational programs that will combat substance abuse through prevention, rehabilitation and punishment. The following sections are the response of Calumet College of St. Joseph to inform students of the Act itself and to indicate the manner in which Calumet College fulfills its obligations under this Act. Note: Please check current state and local ordinances for any changes or revisions in these laws.

**STANDARD OF CONDUCT**

The following actions are prohibited at the College facility or while engaged in College related activities. The Drug-Free Workplace Policy prohibits the illegal use, sale, transfer, dispensing, distribution, possession, unlawful manufacture, or being under the influence of controlled substances while on the job or on Calumet College’s premises. These include, but are not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates.

- Any such controlled substances found on CCSJ’s premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand and warning, or termination.
- All faculty, staff and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.

*Calumet College of St. Joseph’s Statement on Alcohol*

The possession and/or use of alcohol on CCSJ premises is prohibited. Being under the influence of alcohol on CCSJ’s premises is also prohibited. Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on CCSJ’s premises. Violators will be subject to disciplinary action up to and including termination.

**LEGAL SANCTIONS**

*Indiana and Federal Laws*

In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender’s past record for such offenses, and a variety of other factors.

Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:

- fines up to \$10,000 (Indiana);
- fines up to \$10 million for a first offense (Federal);
- imprisonment up to 50 years (Indiana);
- imprisonment up to life (Federal); and
- confiscation of property

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty

II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture	<b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram		<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		

Any Amount Of All Schedule V Drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

For more specific information on legal sanctions, you may visit the Drug Enforcement Administration (DEA) website at [www.dea.gov](http://www.dea.gov).

#### HEALTH RISK

Risk of addiction for all substances

Drug Type	Common Name	Health Risks
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<b>Alcohol</b>	Booze, beer, wine, coolers, liquor	High blood pressure, higher risk of sexually transmitted diseases & unplanned pregnancy, depression, lowered resistance to disease, insomnia
<b>Marijuana</b>	Grass, reefer, pot, weed	Damage to heart, lungs, brain, lung cancer, decreased motivation, depression, paranoia, impaired memory
<b>Steroids</b>	Anabolic/Andreno-genic (roids, juice)	High blood pressure, liver and kidney damage, acne, artrophy of testes, breast enlargement in men, breast reduction in women, aggressiveness, mood swings
<b>Solvents-Inhalants</b>	Acetone, freons, nitrous oxide	Heart failure, respiratory arrest, liver and brain damage
<b>Depressants</b>	Alcohol, ludes, barbiturates	Liver damage, convulsions, depression, disorientation, insomnia
<b>Hallucinogens</b>	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks
<b>Stimulants</b>	Cocaine, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures
<b>Narcotics</b>	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea
<b>Tobacco</b>		Lung cancer, emphyzema, oral cancer

*Provided by Minnesota State University*

### **COUNSELING, REHABILITATION AND TREATMENT**

#### *Drug, Tobacco and Alcohol-Free Awareness Program*

Calumet College of St. Joseph, as well as the Administration, is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students under their jurisdiction have access. Topics for this program will include but not limited to:

- College tobacco and drug-free workplace policy
- Health effects of controlled substances and drug abuse
- Community resources for employee and student rehabilitation from drugs or controlled substance abuse

Through the resources of local, national and System based efforts, assistance is available for those individuals with alcohol and drug abuse problems. CCSJ offers the following drug and alcohol abuse information, counseling, assistance, and services:

#### Locally Offered Programs

- In an emergency: call 9-1-1.
- Regional Mental Health Centers [www.regionalmentalhealth.org](http://www.regionalmentalhealth.org)
  - Stark Center (East Chicago location) 219-398-7050
  - Strawhun Center (Merrillville location) 219-769-4005
  - 24 Hour Crisis Line 219-769-4005
- Narcotics Anonymous [www.na.org](http://www.na.org)
  - North West Area (Gary location) 219-765-5327
  - South Shore Area (Valparaiso location) 219-793-6262
- Alcoholics Anonymous of the Hammond Area (219)-844-6695 or [www.aanwi.org](http://www.aanwi.org)

#### National Resources

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour Hotline 1-800-950-7226
- Department of Drug Enforcement: Drug Fact Sheets  
[http://www.justice.gov/dea/druginfo/all\\_fact\\_sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf)

#### Additional Assistance for Students

CCSJ offers a Student Assistance Program (SAP). The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP serves as an excellent resource for addressing issues such as substance and alcohol abuse and school conflicts. Additionally, the SAP provides training opportunities for students. For more information, contact a SAP Counselor, at 219-663-6353.

#### Additional Assistance for Employees

- Health insurance coverage is available for treatment of alcohol and drug abuse. Employees should contact their individual health plan representative for information about insurance coverage.

### **Filing Non-Academic Complaints with the Vice President of Student Engagement and Retention**

All disciplinary matters should be resolved in a rational manner at the lowest level of institutional involvement possible. The Vice President of Student Engagement and Retention is the college's liaison empowered to investigate and make decisions regarding consequences or recommendations to the President for sanctions as outlined in Section VI, page 37 of this Student Code of Conduct. A student charged with a violation of university policy will be given an electronic notification of the infraction or a written statement of the charges within 5 business days. If needed, an investigation will be conducted on policy violations concluding with sanctions where applicable.

Previous behavioral conduct will be considered in determination of conduct sanctions. A copy of the infraction or referral will be kept as part of the student's permanent record for a minimum of 10 years. If and when a student reaches three university policy infractions, a review of the student's enrollment continuation may be held. The review will be requested by the Vice President of Student Engagement and Retention and conducted by the Judicial Review Panel.

Students will be notified by the Vice President of Student Engagement and Retention as to the decision made concerning the breach of expectations. Notice of the decision of the Vice President of Student Engagement and Retention is effective when communicated to the student or when written notice is emailed/mailed to the student at the address on file with the institution; this is known as the mailbox rule. The student, upon receiving the decision, has 10 days to file an appeal of said decision with the Judicial Review Committee. The letter of appeal must be sent directly to the President of the college.

### **Filing Non-Academic Grievances or Charges with the Judicial Review Panel**

The Judicial Officer is appointed by the President of the College; the appointment will not be someone involved in the judicial process (e.g. the Vice President of Student Engagement and Retention or the

President). It is a one (1) year, renewable appointment. The Judicial Officer will then convene the Judicial Review Panel if deemed necessary. The Judicial Review Panel will serve as an appeals board for students who wish to contest decisions regarding dismissals, or behavioral violations rendered by the Vice President of Student Engagement and Retention as outlined in the appeals process. The student conduct procedures are designed to protect a student's right for an impartial review of serious and/or repeat conduct issues for which disciplinary action might jeopardize his/her academic progress or enrollment. The Judicial Review Panel will consist of five (5) members. These members will be: two (2) students (appointed by Student Government), one (1) faculty member (appointed by faculty), one (1) C.P.P.S. member and one (1) administrative/staff member (appointed by the President). The Chair will be selected by the panel. The actual panel will be selected at the beginning of each academic year. Attempts should be made to have the panel reflect the make-up of the College at large with regards to gender, race/ethnic background, and age.

## **I. DEFINITIONS**

**Accuser/Victim:** Any student who feels he/she has been treated contrary to the expectations that we have by another student, staff member or faculty member, has the right to bring that complaint to the authorities through the following procedure. A student who feels he/she has been harassed or discriminated against may also confide in someone with whom he/she feels comfortable in order to have support in the following procedure. A person, other than the victim, who has knowledge of an infraction, may also initiate proceedings, with written permission of the victim, in the manner outlined below. This person is the "accuser."

**Disciplinary Notice:** This is a warning to the student for actions contrary to the regulations and policies of the university, and that repetition of that action, or any other non-compliance with established policies, will result in a more severe disciplinary action.

**Verbal Warning:** This is an oral notification for a violation of university policy which will still be documented.

**Written Warning:** This type of warning is a formal statement indicating that the individual is in violation of university policy.

**Confiscation and/or Disposal of Property:** Items such as alcohol, drugs, weapons, or other restricted or misused items may be confiscated and/or discarded.

**Behavioral Contract:** A behavioral contract is a written contract between the university and the student that the student agrees to uphold. In this contract, unacceptable behavior is listed and an outline of the university's expectations for the student to correct the behavior is provided.

**Educational Courses or Counseling:** A student may be given an option or opportunity to complete an educational course or seek counseling assistance in lieu or of addition to other forms of disciplinary sanctions.

**Disciplinary Probation:** This means that a student and/or student group may be restricted from participation in specified university events and functions. University financial aid may be rescinded or modified during the period of probation. This is the disciplinary action that precedes suspension or expulsion and that should be seen as a serious matter for the student's consideration. Parents and/or guardians will be notified of this disciplinary action.

**Suspension:** Suspension is the immediate dismissal from the university without possible return for a specified period of time. At the end of that time, the student may apply for readmission by writing to the office of student affairs. When a student is suspended, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

**Expulsion:** This is immediate dismissal from the university without possibility of return. When a student is expelled, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

## **II. PROCEDURE**

1. The victim/accuser/accused files complaint with the President to request a Judicial Review Panel.
2. The President forwards request to the Judicial Officer.
3. The Judicial Officer calls for the Judicial Review Panel to conduct investigation.
4. The Judicial Review Panel is briefed on the case. The panel must be educated as to the type of charges which might be brought before it (e.g. harassment and discrimination charges).
5. The Judicial Review Panel makes a decision and the Judicial Officer forwards decision to the victim/accuser/accused and the President. The victim/accuser/accused is notified in writing and by phone.
6. If victim/accuser/accused is satisfied with decision, the investigation ends and penalties and sanctions are implemented.
7. If victim/accuser/accused is not satisfied with decision, they can file an appeal with the President.
  - a. -The victim/accuser/accused files an appeal with the President
  - b. -The President reviews the case and recommends penalties and sanctions.
  - c. -The President forwards the penalties and sanctions to the Judicial Officer.
  - d. -The Judicial Officer notifies the victim/accuser/accused in writing of the penalties and sanctions and the investigation ends.

## **III. THE VICTIM/ACCUSER**

The victim/accuser can terminate the procedure at any time in the process. The victim/accuser has the right to consult counsel/outside sources, but must represent him/herself. The victim/accuser does not have to confront the accused face-to-face during the procedure of making charges and the following investigation. After the Judicial Officer finishes the investigation and accomplishes a report of findings and recommendations, the victim is informed of the results of the report. The President of the College will also receive the investigating officer's report and recommendation, and may implement recommendations therein. The victim/accuser may demand a Judicial Review by the Judicial Panel if he/she is not satisfied with the investigating officer's report and recommendation. The Judicial Officer may recommend a Judicial Review Panel if he/she feels it would expedite the investigation. These procedures in no way intervene with the victim's prerogative to exercise local, state or federal procedures.

## **IV. THE ACCUSED**

The accused will be notified of the charges and be furnished a copy of the investigative report by the Judicial Officer after formal charges are placed. The accused has the right to know the name of his/her



accuser and the results of the investigation at the point when formal charges are given. The accused has the right to consult counsel/outside sources but must represent him/herself.

#### **V. TIME FRAME FOR BRINGING CHARGES**

1. From the time of the alleged violation to the filing of charges, a victim/accuser has seven (7) class days. Sexual harassment or discrimination are excused (according to law) from the requirement of seven (7) class days as it may take time for that pattern to become established or for the victim/accuser to feel comfortable enough to bring charges.
2. From the Judicial Officer receiving the charges to the completion of the investigation, no more than thirty (30) class days should elapse. Everyone involved will wish for a speedy and efficient resolution of the charges. At times, however, thirty (30) days may not be enough time for a complete investigation and the Judicial Officer may allow for an extension. Also, if the case is closed, it may be reopened with new evidence even if the thirty (30) days have elapsed.
3. From the Investigating Officer's report and recommendation, the victim/accused, the accuser, or the President of the College has five (5) class days to file a written request for a Judicial Review Panel.
4. From the filing of the request for a Judicial Review Panel to the beginning of the Judicial Review Panel process, no more than fifteen (15) class days shall elapse.

#### **VI. PENALTIES AND SANCTIONS**

The following penalties and sanctions are defined under Section I:

1. Disciplinary Notice
  - a. Verbal Warning – This is an oral notification for a violation of university policy which will still be documented.
  - b. Written Warning – This type of warning is a formal statement indicating that the individual is in violation of university policy.
2. Confiscation and/or Disposal of Property
3. Behavioral Contract
4. Educational Courses or Counseling
5. Disciplinary Probation
6. Suspension
7. Expulsion

### **Nondiscrimination/Title IX Policy**

[www.ccsj.edu/StudentLife/TitleIX](http://www.ccsj.edu/StudentLife/TitleIX)

Calumet College of St. Joseph (CCSJ) complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

CCSJ also complies with all other anti-discrimination protections that might be provided by particular states in which it operates educational programs; questions about the scope of any such protections should be addressed to the Title IX Coordinator and/or the on-site administrative representative for the particular program at issue. The Title IX Coordinator coordinates CCSJ's efforts to comply with any and