



# MAGDALEN COLLEGE

OF THE LIBERAL ARTS

## STUDENT HANDBOOK

### 2022-2023

(Updated 1/4/2023)

The following is the Student Handbook for Magdalen College of the Liberal Arts. The students of Magdalen College of the Liberal Arts are governed by the policies and procedures contained within this handbook. The application of some of these policies is further clarified by guidelines available in the Office of Student Life.

Magdalen College of the Liberal Arts reserves the right to update, change, and otherwise alter this Student Handbook at any time.

The online version of the Student Handbook is always the most up-to-date version.

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## Magdalen College of the Liberal Arts

Magdalen College of the Liberal Arts calls students in their whole person to a transformative, Catholic, liberal arts education. This education is ordered to human flourishing and communion, animated by the perennial questions, given shape by the classic books, and nourished by a vibrant liturgical and sacramental culture.

Joyfully Catholic in this ascent toward true freedom and a vision of the Good, Magdalen College calls all within her community to enter the great conversation of authors seeking wisdom that has unfolded across the ages, cultivating a life of virtue, poetic imagination, service, and life-giving fidelity.

\* \* \* \*

The rules for student behavior stated in this Student Handbook are meant to provide for the common good of the collegiate community and for the well-being of each of its members, as well as embody the college mission statement in the academic and residential life of the community.

### Academic Policy

*“To wisdom belongs the intellectual apprehension of things eternal; to knowledge, the rational apprehension of things temporal.”*

— St. Augustine of Hippo

Magdalen College of the Liberal Arts seeks to provide students with a liberal arts education, rooted in the traditional Great Books program and nurtured by a vibrant Catholic community. The Student Handbook policies are designed to foster a healthy living community seeking truth through higher learning. Specific areas of campus are set aside for quiet study and contemplation.

### The Liberal Arts Education

At Magdalen College of the Liberal Arts, the liberal education offered is more than a communication of factual data—what Benedict XVI called a merely “informative” encounter

with truth. The Catholic liberal arts education we offer seeks, rather, to be also “performative,” opening a path toward an encounter with Truth itself and leading to a fundamental transformation of our lives.

\* \* \* \*

Through the Catholic liberal arts education, we understand the well-formed intellect to be an essential part of the integrated human person. To achieve the flourishing of such a person, those charged with cultivating the intellectual excellence of our students—the end to which the institution is primarily ordered—cooperate with those at the college who call our students to lives of moral virtue and sacramental discipleship. These intellectual and spiritual goals constitute the college’s integrated mission.

At the same time, we seek—affirming Pope Benedict’s observation that “first and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth,”—to cultivate the conditions for such an encounter within the hearts and minds of our students.

## **Academic Misconduct**

Academic Misconduct is a term referring to any misuse or misrepresentation of academic materials. Academic misconduct includes the following:

- 1) Plagiarism of outside sources
- 2) Receiving unauthorized assistance during examinations or take-home assignments
- 3) Proposing someone else’s work as your own
- 4) Repeated submission of the same classwork for multiple assignments
- 5) Falsification of information in one’s academic work
- 6) Participating in or encouraging any of the above-mentioned activities.

The above-mentioned activities are prohibited and will result in a disciplinary hearing with the Academic Dean. Possible disciplinary actions include, but are not limited to, failing the course affected by academic misconduct, suspension and/or expulsion.

## **Disability Accommodations**

Magdalen College of the Liberal Arts is committed to ensuring equal opportunities for students with disabilities and prohibiting discrimination, in compliance with local, state and federal laws. The college will make reasonable accommodations to ensure equal

opportunity in the application process and to allow students with academic disabilities to enjoy the same benefits and privileges of enrollment that are enjoyed by all students.

It is the responsibility of the student/applicant to notify the college of all qualifying academic disabilities and any reasonable accommodations that may be required. To ensure that proper academic modifications are made, requests for disability accommodations must be made during the application process. The college will maintain all medical information in a confidential manner in accordance with applicable law.

## **Academic Withdrawal**

In the event of academic withdrawal from enrollment at Magdalen College of the Liberal Arts, students must file the proper withdrawal paperwork with the Academic Dean and Registrar. Students who withdraw mid-semester are subject to the effects on their class letter grade as prescribed by the class syllabus. Tuition will not be refunded for mid-semester academic withdrawal. Academic withdrawal requires removal of all personal items from the residence halls within 48 hours.

## **Student Life Staff**

*“Spread love everywhere you go. Let no one ever come to you without leaving happier.”*

— St. Teresa of Calcutta

The Student Life staff work to provide a healthy and safe environment for student living through management of student facilities and the organization of extracurricular activities.

## **Dean of Students**

The Dean of Students is responsible for the supervision of Residential Living, Student Activities, and Campus Safety and Security.

## **Resident Assistant (RA)**

Resident Assistants (RAs) are responsible for building community and enhancing the development of students. The RAs live out the philosophies and policies of Student Life and embody the college mission. In the day-to-day life of the college, RAs assist in student move-in and move-out, campus programming, health and wellness crisis and policy enforcement.

## **Student Activities**

*"Joy, with peace, is the sister of charity. Serve the Lord with laughter."*

— St. Pio of Pietrelcina

### **Student Activities Board (SAB)**

The Student Activities Board (SAB) is a student organization responsible for planning and running campus events to nurture the physical, spiritual and mental well-being of our community.

The SAB is composed of two representatives from each class, as well as the four Resident Assistants. Class representatives are voted in by their classmates at the beginning of the fall semester and serve two semesters. Members will strive to understand student wants and needs, and convene regularly to fulfill those through proactive programming.

### **Student/President Advisory Council (AC)**

The Student/President Advisory Council (AC) serves as an open channel of communication between the student body and the President of the College. The AC meets with the President at least once each semester for the purpose of discussing matters of college life. The council has the mission of the college as its primary focus and helps to foster that mission in community life.

### **Student Clubs and Organizations**

Students are encouraged to participate in student-led clubs and organizations. All student clubs seek to meet the interests of the student population and are supervised by a faculty/staff advisor. To start a new club or organization, please see the Office of Student Life for permission and proper documentation.

Any use of the official college name or logo is prohibited without prior approval by the Dean of Students.

### **Sponsored Media**



All media promoted by college-sponsored groups, clubs and organizations must be approved by the Office of Student Life. Media includes, but is not limited to, all advertisements, public postings, notifications, internet pages, newspaper ads, guest speakers, movies and films.

## **Student Life Policies**

*“Freedom consists not in doing what we like, but in having the right to do what we ought.”*

— Pope Saint John Paul II

### **Alcohol Policy**

Alcohol is not allowed except during specific college-sponsored events. All alcohol found on campus will be confiscated and disposed of. Possession and/or consumption of alcohol on campus will result in a disciplinary hearing. Disruptive public intoxication of individuals on campus will be treated as possession of alcohol. Disruptive public intoxication is any display of disorderly conduct that disrupts either the academic or personal lives of the students, staff, faculty and/or college guests. After a disciplinary hearing, disruptive public intoxication may result in community service, fines, and/or other disciplinary action depending on the severity of the inappropriate behavior. Underage consumption, public intoxication, and/or off-campus offenses resulting in legal repercussions from local authorities will result in a college disciplinary hearing. Alcohol paraphernalia is not allowed on campus and will be confiscated. Alcohol paraphernalia includes but is not limited to: alcohol bottles, shot glasses, hip flasks, etc.

### **Campfires**

Magdalen College of the Liberal Arts campus has a designated fire pit for students to enjoy campfires during the warmer seasons. Student clubs and other college-sponsored organizations are encouraged to use this area to conduct student social events. Active fires—torches, bonfires, campfires, etc.—are prohibited in all other parts of campus. All campfires must be approved by the Office of Student Life and supervision is required during the entire time there is a live fire on campus. In accordance with the fire code of the town of Warner, NH, approval from the town Fire Marshall must be obtained 24 hours prior to every live fire on campus.

### **Campus Service Programs**

### ***Campus Service***

Campus Service is a student campus program designed to maintain the upkeep of the campus and defray tuition costs. Students are required to participate in monthly weekend functions. Possible assignments include picking up debris and painting. If a student does not complete their assigned campus service, he or she will receive a verbal and/or written warning. Additional campus service misses may result in reassigned work or fines.

### ***Kitchen Service***

All students take part in routine set-up, clean-up, and break-down of the kitchen and dining room before and after meals. Students are assigned a new kitchen team slot at the beginning of each academic semester. Schedules for kitchen service are posted at the beginning of each academic semester. If a student does not complete their assigned kitchen service, he or she will receive a verbal and/or written warning. Additional campus service misses may result in reassigned work or fines.

## **Christian Sexuality Policy**

As a Catholic community committed to higher learning and the living out of the teachings of the Church in all areas of life, the college seeks to foster a nurturing environment for students to engage in healthy, enriching relationships. In doing so, the college encourages students to grow in faith and truth while providing opportunities for personal growth. The college thus prohibits all on-campus activities that are not in accord with the Catholic Church's teaching on human sexuality and marriage as this is expressed in the Catechism of the Catholic Church. This includes, but is not limited to, pornographic media and other materials not respectful towards the dignity of the human person. Out of respect for the collegiate community, sexual activities that violate the moral teachings of the Catholic Church are prohibited. (Please see "Expressions of Romantic Affection.")

## **Damaged Property**

### ***College Property***

Magdalen College of the Liberal Arts encourages students to take pride and ownership in the college grounds. Students who damage college property will be required to make fiscal restitution for the value of repairs and replacements. Vandalism and defacement of college property will result in a disciplinary hearing and possible expulsion.

### ***Student Property***

The college is not responsible for any damage or loss of personal property, including, but not limited to, property damage resulting from facility failure, fire safety sprinklers, inclement weather or theft. Students are advised to take precautions to protect their private property and are encouraged to purchase personal property insurance. Paraphernalia decorated with inappropriate slogans or logos is prohibited on all personal belongings.

### **Dress Code**

Magdalen College of the Liberal Arts takes pride in the dignity of its student body. Higher pursuits, such as the quest for knowledge and truth, are to be approached with proper bearing which includes proper dress for the occasion.

The College understands the difficulties related to moderate and appropriate dress. Dressing modestly requires prudence and is an expression of our human dignity. It also is an act of charity towards the other sex. The Dean of Students, Executive Assistant to the President and RAs are there to assist and to help make judgments in this area. At the same time, the College has great confidence in students' ability to discern, rationally and in charity, what is appropriate and modest dress for a Christian gentleman and a Christian lady. If a given attire is inappropriate, staff will ask the student to change. Failure to respond to the request and to change will make the student subject to further disciplinary action.

Infractions will result in a conversation with the Dean of Students. Repeated and flagrant infractions may result in the assignment of a fine. Failure to diligently pay the fine will lead to further disciplinary action.

### ***General Dress Code***

Below is the general dress code. For more detailed information, consult the Dress Code documents available in the Student Life office.

#### ***Business Casual Dress***

Business casual dress is to be observed in class, in daily Mass, at most meals, in other College buildings, and on indoor College-sponsored trips; business casual dress is the normative dress.

**Men** shall wear a collared shirt, neat slacks with appropriate belt and with shirt tucked in, and non-sports shoes (boat shoes (such as Sperry) and leather shoes are acceptable).

**Women** shall wear a dress, a skirt and blouse, or formal slacks/modest dark jeans, and non-sports shoes.

#### ***Formal Dress***

Formal dress is for any pre-announced formal events.

**Men** shall wear a dress shirt and jacket, tie, and dress slacks.

**Women** shall wear dresses, skirts, or formal slacks and blouses.

### ***Casual Dress***

Casual dress is the minimum standard that may be observed outside of the residence halls at all other times. Modest clothing is always required. Men are not allowed to remove their shirts. Students should dress neatly and in accord with Christian dignity. Hairstyles should not be obviously extreme or consistently unkempt. In keeping with the College's intention to establish a dignified community, distracting bodily accoutrements and jeans with holes are not permitted on campus.

### **Drinks in Classrooms/Carpeted Areas**

All beverages (excluding water) are not permitted in the classroom buildings and all other carpeted areas in order to avoid damage to school property.

### **Drug and Substance Abuse Policy**

The college has a zero-tolerance policy for drug and substance abuse on campus, as it poses a threat to the integrity and physical well-being of the student body. The college reserves the right to enter any area of campus, given reasonable cause, to perform an investigation of substance abuse. Law enforcement authorities will be contacted to confiscate all illegal substances and paraphernalia. Substance abuse includes possession, use and distribution of illegal substances and paraphernalia, as well as misuse of prescription medications and other legal substances. Students on campus under the influence of illegal drugs or substances will be disciplined as students on campus with possession of illegal drugs or substances.

Violation of federal, state, or local laws concerning drugs—whether on or off campus—will result in severe college disciplinary action. Students are responsible for knowledge of and compliance with all college policies and regulations, as well as all local, state and federal laws.

### **Expressions of Romantic Affection**

Our college community recognizes that our students are in the process of discerning their potential vocation of marriage, and that many students meet their future spouse during their college years. The college encourages its members to orient all relationships—friendships, romances and otherwise—toward honoring the dignity of each human person. A relationship that is intimate is one in which there is a careful respect for the mystery that is the other person. Each person who participates in our college community is responsible

for the common good and well-being of its members. Genuine intimacy is never casual, and degrees of affection are expressed spiritually, emotionally, and physically. Due to the mission and size of our residential community, certain romantic physical expressions in the campus environment tend to disrupt community. Such romantic displays of affection are not permitted on campus.

## **Internet Services**

Use of college wireless internet services is subject to the same terms and conditions as use of internet on college library computers.

Students tampering with the college's network or telephone wiring is strictly prohibited. In keeping with the college's aim of maintaining a community of learning in the residences, students are not permitted to set up their own computer networks or wireless access points ("hotspots") either by means of wireless technology, by running network cables from room to room, or by tapping into phone lines.

The college reserves the right to monitor the use of college computers, including access of college usernames and activity. Any violation of this policy, other related college regulations, or federal or state laws may result in the immediate suspension of computer resource privileges and the notification of proper authorities.

## **Littering**

Littering on campus will result in fines up to \$500 and/or community service hours. Cigarettes and other smoking devices are to be disposed of properly. See Sanctions section for details regarding littering fines.

## **Mail**

Student mailboxes are located in Saint Paul's Multipurpose Building, and mail is distributed Monday - Friday, excluding breaks and holidays when campus offices are closed. Students are able to receive and send packages through the campus offices. Magdalen College of the Liberal Arts will not accept any package(s) addressed to anyone other than students, faculty and staff. In compliance with federal law, students are not allowed to open another person's mail.

***Student Mailing Address:***

Student Name  
Magdalen College of the Liberal Arts  
511 Kearsarge Mountain Road  
Warner, New Hampshire 03278

## **Movies and Media**

In considering media and movies, several questions offer themselves: Does our consumption of films, music, and social media form us to be the people we intend to become? Do they bring us closer to those in our community and to God? Do they aid us in our journey toward human flourishing, in this world and the next?

Magdalen College of the Liberal Arts encourages its students to consider their consumption of film, music, and social media, including the effect of these media on our intellectual, spiritual, and social lives, both within the collegiate community and beyond. To facilitate this reflection, students are encouraged to consider three observations.

First, social and electronic media often isolate people from each other and substitute superficial interactions for deeper personal communion. For example, how often have we been so absorbed with our devices that we fail to interact with the person right in front of us? How many opportunities to build friendships and honor the dignity of those around us do we lose in our consumption of media?

Second, films—like music and social media—can shape how we see the world in ways that are unanticipated and often contrary to our own stated intentions for living life well and in accord with faith. Is our consumption of film and media building up or undermining our view of the world, a view that will shape our outlook and future actions?

Third, the consumption of and interaction with media may be eroding our interior lives. To live life well we need silence and time in which to reflect, pray, and cultivate thoughtful habits conducive to living life well. Are our habits of consumption assisting us in these areas?

Because of the effects of media on our collegiate community, the college has established certain minimal limits and boundaries pertaining to media. For the sake of the common good, the college censors explicit content that objectifies others and promotes media that exhibit a holistic worldview that is consistent with the Catholic faith. As a collegiate

community in which Catholic spirituality and traditions are cultivated, Magdalen College of the Liberal Arts also promotes a campus atmosphere of good taste and good manners.

For these reasons movies, television shows, video-clips, music, and other media presented in public areas or at college-sponsored events must be receive prior approval from the Office of Student Life by emailing the request to the Dean of Student Life.

Pornography, images of excessive violence, and all obscene materials are prohibited. Because the world of media is a world of flux, specific applications of this policy to films and video games will be communicated through the “Residential Media Policy” available in each residence. Televisions and monitors are not permitted in individual rooms of the residence halls. Paraphernalia decorated with inappropriate slogans or logos is prohibited on all personal belongings.

## **Public Space versus Private Space**

We want to maintain an atmosphere of civility in public space that upholds the rule of charity toward neighbor. Students should always be aware of the volume of music played without headphones. Specifically, in the kitchen, students should abide by the following guidelines:

- Music may not be played in the kitchen during office hours, and so generally may only be played at or after dinnertime, or on the weekends.
- Music may not be played while food is being served, or at any time when any main or dish doors in the kitchen are open.
- Music should always be played at a moderate volume.

## **Our Lady Queen of the Apostles Chapel**

Our Lady Queen of the Apostles Chapel is located at the center of campus and is the heart of campus spiritual life. Students are encouraged to serve in chapel functions through altar serving and lectoring. Eucharistic adoration with Exposition and Benediction is offered regularly. Daily student-led chapel prayer includes the Holy Rosary and the Angelus.

Daily Mass is offered Monday - Friday when residence halls are open, a shuttle to Saturday Mass is provided and the Sunday liturgy is celebrated weekly. Confession is offered before every celebration of the Mass. Mass times are posted at the beginning of each semester. All cell phone use in the chapel is prohibited.

## **Saint Augustine Library**

The Saint Augustine Library provides a quiet academic environment for individual study and research. Current students, faculty and staff have open access to the entire library collection and its resources and may participate in our state and national interlibrary loan systems.

### ***Library Hours***

The library is open seven days a week during the school year. Hours are posted at the beginning of each semester.

Reference assistance is available Monday - Friday between 8:30 am and 4:30 pm.

### **Circulation Policy:**

- Books and AV Materials may be borrowed for one month and are renewable in-person or via phone.
- Patrons may borrow up to ten items at a time
- Periodicals and Reference Books do not circulate.

### ***Library Service Policies***

Several computers are available in the library for student academic use.

#### **Computer Use Policy**

- Library computer workstations, as well as all college internet access points, are to be used for academic assignments and email access.
- Illicit computer activities not in line with the moral background of the college are prohibited. Participation in such activities will result in loss of computer privileges.
- Computers will not be used for any activity that violates federal, state, or local laws, or to access illegal materials. Participation in such activities will result in loss of computer privileges.
- Students are not to download programs or save personal files onto library computers. All files downloaded and saved onto the computers will be regularly deleted.

#### **Interlibrary Loans**

Interlibrary loans via New Hampshire Automated Information System (NHAIIS) and the Online Computer Library System (OCLC) are governed by the policies of each



lender library. Loans are usually for one month; photocopied materials are subject to copyright law.

### **Fines and Replacement Fees**

There are no charges for overdue items.

After 30 days overdue, items are considered “lost” and the borrower will be billed a replacement fee plus processing fee.

### ***General Library Policies***

The library is generally a place of quiet study. No personal belongings are to be left in the library. Study carrels and tables will be cleared throughout the day and items will be placed in the Lost and Found.

#### **Cell Phone Policy**

Use of cell phones in the library is prohibited to preserve a quiet, academic atmosphere.

#### **Food and Drink Policy**

Food and drinks are not allowed in the library. This helps us protect the equipment and collections for current and future users.

#### **Privacy Policies**

The privacy of all users is respected in compliance with state and federal laws; library staff maintain the confidentiality of circulation and interlibrary loan records, except when required by law.

#### **Quiet Policy**

The library is a place of quiet study and academic research. Disruptive patrons will be asked to leave.

#### **Social Networking**

Skype and other forms of live social networking via internet are distracting to a study atmosphere and are not allowed in the library.

### **Airborne Activities**

Flying objects, drones, boomerangs, Nerf guns, and paper airplanes are to be used outdoors or in the gym. All drones must be in accord with local ordinances and laws.

Students should only engage with those who have agreed to play with them. Students should not engage non-combatants.

## **Smoking**

In compliance with federal law, all smoking is to occur at least twenty-five feet away from public buildings and must take place in the designated smoking areas at both residence halls and behind the Saint Paul's Multipurpose Building. Failure to dispose of cigarette butts properly in designated containers will result in a fine of up to \$500.00 and/or community service hours. See Sanctions section for details regarding smoking fines.

## **Solicitation**

The college prohibits unauthorized solicitation on campus. Solicitation occurs when those not authorized by the college initiate contact with students without their permission to discuss, sell, survey, or distribute goods, services and/or information.

## **Student Identification Cards**

New students are required to purchase a Student I.D. from the office of Student Life within the first two weeks of the academic year. Students who lose their cards or whose photo I.D.s have been defaced are required to purchase a replacement, the cost of which is \$10.00.

## **Study Areas**

Specific areas of Saint Paul's Multipurpose Building have designated quiet hours to provide students an academic environment for individual projects and study. Those using sound on their electronics in study areas must use individual headphones.

Quiet study hours are listed below:

### **Saint Augustine Library**

Sunday: 1:00 p.m. – 10:00 p.m.

Monday-Thursday: 8:30 a.m. – 11:00 p.m.

Friday: 8:30 a.m. – 10:30 p.m.

Saturday: 11:00 a.m. – 11:00 p.m.

All other areas of Saint Paul's Multipurpose Building not designed for quiet study are open for general use after business hours and on weekends. No running or any other form of

behavior deemed disruptive by a member of the college's staff is allowed in Saint Paul's Multipurpose Building during office hours.

## **Vehicle Registration and Parking**

Students are encouraged to bring personal vehicles on campus and may be refunded for carpooling students to college sponsored off-campus events. Paraphernalia decorated with inappropriate slogans or logos is prohibited on all personal belongings, including vehicles.

### ***Vehicle Registration***

All student vehicles are to be registered with the Office of Student Life within two weeks of the beginning of the semester. Failure to register personal vehicles will result in fines. The college is not responsible for damage, theft, or vandalism to vehicles parked on college property.

### ***Parking***

The student parking area is located at the southwest end of the campus, adjacent to Saint Paul's Multipurpose Building. Residents of St. Mary's Residence Hall may also park along the back entrance of the residence hall. Failure to park in designated parking spaces is disruptive to traffic flow and faculty/staff parking and will result in fines and/or towing at the owner's expense. Students are responsible for following all college notices regarding vehicles, including timely relocation for snow removal, maintenance work and campus events. Failure to move vehicle when instructed to for snow removal, maintenance work and campus events may result in fines and/or towing. See Sanctions section for vehicle fine details.

All student vehicle owners are responsible for the removal of their vehicles from campus during all college breaks or times when campus is closed. Special permission to leave a vehicle on campus during a break may be allowed through student coordination with the Office of Student Life and the Head of Facilities. Students must obtain permission to leave a student vehicle on campus at least one week in advance. Permission to allow student vehicles to remain on campus is at the discretion of the college staff. Failure to notify Student Life or to remove a student vehicle from campus will result in fines. See Sanctions section for details regarding vehicle fines.

## **Weapons**

On campus, students may have folding pocketknives with blades up to 4" in length. All pocketknives must be registered with Student Life. Due to safety concerns, pocketknives cannot be worn on belts or outside of clothing. Special equipment requests may be granted on a case-by-case basis. Such equipment must be signed in and out of Student Life storage.

Weapons banned from campus include, but are not limited to:

- Firearms
- Pellet/airsoft guns
- Compound or recurve bows
- Paintball guns
- Pocket knives w/ blades longer than 4"
- Long knives (machetes, etc.), switchblades and throwing knives
- Tasers
- Slingshots
- Explosives
- Spears

All questions concerning items appropriate for campus use should be directed to the Office of Student Life. Banned weapons are not allowed on campus at any time and may not be stored in vehicles or student rooms. Infractions will result in confiscation of the banned item, proper notification of local authorities, community service hours, a monetary fine of up to \$500.00 and/or suspension or expulsion.

If a student would like to request to keep an item on campus to use for personal training purposes, an appeal may be requested. An appeal should be directed to the Dean of Students and the Chief Operating Officer. An appeal should be typed and include: name of student, item in question, reasons for the appeal, and any relevant documentation. An appeal must be approved before the item can be brought to campus. If the item is brought to campus before the appeal has been approved, the appeal will be declined, the item confiscated, and further sanctions may occur. If a student with an appeal uses their item inappropriately, or fails to follow all rules, regulations and safety procedures, the appeal will be revoked and the item confiscated. Consequences may result in, but are not limited to, the following: confiscation of the banned item, proper notification of local authorities, community service hours, a monetary fine of up to \$1,000.00 and/or suspension or expulsion.

## Student Services and Security

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 governs the college's policies and procedures with regard to the privacy of student records. All personally identifiable information in the student's record is confidential except as provided by policy, by law, or where a student has consented in writing to make information available to designated persons or institutions. In keeping with the requirements of FERPA, the following directory information may be released by Magdalen College of the Liberal Arts: the student's name, address, telephone number, major field of study, class, enrollment status, anticipated degree date, religious affiliation, participation in officially recognized activities, and degrees and awards received. Any student who wishes to restrict the release of some or all of the directory information may do so in writing to the Registrar.

### Title IX

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) prohibits sex discrimination of students and employees of educational institutions that receive federal financial assistance. Title IX applies to every aspect of federally funded education programs. In compliance with Title IX, Magdalen College of the Liberal Arts prohibits sex discrimination in all programs, activities and employment.

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." 20 U.S.C. §1681*

The scope of Title IX is primarily to ensure the safety of students and the preservation of a hostile-free environment; thus it is important to note that for Title IX purposes, any and all allegations must be investigated. Protection under federal and state laws do not grant protection from sanctions for Title IX grievances. A perpetrator's actions which do not violate federal or state law are still subject to sanctions by Magdalen College of the Liberal Arts under Title IX. In the event of a Title IX grievance which violates federal or state law, Magdalen College of the Liberal Arts is still required to conduct its own investigation and issue sanctions independent of local and federal law enforcement's investigation.

Magdalen College of the Liberal Arts is dedicated to the physical safety and health and wellness of its students, employees and family and friends of the college. The college works

to educate all its students on its policies related to sexual harassment/sexual assault, for the increased well-being of the student community and to comply with federal requirements. Students should learn more about the subject in order to implement strategies to reduce their risk and become a source of support for others.

## **Statement of Integrity and Fairness**

All members of the collegiate community are expected to act and speak with integrity at all times. Though the Student Handbook contains policies to deal with a wide variety of issues, including how grievances may be addressed, there may be occasions when questions of fairness arise that are not addressed by the existing policies. If the grievance relates to integrity or fairness, the following the steps should be followed:

- Contact the Dean of Students in writing (email) and explain the issue in detail.
- The Dean of Students will respond within three (3) business days and arrange a meeting to discuss the issue that has been raised.
- If the Dean has not been able to resolve the issue, it will be referred to the Chief Operating Officer or the appropriate committee for resolution (Administrative Committee or the Instruction Committee).

## **Harassment, Hazing and Discrimination**

If a student is being harassed he or she should contact the Title IX coordinator or any other member of the profession staff or faculty. Magdalen College of the Liberal Arts is committed to providing equal opportunities to all persons based on individual merit, competence, and need and does not unjustly discriminate or permit unjust discrimination based on race, color, sex, national origin, age, physical or mental disability, pregnancy, veteran status, or other characteristics protected by applicable law. This policy applies to all terms and conditions of enrollment.

### ***Harassment***

Magdalen College of the Liberal Arts seeks to promote and maintain a campus environment free from harassment. The college prohibits harassment of one student or employee by another student or employee of the college on any of the bases stated above. The college prohibits harassment by or of staff, faculty, and students by non-college residents or those not directly affiliated by the college. Any employee of the college or student who harasses another on any of the bases stated above will be subject to discipline, up to and including expulsion.

The college defines harassment as:

Verbal and physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, pregnancy, national origin, age, religion, disability, or veteran status or that of his or her relatives, friends, or associates, and that

- 1) has the purpose or effect of creating an intimidating or hostile environment,
- 2) has the purpose or effect of unreasonably interfering with an individual's performance as a student, or
- 3) otherwise adversely affects an individual's opportunities at the college.

It is not possible to list all of the circumstances and behaviors that may constitute unlawful harassment in violation of the college's policy. The following, however, are some examples of conduct that, if unwelcome, might constitute harassment depending upon the circumstances, including the severity of the conduct and its pervasiveness:

- Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, pregnancy, age, disability, or veteran status; and
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, sex, pregnancy, national origin, age, disability, or veteran status that is placed upon walls, bulletin boards, personal belongings or elsewhere on the college premises or in circulation in the residences.

If you believe that you have been subjected to harassment, please report the incident immediately to the Office of Student Life or a trusted college faculty/staff member. The matter will be promptly investigated and a proper course of action will be taken. Retaliation against a student who complains in good faith about harassment, in accordance with this policy, will be handled as another form of harassment with additional consequences in light of being an additional form of harassment.

### ***Sexual Harassment***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of employment or academic performance; or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or for awarding or

withholding favorable employment or academic opportunity, evaluation, promotion, or assistance; or

3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or in the classroom, or creates an intimidating, hostile, or offensive environment in which to work, to live, or to study.

Sexual harassment involves a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comment, jokes, innuendoes, and other sexually-oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment might be indirect or even unintentional. No person, employee, student, or third party, no matter what his or her title or position has the authority, expressed, actual, apparent, or implied, to bring on campus or otherwise display any written materials or pictures that are sexually suggestive or offensive in nature.

If a student believes that he/she has been subjected to sexual harassment, he/she should report the incident in accordance with the Reporting Procedure contained in this Student Handbook. The matter will be promptly investigated, and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and to correct the conduct. Employees or students who violate this policy will be subject to disciplinary action, up to and including termination of employment or expulsion.

Retaliation against an employee or student who complains in good faith about sexual harassment in accordance with this policy is a violation of this policy, and is prohibited by law. If a student believes that he/she has been subjected to retaliation, he/she should report the incident in accordance with the Reporting Procedure contained in this Student Handbook.

### ***Hazing***

Hazing or any activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate is strictly prohibited. Students found responsible for hazing will be disciplined with sanctions up to suspension or expulsion.

## **Reporting Procedure**

If a student feels that he/she is a victim of unlawful harassment or discrimination, he/she should report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.



- If a student believes he/she is the victim of unlawful harassment and (or) discrimination, the student should report the act immediately to the Office of Student Life.
- If a supervisor becomes aware of unlawful harassment and (or) discrimination, the supervisor must report it immediately to the Office of Student Life.
- Magdalen College of the Liberal Arts will promptly investigate every reported incident, if appropriate. Any employee, supervisor, agent, or student of Magdalen College of the Liberal Arts who has been found to have unlawfully harassed another employee or student may be subject to appropriate disciplinary action, a disciplinary hearing, and up to and including immediate termination or expulsion.

## **Student Tutors**

Student tutors play an important role in the support of students who may need academic assistance when faculty members are unavailable. Selected by the Academic Dean, they are available at regularly scheduled hours several days a week and are often consulted on a wide range of academic issues, from explanations of Latin grammar to the improvement of study skills. Their work as peer teachers encourages students to develop greater confidence in their own academic abilities. Serving as a student tutor is a paid work-study position; the college provides this service to students free of charge.

## **Student Healthcare**

The college does not staff a healthcare office on campus and encourages students to seek medical attention at local medical facilities. All medical costs and arrangements are primarily the responsibility of the student, but travel to and from a medical facility may be arranged through the Office of Student Life. Transportation to medical appointments should be scheduled forty-eight hours in advance to ensure a shuttle's availability.

In addition to filling out the medical form for enrollment at the college, students should inform the Student Life Staff and Chef of any dietary or physical restrictions arising from a diagnosed health problem, maintain and provide up-to-date health insurance information, and inform Student Life of sickness or injury as soon as possible.

The college staff will follow the Campus Wellness Plan to assist any student requiring medical attention. The Campus Wellness Plan can be retrieved from the Student Life Office upon request.

Students are responsible for informing the Student Life Staff of any illnesses or medical conditions that are highly contagious or could endanger the health and safety of other students, staff, or faculty.

Magdalen College of the Liberal Arts values the health and safety of all her students, and the college seeks to make continuous efforts to improve the safety of the campus. The college's faculty and staff do everything he or she can to help nourish a safe and healthy environment for the students. The college is not responsible for personal injuries that a student may incur while on or off campus.

## **Counseling**

The College partners with Catholic Charities of New Hampshire to provide mental health needs. Students are strongly encouraged to take ready advantage of their services. Students should schedule meetings directly with Catholic Charities through their website: <https://www.cc-nh.org/programs/mental-health-counseling-services/>.

Counseling sessions are \$25 for students, who should indicate they are students when they schedule an appointment. All sessions are anonymous and confidential. Each student will have to fill out a "release of information" form if they wish to give the college permission to pay for the services.

## **Residential Life**

*"We must love our neighbor as being made in the image of God and as an object of His love."*

— Saint Vincent de Paul

## **Residential Campus**

Magdalen College of the Liberal Arts is a residential college seeking truth as a community. The campus grounds are located in a mountainous region and include 135 acres of pine and hardwood forest, open fields and stone walls that are remnants of the late nineteenth-century.

## **Residential Requirement**

Full-time students are required to live on campus in Residence Life housing and purchase a meal plan. We believe that living on campus provides learning opportunities that help to transform the whole person in line with the College's mission. Students who live on campus are more likely to develop a sense of belonging, be available to participate in campus events and conversations, and create meaningful connections with other students, staff, and faculty. Students may request an exception from the residency requirement (for example, if they are married or have dependents to care for). Requests for an exception must be submitted in writing to the Dean of Student Life by April 1. A review committee will consider exception requests on a case-by-case basis and may grant or deny the exception. Failure to obtain an approved exception from the Student Life Department will result in the posting of the room and board charges to the student's tuition account. Students will be responsible for those charges unless an exception is approved. Nonpayment of this charge may result in the cancellation of classes and/or a registration hold placed on a student's account for future semesters.

## **Residence Halls**

Residence halls are the students' home away from home, and the heart of student socialization and recreation. The halls are separated by sex and arranged to foster the growth of the individual and the community as a whole.

### ***St. Joseph's Residence Hall***

St. Joseph's Residence Hall is the men's residence hall. St. Joseph's has a common room, a game room, a laundry room with coin-operated washers and dryers, a workout room, and a chapel in which the Blessed Sacrament is reserved. Each student is provided with his own furniture set. All rooms are multi-person housing and include:

- Two private bathrooms with two showers
- Twin-size/Twin XL bunk beds
- Wardrobes
- Trundle Drawers

Each room can accommodate up to six men. Open study areas are available to students in the residential hallways.

### ***St. Mary's Residence Hall***

St. Mary's Residence Hall is the women's residence hall. St. Mary's has a common room, a laundry room with coin-operated washers and dryers, a workout room, and a chapel in

which the Blessed Sacrament is reserved. Each student is provided with their own furniture set. All rooms are multi-person housing and include:

- One private bathroom with a shower/tub and separate toilet
- Twin-size bunk beds w/ trundle drawers
- Wardrobes
- Dressers

Each room can accommodate up to four women. Individualized study areas are available to each student in her respective residential hallway.

### **Student Resident Check in/out procedures:**

Once a student has moved into their residence, they must fill out a Residence Check-In Form (RA's will have copies) and deliver that form to a RA within 72hrs of arrival.

Upon checkout either for summer break or leaving the college entirely, the student will set up a time with an RA to fill out an electronic check out form. Rooms that are not properly cleaned will induce up to a \$100 dollar cleaning fee.

### **Furniture**

Students are responsible for the care of their rooms. Damages, thefts and the removal of residence hall furniture will be assessed to the appropriate party. College furniture is not to be removed from its designated room. Furniture may be moved within a room with the permission and approval of the resident Dean. Damage to the common areas of the residences will be assessed to the residents of that hall unless a specific person assumes responsibility. Failure to comply may result in a written warning or a fine. See Sanctions section for details regarding furniture fines.

Personal furniture may be added to the room with the permission of the Dean of Student Life. This furniture must be clean and appropriate for the setting. All personal furniture (1) must be removed from the campus at the end of the academic year or (2) be stored in the basement of St. Mary's Residence Hall with the permission of, and under the direction of, the Facilities Manager. There is limited storage space available and will be provided on a first come basis. During storage, the name of the owner of the furniture and a contact phone number must be attached to the furniture. Furniture that is not stored at the appropriate

time or in the appropriate manner will be disposed of and the owner will be charged a disposal fee. See Sanctions section for details regarding furniture fines.

Students formally leaving the college are required to remove all personal items from campus within forty-eight hours of the end of the semester, or other applicable date, or else these items will be disposed of and students will be assessed a disposal fee. See Sanctions Section for details regarding furniture fines.

Furniture stored in the basement of St. Mary's Residence Hall must be removed by student owner and placed in the owner's designated room within the first week of classes or the furniture will be disposed of and the owner charged a disposal fee. See Sanctions Section for details regarding furniture fines.

## Quiet Hours

Respect for the community in residential living requires the effort and considerate behavior of every residential student. Quiet hours are designed to allow all students the flexibility of arranging their sleep and study schedules according to their individual needs.

Residence hall quiet hours are listed below:

Sunday - Thursday: 10:00 p.m. – 8:00 a.m.

Friday - Saturday: 12:00 a.m. – 8:00 a.m.

## Student Storage

Each residence hall has a storage room for students to store extra personal items. St. Mary's residence has two storage rooms with a designated space for each student's personal items. Students who enroll for the following semester may store personal items in the residence hall storage room over campus closings. **Personal items left in the residence halls without prior approval for storage or not in the proper location after summer closing will be disposed of and the student responsible for the items will be charged a removal fee.** See the Sanctions section for details regarding furniture fines. Students are not allowed to store large items, such as furniture, in the residence hall storage rooms. The college assumes no liability for damage, loss, or theft of any personal items on college property.

## Residence Life Policies

*"Accustom yourself continually to make many acts of love, for they enkindle and melt the soul."*

– St. Teresa of Ávila

### Academic Breaks

Students are required to adhere to all published dates and times for campus closing. Residence Halls will close at noon the first day of break and open at noon the first day of return from break. Please see the Academic Calendar for a detailed list of closed campus dates.

Residence halls are closed and secured during the following extended breaks and holidays:

- Thanksgiving Break
- Christmas Break
- Spring Break
- Summer Break

It is expected that all students adhere to the academic calendar and leave and return to campus on specified dates. All other arrangements must be authorized by the Dean of Student Life prior to the break. Any student residing on campus when residence halls are closed will be charged a fee of \$40 per night or other equal compensation.

### Appliances

Students are encouraged to bring personal appliances to campus for more comfortable residential living.

Appliances approved for use in the residence halls include:

- Refrigerator/Freezers – 3 cubic feet or smaller
- Microwave ovens
- Blenders
- Electric kettles
- Electric blankets
- Small air humidifiers
- Space heaters – under 2 feet tall
- Wax melters

Refrigerators must be kept either in the recreational room of the residence hall or under the college issued desks in the bedroom hallways. Refrigerators stored in carpeted areas must be placed on heavy-duty rubber mats. Microwaves must be kept in designated areas in the residence halls. All questions concerning items appropriate for campus use should be directed to the Office of Student Life. Please review the Fire Safety Procedures and Protocol for a comprehensive list of banned fire hazards.

## **Curfew Policy**

The college curfew is designed to assist students in the development of regular habits of living, to foster effective study patterns, and to give a balanced structure and rhythm to student life on campus.

Students must sign in at the front desk every night for curfew, and the residence halls will be locked during curfew hours. Curfew is in effect all nights during which campus is open. Failure to follow curfew may result in warnings and fines. See Sanctions section for details.

Curfew Hours:

Sunday - Thursday: 12:00 a.m. – 6:00 a.m.

Friday - Saturday: 1:00 a.m. – 6:00 a.m.

## **Decoration Policy**

Campus residents are highly encouraged to decorate their residence hall rooms. Decorations that alter the surfaces of the walls, doors, windows or residence hall furniture are prohibited. Paraphernalia decorated with inappropriate slogans or logos is prohibited on all personal belongings. In accordance with fire safety code, personal items cannot block access to doors or windows. Nothing is to be hung within a foot of ceiling lights or fire safety equipment. Failure to comply with fire safety regulations may result in a written warning and/or fines. See Sanctions section for details regarding decoration fines.

The use of sticky tack is safe on all surfaces and highly encouraged. Items not allowed for decorating rooms include, but are not limited to:

- Paint
- Inserts in the walls—screws, nails, pins, etc.
- Duct Tape, or other heavy adhesives

Residents are responsible for maintaining the integrity of their rooms. All questions concerning items appropriate for campus use should be directed to the Office of Student Life. Damages to campus property will be assessed to residents at the end of the academic year. Students are responsible for any repairs or costs that are the result of the damage he or she caused. See Sanctions section for details.

## **Accommodations for Physical Handicaps**

Magdalen College of the Liberal Arts is committed to complying with applicable laws that prohibit discrimination and ensure equal opportunities for residential students with a physical handicap. All residence hall services are handicap accessible and particular suites in each hall are available with a handicap bathroom. It is the responsibility of student applicants to notify the Admissions Department of any qualifying handicap. Requests for reasonable accommodations should be made to the Office of Student Life. The college will maintain confidentiality of all medical information in accordance with applicable law.

## **Fire Safety Code and Procedures**

All members of the college community are required to follow campus Fire Safety Code and Procedures. Failure to adhere to the following procedures may result in written warnings and/or fines. See Sanctions section for details. Students found responsible for actions which threaten the health and safety of the students, faculty, staff, or the campus will be disciplined with sanctions up to suspension or expulsion.

### ***Appliances***

In accordance with Fire Safety Code and Procedures, all appliances with exposed hot plates and heat sources—space heaters, coffee pots, curling irons, etc.—must have automatic shut-off features. The use in the residence halls of appliances with an open flame or exposed heating coils is strictly prohibited.

Banned appliances include, but are not limited to:

- “George Foreman” grills
- Griddles
- Toasters
- Toaster ovens
- Waffle Irons
- Sun lamps



- Halogen lights
- Non-LED Christmas lights
- Fireworks

### ***Candles and Incense***

In accordance with Fire Safety Code and Procedures, the following items are not allowed on campus:

- Incense
- Hookah/Shisha
- Candles with burnt wicks

### ***Other Fire Hazards***

In accordance with Fire Safety Code and Procedures, the following fire hazards are not allowed in the residence halls:

- Gas Cans
- Oil Lamps
- Electrical cords under loose rugs
- Overloaded electrical plugs

The above lists are not all inclusive, and students are encouraged to use common discretion. All questions concerning items appropriate for campus use should be directed to the Office of Student Life.

### ***Fire Exits***

All pathways to emergency exits, room doors and exterior windows must be kept clear. Emergency exits are never to be propped open, wedged shut or otherwise altered. Room doors must be able to open at least ninety degrees.

### ***Fire Alarms***

In accordance with federal law, all residents are required to evacuate the building when the fire alarm sounds. Routine fire drills are performed semesterly to ensure campus safety.

### ***Safety Equipment***

Fire extinguishers are provided in all campus residence halls in high traffic locations. It is a federal crime to damage or tamper with any fire safety equipment. This includes, but is not

limited to, smoke detectors, fire extinguishers, locks or locking mechanisms and fire alarms. Unlawful tampering with fire equipment will result in a disciplinary hearing. Nothing is to be hung within a foot of sprinklers or other fire safety equipment.

## **Food Storage**

Students may keep non-perishable food in the rooms/common areas of residence halls, provided that all food is stored in sealed hard plastic or metal containers. All perishable items must be stored and disposed of properly in a timely manner. Failure to store food properly may result in a written warning and/or fines. See Sanctions section for details regarding food fines.

## **Guest Policy**

Magdalen College of the Liberal Arts strives to make her students, their families, and their friends feel welcome at the college. However, while acknowledging the good of hospitality, the college gives priority to the good of the students and their ability to participate fully in the life of the collegiate community. Students may invite guests onto campus to visit. However, all overnight visits by guests need to be arranged through Student Life. If a guest is a prospective student, arrangements should be made both through Admissions and Student Life.

### ***General Procedures***

If a student wishes to have an overnight guest, the following procedure is in place:

- Guests who wish to stay overnight on campus should have their student hosts contact Student Life.
- Students must register any overnight guests with the office of Student Life forty-eight hours in advance and submit a Guest Notification Form.
- The student hosting the guest must have the Guest Notification Form approved and signed by student life at least forty-eight hours in advance.
- The student host is responsible for obtaining permission from their roommates to host a guest in the room.

### ***Overnight Visits***

To encourage regular study habits and to help provide a relaxing environment for students, overnight weekday visits are strongly discouraged and will likely not be

approved in the absence of very strong reasons. Overnight visit plans should be made for weekends beginning after twelve noon on Fridays and ending before Monday morning.

### ***Special Weekends/Events***

- For special weekends, such as Christmas, and Easter, students and their guests must register with Student Life at least one (1) week in advance.
- For Graduation, students must notify Student Life at least four (4) weeks in advance.
- To ensure room availability, all guests hosted by students during Open House/Visitor's Weekend must be approved by the Office of Admissions.
- For special weekends, only alumni and siblings of current students may stay in the residence halls.
- Student Life may change the required registration day in some circumstances.

### ***Guest Fees***

Donations for meals eaten by guests on campus are greatly appreciated. Suggested donation amounts:

Breakfast/Lunch: \$6.00

Dinner: \$8.00

### **Shuttle Fee**

Round-trip to Concord Bus Station or Manchester Airport: \$20.00

### ***Other Information***

- Air mattresses may be available for visitors upon request.
- Shuttles may be available for visitors upon request.
- Any fees that the guest does not pay within two (2) weeks of the end date of the guest's visit will be billed to the host.
- Copies of the guest notification forms may be found in the Student Life office and in the residence halls.

## **Health and Safety Checks**

Each semester, the Student Life staff will perform health and safety inspections of the residence halls. During these inspections, the staff will check for health and safety concerns, including fire hazards, health hazards and banned items. Students who fail a Health and Safety Check will have 24 hours to comply with residence life standards.

## Housekeeping Policy

Students are responsible for the coordinated cleaning of residence hall common areas and individual bedrooms/bathrooms. Cleaning of the residence halls is coordinated on a weekly basis. Failure to clean residence hall common rooms or an individual room may result in written warnings, and/or fines. See Sanctions section for details regarding housekeeping.

## Inter-Visitation Policy

Inter-visitation between male and female students in the residence halls is strictly prohibited. No members of the opposite sex are permitted in the residence halls, except in the case of move-in/move-out day and authorized maintenance personnel. Violations of the inter-visitation policy will result in severe disciplinary action and possible expulsion.

## Pets Policy

Students are each allowed up to five non-carnivorous fish (excluding beta fish), to be kept in a tank of maximum 10 gallons. No other type of pet is allowed. Students are responsible for the care of their pets. Pets must be removed from the residence halls throughout all periods where residence halls are closed.

## Disciplinary Process

*“The only difference between the saint and the sinner  
is that every saint has a past, and every sinner has a future.”*

— Oscar Wilde

The basic philosophy of discipline at Magdalen College of the Liberal Arts is one of education and development. The total effort is directed toward prevention and correction, rather than punitive discipline. The community judicial system offers an effective method of establishing an environment in which students recognize the rights of fellow students. Such an environment, however, requires the cooperation of all participants in accepting responsibility for the effects of their actions upon the college community.

\* \* \* \*

Violations of law or other improper actions will result in disciplinary sanctions. Actions that gravely disrupt the community will normally entail serious disciplinary action, up to suspension or expulsion.

The following are examples of such acts, but do not constitute an exhaustive list:

1. Any act of physical or emotional violence or harm caused to another;
2. Any disrespect for, or failure to follow, the directives of the college's officials;
3. The use or possession of illegal drugs, whether on or off campus;
4. Providing unauthorized alcohol on campus;
5. Any theft, unauthorized possession, or damage to property;
6. Unapproved or unauthorized entry into the residence hall of the opposite sex;
7. Actions that cause grave scandal in the collegiate or local community;
8. False testimony, collusion or covering up violations to avoid responsibility.

## Procedures

When an infraction of policy is believed to have occurred, it is to be reported to a Resident Assistant or another member of the Student Life staff. Further investigation will be undertaken as needed.

Depending on the severity of the policy infraction, the student may be issued a written warning to discontinue the policy infraction, arrange a disciplinary hearing, pay a fine and/or complete community service hours.

For some violations, the student will be contacted concerning a hearing date by a member of the Student Life staff. At a hearing, the violations will be considered along with the student's statement concerning the situation. After the hearing, a decision will be made concerning the student's involvement, and if necessary, the corrective measures to be taken.

Students who receive a request to appear for a hearing should be aware that failure to appear will be considered permission for the Disciplinary Hearing Board to review and make a decision concerning the case without the student's participation. Therefore, if a student wants to reschedule a hearing, he or she should notify the Disciplinary Hearing Board at least 24 hours before the scheduled hearing.

The Disciplinary Hearing Board consists of a Student Life Dean who appoints one member of the Instruction Committee, and one member of the college management. If the Disciplinary Hearing board deems it necessary to have additional objective members on the board, they may elect up to three more additional members of the faculty or staff.

If the Disciplinary Hearing board comes to a final decision that the President of the College and/or the Dean of Students finds unfitting he or she has the right to appeal before the board and or veto the decision made.

Below is listed the general application of the minor policy violation procedure:

## **Minor Violation Procedure**

### ***First Occurrence***

- The RA/Dean gives a written and verbal warning to the student, reminds them of the policy, and communicates to Dean of Student Life.

### ***Second Occurrence***

- The RA/Dean gives a verbal warning, documents the incident, and informs the student that they will receive a written warning. The Dean of Student Life will give the student a written warning.

### ***Third Occurrence***

- The student is required to attend a meeting with the Dean of Student Life, during which any questions or uncertainty regarding the policy will be addressed. This will also be documented. Subsequent occurrences will result in fines and/or campus service hours.

### ***Fourth Occurrence***

- The student will be fined and/or assigned campus service hours. Any subsequent occurrences will also result in fines/campus service hours. This will be documented.

Multiple occurrences will be taken as a sign of disrespect towards the institution and could go before a hearing of the Disciplinary Board.

## **Student Appeals**

A student has the right to request an appeal. Appeals must be made in writing (typed) within five business days from the date of the sanction. An appeal requires a written document in the form of a letter or email that details the basis for the appeal (egregious sanction, mitigating circumstances, procedural error, and additional information). In addition, a meeting must also be scheduled with the Instruction Committee (in cases of suspension or

expulsion) as directed in the sanction letter. When an appeal is brought to the Instruction Committee, the member of the Instruction Committee who has served on the Disciplinary Hearing Board will recuse themselves from the Appeal Process. This meeting must also be scheduled within five business days from the issue date of the appeal.

Information concerning an appeal will be provided at the conclusion of sanctioning. There is no right of appeal beyond the Instruction Committee.

If alleged infractions are violations of both civil law and the college’s rules and regulations, the college’s disciplinary process will function independently of the judicial system.

Disciplinary action taken while a student is enrolled at Magdalen College of the Liberal Arts will be placed in the student’s record. A complete and up-to-date disciplinary record remains in a student’s file until five years after a student has graduated from the program.

## **Sanctions**

The following defines the sanctions that may be imposed upon students in violation of the rules and regulations articulated in this Handbook. The administration is not limited to the sanctions listed below.

### ***Reprimand***

The student is notified either orally or in writing that his or her behavior has been unacceptable and further misconduct will result in additional disciplinary action.

### ***Fines***

The student must pay a specific amount to the administration office within five business days. Failure to pay fines will result in the imposition of further sanctions. This list of fines applies to standard violations. Magdalen College of the Liberal Arts is not limited to the following list.

<b>Violation</b>	<b>Details</b>	<b>Standard Fine</b>
Alcohol Violations		\$75
Campfire Violations		\$50
Campus Service		\$20 per hour due
Cleaning	Failure to clean residence hall common rooms or individual rooms	\$100

Curfew	Varies based on number of infractions and time late	\$5-75
Damages		As appropriate for repairs
Decorations	Failure to comply with decoration policy	\$25
Fire Hazard	General	\$150
	Appliances	\$40
	Open flames/candles	\$100
Fire Safety	Misusing, tampering with, or breaking fire safety equipment (alarms, fire extinguishers, fire exits, etc)	\$200
Furniture	Removing furniture from designated room	\$25
Health Violations		\$150
Key	Lost residence hall room key	\$50
Kitchen Service	Kitchen Service will first be rescheduled. Failure to appear for rescheduled work will result in a fine.	\$40 per meal due
Littering		\$25
Smoking Violation/non-designated areas	Outdoors	\$25
	Indoors	\$100
Speeding/Vehicular Moving Violations		\$75
Weapons		\$1,000
Storage	Failure to remove/store personal belongings from campus during breaks	\$150
	Failure to remove all belongings from campus after leaving/graduating	\$150
	Infractions of food storage	\$40
Vandalism		\$50 plus cost of repairs
	Defacement of college property, emblems, logos, etc.	\$100 plus cost of repairs
Vehicle	Failure to register	\$25
	Failure to move vehicle for snow removal	\$25
	Failure to notify staff and/or remove vehicle from campus during college breaks	\$50 (vehicle subject to towing at owner's expense)



### ***Community Service***

The student is required to perform tasks for the campus community which may include extra clean-up or kitchen duties on campus. Failure to complete community service hours will result in verbal or written warnings. Repeated infractions may result in fines. See Sanctions section for details.

### ***Revocation of Residential Housing***

A student may lose the privilege of living in the residences on campus. There shall be no refund of room and board if a student's campus residency is terminated due to disciplinary issues.

### ***Probation***

A student will receive formal notification that the activity in question is unacceptable and that if continued or other inappropriate behavior follows, more severe action may be taken. Depending on the severity of the violation, the next action may be up to suspension or expulsion.

### ***Suspension***

Suspension is an act of last resort and cuts at the heart of the purpose of the college. When a student behaves in such a way that he or she ultimately interrupts his or her education, something of inestimable value is lost. Suspension removes a student from campus for the duration of the suspension period. Suspension removes a student from the regular schedule, including class and all extra-curricular functions.

### ***Expulsion***

A student may be dismissed from the college if found guilty of offenses that seriously disrupt the educational process or endanger the health or safety of faculty, staff, students, or visitors. Expulsion hearings will be heard by the Disciplinary Hearing Board. Proceeding with the Disciplinary Hearing Board should not be construed as limiting or delaying the college's right to take immediate action against any student if such action is deemed appropriate by the college. A student may not be expelled without a hearing except in cases of emergency that affect the health and safety of the college, its employees, or the student body. An expelled student forfeits all payments made for the semester during which he or she was expelled and loses all credit for that semester.

### ***Other***

Other similar sanctions such as referral to professional counseling, restitution, or restriction of specific privileges may be imposed. In some cases, more stringent measures may be

recommended, such as relocation to another residence room, and residence or college probation.

## **Disciplinary Records**

Paper records of disciplinary actions and decisions are kept on file by the Office of Student Life. These records are expurgated five years after the student's graduation from the college except for expulsion, which remains on permanent record as noted above. However, disciplinary sanctions, including expulsion, will not be noted on the student's academic record. A student is allowed to review his or her disciplinary file, with advance permission (obtained a minimum of seventy-two hours earlier) from the appropriate Dean. If a student requests to review his disciplinary file, the Dean will review the file and delete all references to the names of other students, in order to ensure their privacy will be protected.

## COVID-19 Protocols: Fall 2022

Our goal is to provide a safe environment for all Magdalen College students and employees, while continuing to pursue our full range of academic, spiritual life, and student life objectives. We desire to minimize the risk of COVID-19, but we also want our students to benefit from a full college experience. The College does not require vaccinations.

As a college, we have sought to stay informed about the most recent guidance from local governing bodies and health institutions, and we will continue to do so, making any necessary adjustments along the way. The College will keep students' health information confidential, sharing it only with those who need to know in order to preserve the health and safety of the College community. The College will report positive cases and known exposures to state health officials when required to do so.

The following protocols will be followed for the '22-'23 academic year:

### Check-in and Orientation

- If students have any COVID-like symptoms during the two weeks prior to arrival, they should delay arrival until they receive a negative test result (home tests are acceptable); if the student does not get tested, they should discuss the date of their return with the Dean of Students.

### Experiencing COVID Symptoms

- Students experiencing any new or unexplained COVID-19 symptoms are required to notify a student life staff member immediately, even if they have been vaccinated. They should also notify their health provider.
- Students experiencing symptoms are strongly encouraged to get tested for COVID-19.

### Tested Positive for COVID-19

- Any student who tests positive for COVID needs to inform a student life staff member immediately.
- Students who test positive for COVID and have COVID symptoms will need to isolate until 5 days have passed from the date of symptom onset AND they have been fever free for 24 hours (and their symptoms are improving).
- Students who test positive for COVID but do not have COVID symptoms will need to isolate until 5 days have passed from the collection of the positive test.

### Vaccinations

- Students and employees of the college are not required to receive a COVID-19 vaccination nor to disclose whether or not they have been vaccinated.

### General Campus Hygiene

- Throughout the academic year, students are encouraged to daily self-screen for COVID symptoms.
- Students should sanitize and wash hands frequently and thoroughly.
- Students should cover their nose and mouth when sneezing and coughing, and they should refrain from habitually touching their face.

### Physical Distancing

- Students are encouraged to maintain a physical distance of 6 feet from others, when possible, especially when dining or singing.

### Face Coverings

- Students will not be required to wear masks or face coverings on campus, unless 1) masks are required following isolation/quarantine as part of the protocols listed above, or 2) they are asked to do so by a faculty or staff member for a particular class or event.
- During times of substantial local community transmission, face-coverings are recommended when in crowded conditions occurring indoors.

### Visitor Policy

- Visitors are encouraged to self-screen before arrival to campus.

### Liturgical Life

- Magdalen College will follow the guidelines issued by the Diocese of Manchester for the public celebration of the liturgy.



# MAGDALEN COLLEGE

## OF THE LIBERAL ARTS

### **Student Handbook Acknowledgement and Consent Agreement**

By signing this handbook, I, \_\_\_\_\_, agree that I have read and understand all policies set forth in the *Student Handbook of Magdalen College of the Liberal Arts*. I agree to follow all policies set forth by the college and understand that I am required to adhere to any policy changes enacted during my enrollment at the college. I know that I am responsible for knowing, adhering to and keeping updated on all local, state and federal laws.

I recognize that academic enrollment, residential housing and/or presence on college property may be revoked due to violations of the college Student Handbook, as discerned by the collegiate staff. I understand that I am responsible for any disciplinary sanctions resulting from violations of the college Student Handbook and acknowledge my sole responsibility for all policies set forth and the legal ramifications that ensue.

By signing this handbook, I also acknowledge that I have read and am familiar with the COVID-19 protocols for Magdalen College and agree to adhere to them in full. I acknowledge that adhering to these protocols does not guarantee prevention against contracting COVID-19, but rather mitigates the risks and serves as a way of loving those around me, especially those who are elderly and who have underlying health issues.

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Student Signature

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Date