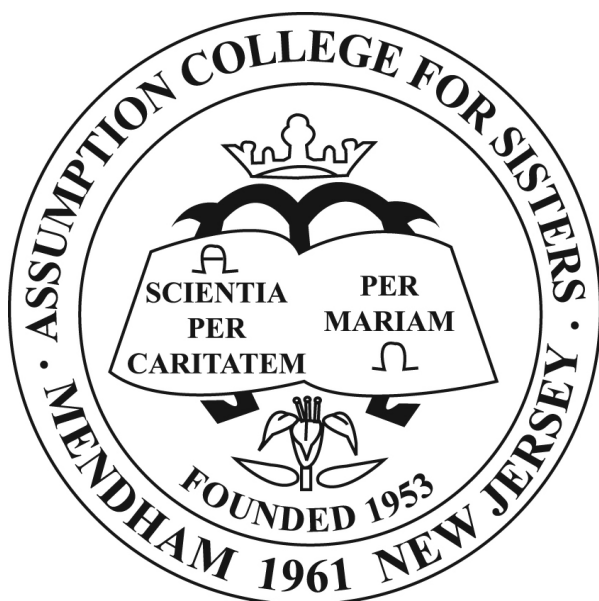


Student Handbook

Assumption College for Sisters

A Roman Catholic, Independent

Two-year Liberal Arts College



Founded and Sponsored by

The Sisters of Christian Charity

This Handbook is meant to assist students with information pertinent to them. For the most part, the information found in the College Bulletin will not be repeated here. Therefore, to understand and appreciate the College, it is well to read the Bulletin carefully and become familiar with the academic calendar, history, curriculum, and course descriptions. The contents of the handbook are accurate at the time of printing, but are subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate to circumstances beyond its control.

Revised: 08/16

Introduction

Assumption College for Sisters (ACS), founded and sponsored by the Sisters of Christian Charity, is licensed by the Commission on Higher Education of the State of New Jersey and accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104, (267) 284-5000. The College earned its accreditation in 1965 and reaffirmation of accreditation in 1975, 1985, 1995, 2005 and 2016..

ACS offers a liberal arts curriculum that culminates with the degree of Associate in Arts (AA) or Associate in Religious Arts (ARA). Students can also earn a Certificate in Theological Studies.

Mission Statement

Assumption College for Sisters exists primarily to educate women called to a life of consecration to God and of service in the Roman Catholic Church.

It provides a value-centered, two-year program in theology and the liberal arts. The College welcomes women religious of any racial or ethnic background. In addition, any woman who is seriously discerning religious life and is recommended by a vocation director or spiritual director may also enroll, though she is not yet part of a religious community or a formal formation program.

Sponsored by the Sisters of Christian Charity, an international religious congregation, the College has a character animated by the spirit of Jesus Christ, rooted in its Catholic identity, and committed to sound academic development. The intercommunity, international, multicultural dimensions at ACS generate a global spirit of community among faculty and students. Assumption values

reverence for the dignity of each person and a commitment to integrity, peace, justice, and service. This positive and inclusive atmosphere helps religious build a firm foundation in truth and charity.

In recent years, ACS has welcomed an increasing number of women religious from Africa and Vietnam as full-time, resident students. Although the Sisters of Christian Charity had been accustomed to sponsoring a few international students periodically since 1968, the recent increase in students from developing nations represents a new direction in the College's mission of educating women religious.

Assumption College for Sisters welcomes lay persons to earn credits in theology and philosophy courses and to pursue the Certificate in Theological Studies. They are invited to audit any course and to attend workshops. Their presence is mutually beneficial to all members of the College community. By opening its doors to them, ACS deepens its commitment to the education of those who serve the Church through ministry.

The goals and objectives of Assumption College for Sisters clearly support its unique mission while retaining the expectations and aspirations of higher education.

Integrated Religious Formation

Throughout its history, Assumption College for Sisters has consistently maintained its focus and distinctive mission of educating women religious. By providing sound theology and philosophy courses in an atmosphere of integrity and shared vision, the administration and faculty strive to enhance the religious formation of the students within the context of their own distinctive community charisms. An integrated religious formation is fostered by:

- the development of a sound liberal arts curriculum in which theology and philosophy have priority;
- the atmosphere of academic freedom supporting vigorous pursuit of truth;
- holistic education incorporating a learning-oriented environment, development of academic skills, and opportunities for cultural enrichment.

Leadership

ACS strives to form women who will be a light for the world and a leaven in society. Whatever form their service may take, Assumption's students need to be prepared to assume the responsibility of Christian leadership and the commitment to bring, through countercultural witness, the Gospel message to God's people. The College aims to instill qualities of leadership in its students by assisting them to develop:

- the ability to think logically and communicate effectively;
- skills for discernment;
- techniques of collaboration;
- responsibility for initiating and completing group projects.

Service

Service, central to Christian discipleship, is an essential aspect of ACS. Students are expected to avail themselves of opportunities to prepare for a life of service in the Church. At the College service may take the following forms:

- active participation in congregational ministries;
- attendance and participation in college and community sponsored events;
- cooperative support in college projects.

Community

Community, founded on service and respect for each person's dignity, ranks among Assumption's most cherished values. Intrinsic to its heritage, the College strives to further the vision of Blessed Pauline and the spirit of Christian Charity she imparted to her Sisters. Authentic community at ACS is evidenced by:

- common vision and mission-centeredness;
- collegiality demonstrated through shared decision-making;
- knowledge and appreciation of each community's heritage and culture;
- incorporation of student languages and customs in liturgy and other celebrations.

Social Justice

Growing out of a firm belief in the dignity of each person, faculty and students at ACS strive to see the face of Jesus in all. They seek ways to embrace the poor and eliminate systems of oppression worldwide. A lively sense of social justice is encouraged through:

- conscious awareness of global issues, especially with regard to the marginalized;
- education on the Principles of Catholic Social Teaching;
- an all-encompassing attitude of reconciliation.

Administration

The corporate powers of Assumption College for Sisters are vested in and exercised by a Board of Trustees.

The President is the Chief Executive Officer of the College and is directly responsible to the Board of Trustees. As the educational and administrative head of the College, the

President exercises general supervision over all of the business of the institution.

The Academic Dean assists the President, acts as chief executive of the College in the absence of the President, and is responsible for the proper functioning of the academic program. Students with questions concerning scheduling of classes, examinations, grades, courses, or other academic matters may discuss them with the Academic Dean.

The Registrar is responsible for registration for all classes and workshops, for maintenance and dissemination of official academic records, and for placement testing.

The Treasurer is the Chief Financial Officer of the College.

Academic Information

Academic Assistance

For individual assistance with a particular class, students should consult the instructor of that class. For other academic assistance, students should consult the Academic Dean, who will direct them to the appropriate person for assistance.

Academic Integrity

A person of integrity acts out of conscience knowingly and consistently. Academic integrity engages the whole academic community in making decisions that are consistent with the College's spirit, mission, goals, and objectives. The primary responsibility for supporting and promoting academic integrity lies with the faculty and administration, but students must be active participants. Students and faculty should contribute actively to fostering a climate of academic integrity in all their scholarly activities.

Students

Personal integrity requires that all assignments should be the work of the individual student. The College will not condone academic dishonesty at any time, whether it is through plagiarism, cheating, fabrication, multiple submission, facilitating the dishonesty of another student, or cyber fraud, as described below.

- *Plagiarism*: Failure to cite a source, deliberately or accidentally presenting as your own work, words or ideas of another. Plagiarism includes but is not limited to:
 - Copying, paraphrasing, or summarizing from any published or unpublished source without citing.
 - Copying a paper, parts of a paper, or submitting any work that is not your own.
 - Submitting as one's own, parts or a whole of another's computer program, work of art, or other work.
 - Using words of others without quotation marks enclosing those words.

- *Cheating*: A form of academic dishonesty. Includes but is not limited to:
 - Copying of another student's assignment or test answers.
 - Using notes of any form during a test, without the permission of the instructor.
 - Discussing questions and answers with another student during a test.
 - Stealing test notes from a student or faculty member.
 - Using an electronic dictionary without the permission of the instructor.

- *Fabrication*: Submitting false information or falsifying information or data on any academic assignment.

- *Multiple Submissions*: Handing in the same assignment to fulfill an academic requirement for more than one course without the prior permission of the instructors.
- *Facilitating the Dishonesty of Another Student*: Providing another student with information that will give her an unfair advantage. Includes but is not limited to: A student who has completed a course supplying notes, tests, papers, or other written work from that course to a student who has not yet taken the course.
- *Cyber fraud*: All rules stated above also apply to the use of the Internet and online communications. As stated in the Technology Policy on pages 16 –19.

Faculty

Faculty members are expected to treat their colleagues and students with dignity and respect, to be prepared and present for classes, to grade students' work fairly and conscientiously, to impress upon students their moral obligation to avoid plagiarism and other breaches of integrity or discipline, and to refer to the Administration any violation of Academic Integrity, as described below.

Violation of Academic Integrity

The primary responsibility for dealing with infractions of academic honesty lies with the instructor involved. When a faculty member has reason to believe that a violation of academic integrity may have resulted from a student's ignorance or inexperience, the faculty member may use his or her discretion to choose an appropriate course of action. The faculty member should notify the Academic Dean of the course of action taken.

When a faculty member has reason to believe that a student's violation of academic integrity was deliberate, he or she should notify the Academic Dean, who will investigate the allegation and take appropriate action.

When a student has reason to believe that another student may have violated academic integrity, she should notify the instructor or the Academic Dean, who will investigate the allegation and take appropriate action.

Sanctions for violations of academic integrity by students may include: reprimand by instructor, redoing an assignment, retaking a test, changing of a grade on an assignment or test, grade of 0 on an assignment or test, grade of “F” for the course, dismissal from Assumption College for Sisters.

When anyone has reason to believe that a faculty member may have violated academic integrity, he or she should notify the President, who will investigate the allegation, and take appropriate action.

Assessment

The Academic Dean administers appropriate assessment tests when needed. All international students take the ACCUPLACER[®] ESL assessment tests to determine proper placement and academic assistance needs.

Assignments

Students follow the Modern Language Association (MLA) Style, as described in the *MLA Handbook for Writers of Research Papers*.

Out of class assignment time should be in accord with the U.S. Department of Education definition. For every “hour” of classroom instruction, the students should receive two hours of out of class work. The instructor needs to be aware that no two students use exactly the same amount of time for an assignment.

Attendance

Students are responsible for attending all scheduled classes in which they are officially enrolled.

If students know in advance that they will be absent from a class for any reason (including off-campus trips in another class), it is their responsibility to notify their instructor as soon as possible.

If students must be absent from class due to illness or emergency, they should notify the Academic Dean, who will inform the instructor(s).

Class Periods

Classes begin and end promptly at their assigned times and meet for the full length of time scheduled for the semester.

A 50-minute session constitutes one class period; 15 class periods per semester is equivalent to one credit. Fall and spring semester classes meet either once or twice a week; classes that meet twice a week are 75 minutes in length; classes that meet once a week are 165 minutes in length, including a fifteen-minute break. Summer session classes follow a special schedule.

Co-curricular Activities and Field Trips

College education is not limited to students' class time. Over and above this, the College encourages student participation in co-curricular activities and field trips that enhance the course content and afford opportunities to develop initiative, self-reliance, and leadership.

Committees

Students are welcomed and encouraged to participate in the College committees open to them.

- ***Hospitality Committee***

The Hospitality Committee consists of faculty members and students. This committee extends hospitality to visitors to the College for any occasion, such as orientation day, celebrations, board and faculty meetings, graduation, and outreach events.

Course Requirements

At the beginning of each semester, the instructor will distribute a course syllabus to each student that will delineate the course objectives, content, and requirements. It is the student's responsibility to know and understand what is required.

Disability Services

Assumption College for Sisters is committed to providing equal educational access/opportunity to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act Amendments of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008.

An individual with a disability who is qualified for admission, to ACS, will have the same access to programs, services, and activities as all other students. ACS will make reasonable modifications to its policies, practices, and procedures unless doing so would fundamentally alter the nature of the program, service, or activity, or pose an undue administrative or financial burden on ACS.

ACS will provide services in a manner that promotes the independence and inclusion of disabled students in all aspects of college life.

Evaluations

During the last class period prior to the final examination, every student completes a course evaluation for each course taken. The President and Academic Dean read the course evaluations. After they have submitted final grades to the Academic Dean, instructors also read their evaluations.

Examinations

Written examinations are given at the middle and end of each semester, including the summer session. Students must

complete all work within the allotted time period. All students for whom English is a second language (ESL students) are allowed time-and-a-half for the examination period.

Mid-semester examinations are given during one of the regularly scheduled class periods at a designated time indicated on the academic calendar. A single class period (50 minutes; 75 minutes for ESL students) is allotted for the examination.

Final examinations are given at the end of the semester at a time designated on the academic calendar. A double class period (100 minutes; 150 minutes for ESL students) is allotted for the examination.

No student may arrange to take a final examination before or after the scheduled time without the expressed permission of both the instructor and the Academic Dean. A student who is absent from an examination due to illness or some other reasonable cause receives a grade of “Incomplete” until the examination is completed.

Fire Drill Procedures

A fire drill or emergency evacuation will be announced over the intercom. Stop immediately and follow the EXIT signs and exit the nearest door. Do not close windows or doors.

Second Floor (Bedroom Area)

For those on the kitchen side of the house:

Proceed to EXIT sign, down the stairs and out the kitchen door

Proceed to the MCHS parking lot and wait for the all clear signal to return

For those on the classroom side of the house:

Proceed to EXIT sign, down the stairs and out the door at the bottom of the stairs.

Proceed to the MCHS parking lot and wait for the all clear signal to return

First Floor (Classroom, Offices, Dining Room, Kitchen)

Proceed to EXIT sign and out the nearest door

Proceed to the MCHS parking lot and wait for the all clear signal to return

Basement (Student Center, Laundry, Heritage Room)

Proceed to laundry and exit through laundry door.

Proceed to the MCHS parking lot and wait for the all clear signal.

Classes in Morris Catholic High School are to follow the *Emergency Operations Plan* of Morris Catholic High School.

Learning Resources

The College holds membership in the Virtual Academic Library Environment (VALE), a consortium of academic libraries in the State of New Jersey. Through VALE, faculty and students are able to access numerous journals and professional periodicals via the EBSCOhost Research Databases. The College is also a member of the LibraryLinkNJ (New Jersey Library Cooperative) a non-profit, multi-type cooperative sharing resources, services, and expertise among libraries in Northern New Jersey.

A library catalogue system is accessed through the cloud using the acs350.org Google drive. It is accessible to every member of the college via the internet. Faculty, staff, and students check out and return books through the Google drive.

Full-time students are taught the basics of Internet searching and bibliographic citation, evaluating information obtained from the Internet, and copyright and plagiarism policies.

Students are taught how to use the library catalog system on the google drive to access the materials in the ACS library and how to use the reference materials available at ACS and on the Internet.

Library Services

At present, the College print library holdings are located in the main convent classroom as well as in the designated rooms within the Morris Catholic High School. AV holdings are in the designated classroom in the Morris Catholic High School and in the main classroom.

A library catalogue system is accessed through the cloud using the acs350.org Google drive. It is accessible to every member of the college via the internet. Faculty, staff, and students check out books using the Google Check-out Form.

In addition, resident students possess a Denville Library Card with full privileges, which allows them to check out books at Denville Library and all of the libraries in Morris County (called M.A.I.N. libraries), excluding college and university libraries. Denville Library holds one Denville Library card for general use for the non-resident students, which allows access to the Denville Library and Morris County Library only.

Arrangements for library usage have been made with neighboring institutions: Seton Hall University, South Orange, NJ, and the College of Saint Elizabeth, Convent Station, NJ. At Seton Hall, ACS President and ACS IT Consultant have a guest account for one year. Students and faculty members have been registered as borrowers. At the College of Saint Elizabeth, print materials can be searched through the Mahoney Library homepage. To request materials, ACS can contact the Interlibrary Loan/Reference Librarian at the Mahoney Library.

From the ACS website students have access to various open access resources: Internet Archive, Open Library, Directory of Open Access Journals, ERIC – Institute of Education Sciences, and LibriVox – Free Public Domain Audio Books. profit, multi-type cooperative sharing resources, services, and expertise among libraries in Northern New Jersey.

A library catalogue system is accessed through the cloud using the acs350.org Google drive. It is accessible to every member of the college via the internet. Faculty, staff, and students check out and return books through the Google drive.

Full-time students are taught the basics of Internet searching and bibliographic citation, evaluating information obtained from the Internet, and copyright and plagiarism policies. Students are taught how to use the library catalog system on the google drive to access the materials in the ACS library and how to use the reference materials available at ACS and on the Internet.

Student Records

The Academic Dean maintains the student's transcript and personal information as permanent records. These are retained securely, free from the potential for accidental destruction or intentional tampering. ACS follows all federal regulations with regard to student records, and fully complies with the Federal Educational Rights & Privacy Act of 1974 (FERPA). Student records are not released without permission of the student except under certain exceptions. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

ACS considers the following descriptive data to be public information: Student name, email address, most recent school attended, enrollment status, curriculum, dates of attendance, degrees and/or certificates attained, and graduation date. Any student who wishes that this

information not be published must submit a written request to the Office of the Registrar. This request remains in effect until the student separates from the College. A copy of the student's transcripts are sent to other institutions only with a student's written permission.

Technology Policy

The Technology Policy can be found on pages 18-21 in this handbook. **All students are required to read this Technology Policy and sign the Technology Policy Agreement.**

Textbooks

Textbooks remain the property of Assumption College for Sisters. For this reason, all textbooks are stamped and numbered. During the first class the instructor distributes books and records the book number. At the end of the semester, the instructor collects the textbooks. Students should not write in or highlight textbooks that will be returned.

Student Support

Chapel

There is a Chapel in the Morris Catholic High School on the first floor and a chapel in the convent. Students are very welcome to take advantage of this availability. Mass is offered in the High School Chapel as posted.

Extracurricular Activities

Students are strongly encouraged to attend all cultural and educational programs offered by the College and to participate in extracurricular activities. Their presence and assistance in College functions and hospitality outreach is expected.

Health Services

If a student is not feeling well and needs assistance, she should inform the instructor or administrator, who will make the appropriate contact. If an accident occurs, it should be reported to the instructor or administrator immediately.

ACS offers no student health care insurance for part-time students. All full-time international students are registered with the Atlantic Health System and enrolled in Charity Care at Morristown Medical Center.

Internet

To access the Internet, students may use any of the computers in the computer lab when it is available.

Meals

Students are welcome to avail themselves of the lunch provided in the dining room.

Orientation

Before the first class of the fall semester, all students attend an orientation program.

Scholarships

ACS grants academic scholarships to Sisters of religious communities from developing nations as an expression of its commitment to the education of women religious serving the global Church. The procedures for requesting and granting these scholarships are noted in the *Bulletin*.

Student Center

The Student Center, located on the basement floor, is available to all students as a place of relaxation, socializing, and at times, studying.

Student Grievances

The mission of Assumption College for Sisters is “to provide a value-centered, two-year program” as stated in our

Bulletin. At Assumption College for Sisters, administration, faculty and students are encouraged to reverence the dignity of each person. Hopefully, in this atmosphere of mutual respect, problems can be avoided or favorably resolved between individuals.

1. If there is a problem that a student encounters with a faculty member either concerning grades or behavior, the student should respectfully request an appointment with the faculty member. The student should present her/his concern in a courteous, respectful dialogue with the faculty member. Both faculty member and student should strive to arrive at an acceptable solution that will enable the student to resume the course with confidence.
2. After speaking with the faculty member, or if the student does not feel comfortable in addressing the concern with the faculty member, she/he should submit the concern in writing within 10 days to the Academic Dean.
3. The Academic Dean will then involve both the faculty member and the student in a discussion within 10 days to ensure a favorable resolution to the problem.
4. The resolution of the problem will be communicated to both parties, verbally and in writing.
5. If at the conclusion of these procedures, no satisfactory resolution is achieved, the Academic Dean will invite each party to designate one faculty member and one student to serve on the Academic Review Board. A third additional faculty member will be a member of the Faculty Academic Committee designated by the Academic Dean and will serve as the Chairperson of the Academic Review Board. If either party fails to select members to serve on the Academic Review Board, the Chairperson will select the members.
6. After meeting, the Academic Review Board will send a recommendation to the Academic Dean, who in turn will submit the recommendation to the President.
7. The President will accept or reject the Academic Review Board's recommendation and notify the parties in writing

- within 10 days. The President's decision is final and she has the final authority in the appeal process.
8. The resolution of the problem will be communicated to all parties, verbally and in writing.
 9. Documentation regarding student complaints will be kept for a five-year period. If there is a pattern of complaints, this too, will be documented.
 10. If the student complaints are deemed valid by the Academic Review Board, the resolution will be forwarded to the Administration, which will use the information for making modifications and/or improvements to the institution.

Telephone

Students may use the telephone in the kitchen, if needed. An outside line is obtained by pressing CO1 or CO 2.

ASSUMPTION COLLEGE FOR SISTERS TECHNOLOGY POLICY

INTRODUCTION

This document is a guideline for users of computers and Internet located at Assumption College for Sisters. Faculty should also be familiar with this policy, observe its contents, and remind students that the use of computers and Internet is a privilege not a right. Each student is responsible for the use of the computing resources in an effective, efficient, ethical, and lawful manner. If any user violates these policies, then she/he will be reported to the administration. A decision will be made by the administration after consultation with the student.

All students and faculty are required to read this Technology Policy and sign the Technology Policy Agreement. This Agreement will be kept on file.

I. USER ELIGIBILITY

The Library, Computer Lab and Student Center computers are open-access and available on a first-come, first-served basis. Students also have access to the printers in these places.

Students may not

- leave books, etc. at a computer to reserve it for later use.
- leave a document or an Internet browser open on a computer to reserve the computer.
- save files on individual computers.

Faculty should only save files intended for weekly lectures.

II. RIGHTS AND RESPONSIBILITIES

Students must

- agree to abide by the guidelines established in this Technology Policy
- understand and acknowledge that freedom to access and display information is constrained by the rights of others.

Students may not

- access another student's folder. It is a violation of the individual's privacy.
- change any folders located on the computers.
- use computer resources for any illegal or unauthorized act. Specifically, students may not use computing resources to violate any laws and regulations governing the following: the creation, dissemination, or possession of pornography or other illegal documents or images; the possession or use of programs, files or instructions for violating system security; and the rights of copyright owners regarding text, images, video, software, etc.
- use computer resources to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene email, graphics, or other electronic communications are prohibited.

- change, modify, or eliminate computer configurations and load any application or program software on computers for any reason.

III. INTERNET SAFETY PRECAUTIONS

Internet safety precautions are the responsibility of all users.

Safety tips include:

- Keep your personal information (name, phone numbers, passwords, etc.) private.
- Do not read email or download attachments from people you do not know.
- Understand that nothing done on the internet is private.
- If someone says things or sends you something that you consider inappropriate, do not respond to the person either directly or indirectly. Report the incident to a member of the administration or faculty.
- Never meet ‘online-only friends’ in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper etiquette while online and avoid conflicts with other users. The expectation is that users will behave in a way that is legal and ethical. This includes following the rules of Internet etiquette.

Examples of inappropriate activities include, but are not limited to:

- downloading, copying, transmitting or using any information or files, including music, videos and movies, in violation of copyright laws;
- downloading papers or portions of papers from online sources and presenting the paper as your own work;
- copying any software from computers or installing or downloading any software, including but not limited to, programs, Web browsers, music players and games, onto any of the computers;

- pretending to be another individual in an online environment;
- misrepresenting yourself as someone else to cover up illegal activity;
- failure to cite online sources;
- slander;
- creation and/or distribution of computer viruses;
- vandalizing the data of another user;
- invading a computer system for which you are not authorized;
- changing computer data for which you are not authorized;
- intentionally degrading the performance of a computer system;
- transferring or taking resources that do not legitimately belong to you;
- posting materials that subject others to harassment or intimidation.

IV. POLICY VIOLATIONS

If a computer user violates any of the acceptable use provisions outlined in this document, the user's computer privileges will be terminated and future access may be denied. Some violations constitute a criminal offense and may result in legal action and/or other penalties as deemed warranted by the administration.

V. DISCLAIMER

Assumption College for Sisters (ACS) cannot be responsible for any damage suffered including, but not limited to, loss of data or disruption of service. ACS disclaims any responsibility and/or warranties for information and materials residing on non-ACS systems or available over publicly accessible networks.

Contact Information

Address

Assumption College for Sisters
200 A Morris Ave.
Denville, NJ 07834

Phone Number

(973) 957-0188

Telephone Extensions/e-mail

President 102
president@acs350.org

Academic Dean 106
academicdean@acs350.org

Treasurer 101
treasurer@acs350.org

Secretary/Registrar 105
registrar@acs350.org

Technology Consultant 118
acstechadmin@acs350.org

Student Services 103
criss@acs350.org

Librarian
librarian@acs350.org

Fax

(973) 957-0190

Web Site

www.acs350.org