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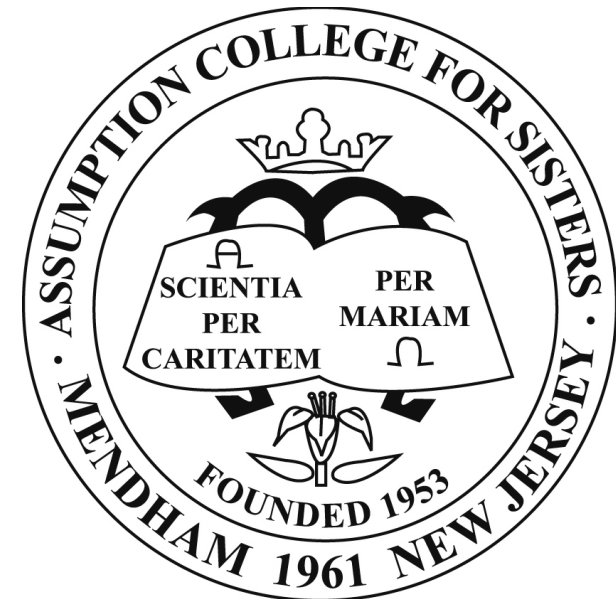
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Student Handbook

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: 08/23

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, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, msche.org. The College earned its accreditation in 1965 and reaffirmation of accreditation in 1975, 1985, 1995, 2005 and 2016. The cycle for reaccreditation has been changed from 10 years to 8 years, so reaccreditation will be given in 2025.

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

*Impelled by Christ's love, Assumption College for Sisters,
through education and community,
forms servant leaders who transform lives.
Teach a Sister...Touch the World.*

Assumption College for Sisters welcomes lay persons to pursue the Certificate in Theological Studies and earn credit in academic offerings that will support them in our common goal of service to the global church.

Providing a value-centered, two-year program in theology and the liberal arts, ACS is the only Sister-formation institution remaining in the United States. 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, Vietnam, and Central America as full-time, resident students. Although the Sisters of Christian Charity had been accustomed to sponsoring a few international student periodically since 1968, the recent increase in students from developing nations represents a new direction in the College's mission of educating women Religious.

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

- **HIDE** in corner of room, far away from window/door.

If you are in the laundry, student center, or language lab:

- Go to Staff Storage room (across from laundry)
- Hide in corner, far away from window and close door.

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

Gardner Field, the Police Station or the Hampton Inn, and the Storage Unit are good places to wait for the police – but find the safest place – in any direction. Call for help if you have your cell phone. Take note of who is with you and stick together until help arrives.

EMERGENCY PROCEDURES

Fire Drill

No matter where you are, quickly go out the nearest door and without any speaking, line up according to your class in the parking lot by Morris Catholic. Do not close windows; if possible, close door.

Shelter in Place (Stay where you are; don't look out)

This will be announced over the loudspeaker.

If you are in the classroom, student center or language lab, the teacher will continue to teach and students continue to work

- Students nearest window, close blinds
- Student nearest door, close and lock doors

No one can leave classroom, bedroom, or office until the message is given that the Shelter in Place is concluded.

Lock Down (danger)

This will be announced over the loudspeaker or by word of mouth. If you can escape, **RUN, HIDE, FIGHT**.

RUN to:

- Hampton Inn 350 Morris Ave, Denville, NJ 07834; (973) 664-1050
- Gardner Field (across from cemetery 2 Savage Rd.)
- or Police Station (by St. Mary's)

If you are in the ACS classroom

- Students nearest window, close blinds
- Student nearest door, close and lock doors
- Push desks, chairs or any other object in front of door.
- Grab object to **FIGHT** back.

context of their own distinctive community charisms. An integrated religious formation is fostered by:

- developing a sound liberal arts curriculum in which theology and philosophy are the foundation;
- creating an atmosphere of academic freedom that supports a vigorous pursuit of truth;
- providing holistic education that incorporates 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, critically, and communicate effectively across cultures;
- skills for discernment and techniques of collaboration;
- proficiency in strategic thinking, innovation, and action.

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 and ministries within local parishes;

- attendance and participation in college and community sponsored events such as the annual fundraiser;
- 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.
- participation in community and College sponsored social justice activities and events such as the local Rosary Rally and the annual March for Life.

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.

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.

Student Use of Technology in the Classroom

Google Translate is not encouraged in the classroom except under special circumstances to be approved by the Academic Dean.

Divisions and individual faculty members may have different policies governing the creation, use, and/or distribution of video and/or audio recording of classroom activities.

Students are expected to abide by the recording policies governing their courses and should request permission from their instructors prior to recording any classroom activity. If the instructor grants permission, the instructor must notify other students in the classroom.

The Academic Dean and Health Services may permit a Class Recording as a reasonable accommodation for an Authorized Student. The Authorized Student shall provide the Instructor with documentation from the Academic Dean to that effect, and the Instructor must comply with that accommodation.

Statement on Student Use of Technology in the Classroom

Students must agree to the following statement to be approved for recording lectures/classes:

If the instructor grants permission for recording any classroom activity, I understand that class recordings are for my own personal use ONLY. The class lectures as presented are the intellectual property of the instructor and comments made by my classmates are their own intellectual property. I agree that I will not share or transfer these recordings by any method currently available or any method that may become available in the future. This means I will not give the recordings to others, upload them to file-sharing sites, post them to the internet, provide them to journalists, or share them in any other way. Violation of this agreement could harm my grade or bring other sanctions, depending on the violation.

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 Treasurer is the Chief Financial Officer of the College and is responsible for managing the business and financial services of the institution. The Treasurer also serves as the Primary Designated School Official of the college, responsible for updating and reporting international student records in the Student and Exchange Visitor Information System (SEVIS). Students with questions about their I-20 forms, non-immigrant student status, or travel documents may discuss them with the Treasurer.

Staff

The Registrar is responsible for registration for all classes, dissemination of official academic records including transcripts, maintaining student files, and oversight of College Office management system.

The Technology Administrator is responsible for support of school issued hardware and software.

The Student Services Coordinator is available to resident students for assistance beyond the academic realm. This includes providing personal and academic supplies, assisting with transportation, and overseeing facility maintenance needs.

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.

Office Hours

Every Instructor offers Office Hours in case students require extra assistance. Office Hours are usually before or after the class and specified on syllabi.

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.

- 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.

Students may not

- access another student's account. It is a violation of the individual's privacy.
- change any settings 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.

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.

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.

Technology Policy

- *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.

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.

User Eligibility

Computer Lab and Language Lab computers are open-access and available on a first-come, first-served basis. Students also have access to the printer in the Student Services office.

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.

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.

Spiritual

There is a Chapel in the Morris Catholic High School on the first floor and a chapel in the convent. Mass is offered in the High School Chapel as posted. Spiritual Direction services can be made available to students upon request.

Student Center

The Student Center, located on the lower level, is available to all students as a place of relaxation, socializing, and at times, studying when a class is not in session there.

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. Students disciplined/dismissed for academic or behavioral issues have the right to appeal administrative decisions. The student must submit a written appeal with supporting documentation to the Academic Dean within 48 hours of the probation or dismissal notification. For a written description of the policy and methods used in handling student complaints, go to:
<http://acs350.org/student-life/student-life-student-services/>.

Telephone

Students may use the telephone in the Student Center, if needed.

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.

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.

Counseling services can be made available to students by licensed clinical therapists. A registered nurse is available to the students.

Internet

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

Meals

Residential students will prepare their own lunches and commuter students may bring their lunches. All are welcome to eat in the dining room during the midday break. Hot and cold water is available in the kitchen throughout the day.

Orientation

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

Scholarships

Perpetually professed members of religious communities from developing nations may apply for scholarships to ACS and may reside at the College. Special guidelines for international students are outlined in the “Admissions” section of the *Bulletin*.

students to review the records. ACS may charge a fee for copies.

- ACS must have written permission from the student in order to release any information from a student's education record. However, ACS retains the right to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - Superiors from the student's Religious Community

Student Support

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.

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 Support 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 midterm and end of each semester, except in the summer session. A written final examination is administered in 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. “Take-home” examinations are only permitted after discussion with and approval of the Academic Dean

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.

Grading System and Quality Points

Written examinations are given at the midterm and end of each semester, except in the summer session. A written final examination is administered in 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. “Take-home” examinations are only permitted after discussion with and approval of the Academic Dean.

A copy of the Grading System and Quality points is found on an attached insert.

Library Services

The College holds membership in the Virtual Academic Library Environment (VALE), a consortium of academic libraries in the State of New Jersey. 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.

The College print and AV holdings are located in the main convent classroom. From the ACS website, acs350.org, students have access to resource links by subject, public and academic libraries, and various open access resources.

Resident students possess a Denville Library Card. ACS holds a Denville Library card for commuter students and a Courtesy Card for faculty members.

Arrangements for library usage have been made with neighboring institutions: Seton Hall University and Saint Elizabeth University.

Student Educational Records Privacy Policy

The Academic Dean maintains the student transcripts and personal information as permanent records. These are retained securely, free from the potential for accidental destruction or intentional tampering. ACS privacy policy regarding student records is as follows:

- Students have the right to inspect and review her education records maintained by the college. ACS is not required to provide copies of records unless, for reasons such as great distance, it is impossible for