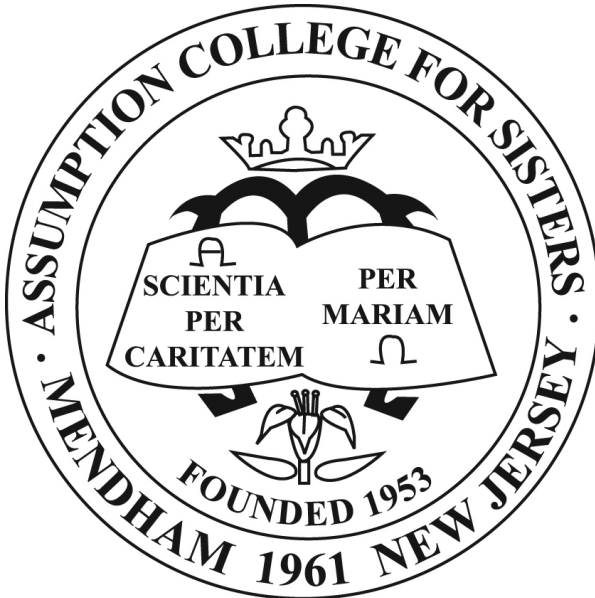


# Student Handbook

## 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: 10/24

## **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

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.

## **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 Assistant to the President assists the President with daily operations and special projects and supports the Student Services Coordinator.

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.

### ***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.

### ***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](http://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

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.

### ***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*.

### ***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.

## **Student Code of Conduct**

Enrollment at Assumption College for Sisters implies acceptance of specific standards of student conduct and a willingness to abide by those standards. College standards of conduct are established to maintain conditions under which individuals, with respect for the rights and well-being of

others, can participate effectively in a common educational experience within a safe and robust collegiate community.

At Assumption College for Sisters, administration, faculty, and students are encouraged to reverence the dignity of each other. 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 the administrative decisions.

The college adopts the following Student Code of Conduct hereby referred to as the code and prohibits all persons from engaging or participating in any of the practices or behaviors which breach the Code. Specific examples are used by way of illustration and are not meant to limit the practices or behaviors that may be deemed to breach the college's standards of conduct.

Conduct that fails to harmonize with the philosophy and moral standards of the College will not be tolerated.

The following are examples of college expectations and misconduct under the code subject to disciplinary action on college premises or at college-sponsored activities. Any student, group, or organization found to have committed misconduct is subject to disciplinary action and sanctions including, but not limited to, those outlined in the code. up to and including dismissal and expulsion. Student Code of Conduct violations (except as noted) should be reported to the President, Academic Dean, and the Student Services Coordinator.

### ***Student Code of Expectations and Prohibitions***

The Student Code of Conduct describes the rules and expectations established by the College for student conduct. The Disciplinary Procedures process is to be used in cases of student noncompliance with the Student Code of Conduct. It provides for the temporary imposition of sanctions by an



appropriate College official and requires reporting of all code violations and disciplinary actions to the Academic Dean. Infractions/discipline imposed must be reported in writing with relevant documentation within 24-72 hours of the incident when possible. Information will be reviewed, and support will be provided by the appropriate college staff and personnel. Faculty, staff, and/or students may report any suspected code of conduct violations and those involved will be notified and all incidents documented accordingly. An appeal process is applicable upon the written request of the student after a disciplinary decision has been made and/or supported by the Academic Dean and President.

All student conduct incidents shall be reported to either/or both the Academic Dean and the President.

### ***Appropriate Attire/Hygiene***

Dress, grooming, personal cleanliness, and good hygiene standards contribute to the ambiance and character of the college. College students are required to adhere to prevailing standards of good judgment and are expected to conduct themselves in a way that best represents themselves and the college.

### ***Appropriate Conduct***

Students are expected to act responsibly and to conduct themselves in the classroom and on campus in a manner that does not disrupt the learning process. A climate of mutual respect and courtesy should exist between faculty, staff, and students. However, students must recognize that instructors and staff, by their positions, must exert a measure of authority in the classroom and other campus areas. Students should respect this authority. Disciplinary problems may result in a student being withdrawn from class, and, in extreme cases, dismissed from the college. (See sanctions section on p. 28)

1. ***Classroom and Laboratory Safety Violations***  
Students must abide by classroom safety regulations. Safety glasses, headgear, aprons, lab coats, earplugs, and other appropriate safety equipment may be needed by all students in specific courses.
2. ***Dishonesty – Academic***  
The college considers academic honesty to be essential to all academic performance. Instances of academic dishonesty will be treated as serious offenses of the Student Code of Conduct.
3. ***Dishonesty – Non-Academic***  
Non-academic dishonesty includes, but is not limited to: Furnishing false information to the college or college personnel. Furnishing false information at disciplinary proceedings. Forgery; unauthorized alteration or unauthorized use of any college documents or records.
4. ***Transfer Admission Guidelines***  
While at ACS, students may not act as their own agents in attempting to secure admission and scholarships to further their education. Transfer admission guidelines must be followed and the Academic Dean must be the contact person to discuss admission, tuition, and housing scholarships with representatives from institutions of higher education.
5. ***Disorderly Conduct***  
Disorderly conduct is prohibited and is defined as acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to others, including, but not limited to, shouting or making excessive noise either inside or outside the building to the annoyance or disturbance of others; verbally abusing college

officials (either on the phone, in person or via electronic communications) acting in the performance of their duties; acting indecently; making threats; harassing others.

#### **6. *Drug and Alcohol Violation***

Assumption College for Sisters is a substance free school, the use of drugs, or smoking is strictly forbidden.

If a student is experiencing problems with drugs and/or alcohol she should contact one of ACS nurses for referral and intervention.

#### **7. *Fire/False Alarm/Report***

Knowingly or negligently causing or attempting to cause a fire in a college building; and initiating or causing to be initiated any false alarm/report, warning, or threat of fire, explosion, or other emergency is prohibited.

#### **8. *Games of Chance***

The College prohibits games of chance on the college campus. Except as hereinafter provided, the College prohibits the sale, solicitation, or promotion of a game of chance, including, but not limited to, lotteries, raffles, bingo, or similar other activities on college premises or which use the college's name in any way. The Board authorizes the President of the college to waive this prohibition for such fundraising activities that support student services or scholarships, and which comply with any applicable laws and license requirements. The President may establish procedures and guidelines for applying for this waiver.

#### **9. *Harassment – Discrimination and Bullying***

Any form of discrimination and harassment is unacceptable at Assumption College for Sisters, and complaints or charges will be followed through with appropriate action. This includes any form of bullying, inappropriate and offensive conduct against any person, student, staff member, or college

guest based on race, color, religion, gender, national origin, creed, ancestry, familial status, age, disability, marital status, height, weight, sexual orientation, socio-economic status, and other protected status or reasons. Modes of contact or communication include, but are not limited to, in person, in writing, through telephone, electronic mail, social media, or instant messaging. Concerns should be directed to the Academic Dean at 973-957-0188 ext. 100.

#### **10. *Harassment – Sexual Harassment***

Sexual harassment or related retaliation is strictly prohibited on campus and in college-affiliated activities. Prohibited conduct includes, but is not limited to, unwelcome verbal or physical acts that are sexual in nature, unrelated to the content or context, and sufficiently severe and/or pervasive as to objectively either (a) have the effect of unreasonably interfering with an individual's work or academic performance, or (b) create an intimidating, hostile or offensive learning or working environment. Sexual harassment includes but is not limited to, sexually based unwelcome verbal remarks or physical advances, requests for sexual favors, inappropriate and unwelcome contact, and explicitly or implicitly stating that submission or rejection of sexual acts or advances will be a factor in one's employment, participation or evaluation within the College and/or its activities. Concerns should be directed to the Academic Dean at 973-957-0188 ext. 100.

#### **11. *Non-compliance***

Failure to comply with reasonable directions from college officials, including faculty and staff acting in the performance of their duties is prohibited. Directives to cooperate in the administration of the Code including those to appear and give testimony at a college disciplinary proceeding, as well as directives to produce identification are included in the scope of this provision.

**12. *Regulation Violation***

Any violation of other published regulations including, but not limited to, ACS policies as listed in the Bulletin is considered a Code violation.

**13. *Sanction Violation***

Violating the terms of any disciplinary sanction imposed under the Code is a Code violation.

**14. *Seeking Financial Support***

Students on scholarship are prohibited from soliciting, seeking, or asking for additional financial support in any manner from any Sister of Christian Charity or their employees, ACS Board of Trustees, Committee members, faculty members, students, or volunteers.

**15. *Theft or Damage to Property***

No person or persons shall steal or damage property belonging to another person, organization, or institution. Violators may be handled by the local police, the college disciplinary process, or both.

Theft: Theft of property or services or knowing possession of the stolen property.

Destruction of Property: Destroying or damaging college property, such as library holdings or the property of others.

**16. *Unauthorized Access or Use of ACS College***

Students and members of the public are not allowed in the campus building or facilities after the building has been closed and locked.

**17. *Unauthorized use of the College's Name***

Any unauthorized commercial use of the college's name, logo, or other representation, or undertaking any unauthorized action in the name of the college is prohibited.

### 18. *Violation of Law*

Violation of federal and/or local law, including, but not limited to, possession of any falsified identification or the manufacture, sale, or distribution of local, state, or federal identification.

### 19. *Sanctions for Code Violations*

The college's policy is directed toward imposing disciplinary sanctions based on the nature of the case. The college seeks to preserve flexibility in the imposition of the sanctions so that each student or group of offenders is afforded the greatest possibility for appropriate and just treatment. Significant mitigating or aggravating factors shall be considered, which may include the current demeanor and the presence or lack of a disciplinary record of the student, as well as, the nature of the incident and the extent of any damage, injury, or harm resulting from it. Students may appeal disciplinary actions through the Student Grievance Procedure outlined in the Bulletin on p. 16.

### *Academic Integrity Policy*

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 submissions,

facilitating the dishonesty of another student, cyber fraud, or other dishonest behaviors 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.
- **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 (p. 23).

### ***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 the instructor, redoing an assignment, retaking a test, changing of a grade on an assignment or test, a grade of 0 on an assignment or test, grade of "F" for the course, dismissal from Assumption College for Sisters.



### ***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 above.

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.

## **Technology Policy**

### ***Introduction***

This document is a guideline for users of computers and the 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 the 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-serve 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.

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 on 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.
- 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 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.

### ***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 creating, using, and or distributing video and or audio recordings of classroom activities. Students are

expected to abide by the recording policies governing their courses and should request permission from their instructors before 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.*

### **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.

### ***Sanctions may include but are not limited to:***

- Verbal warning – Reported verbal reprimand.
- Censure – An official written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct will be cause for disciplinary action.
- Disciplinary probation –The college may limit and/or monitor student participation in academic, privileged, or extracurricular activities for a specified period. Violation of the terms of disciplinary probation may result in suspension or expulsion from the college.
- Suspension – Exclusion from classes and other privileges or activities. Any student who is suspended shall not be entitled to any tuition or fee refund.
- Expulsion – Termination of student status and exclusion from college privileges and activities. Any student who is expelled shall not be entitled to any tuition or fee refund.
- Other sanctions – Other sanctions may be imposed instead of or in addition to those specified above. Service projects also may be assigned. Access to technology and participation in college activities may be denied.
- The Academic Dean or President may suggest the student participate in a written self-reflection exercise to help the student examine her/his decision-making to influence good judgment in future decisions. It will also help students gain a better understanding of certain policies, rules, and philosophies within the ACS community.

## 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.

- **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.



## **Contact Information**

### **Address**

Assumption College for Sisters  
200 A Morris Avenue  
Denville, NJ 07834

### **Phone Number**

(973) 957-0188

### **Fax**

(973) 957-0190

### **Web Site**

[acs350.org](http://acs350.org)

### **Telephone Extensions/e-mail**

**President** 102  
[president@acs350.org](mailto:president@acs350.org)

**Academic Dean** 100  
[academicdean@acs350.org](mailto:academicdean@acs350.org)

**Treasurer** 101  
[treasurer@acs350.org](mailto:treasurer@acs350.org)

**Assistant to the President**  
[acsmissionadmin@acs350.org](mailto:acsmissionadmin@acs350.org)

**Registrar** 105  
[registrar@acs350.org](mailto:registrar@acs350.org)

**Technology Administrator** 108  
[acstechadmin@acs350.org](mailto:acstechadmin@acs350.org)

**Student Services Coordinator** 103  
[studentservices@acs350.org](mailto:studentservices@acs350.org)

**Nurse** [nurse@acs350.org](mailto:nurse@acs350.org) 103

**Librarian** [librarian@acs350.org](mailto:librarian@acs350.org)