

GROUP B - DOCUMENTS THAT ESTABLISH IDENTITY:

- A state issued driver's license or ID card with photograph or information such as name, gender, date of birth, height, color of eyes
- School ID with photograph
- U.S. Military card
- Other documents with similar information

GROUP C - DOCUMENTS THAT ESTABLISH EMPLOYMENT ELIGIBILITY:

- Original, signed, Social Security card
- A certificate of birth issued by a state, county or municipal authority bearing a seal or other certification
- Unexpired Department of Homeland Security Employment Authorization

A student may not work without I-9 clearance and will not be put on the payroll.

STUDENT EMPLOYMENT GUIDE

The Human Resource Department in coordination with Information Technology Services has developed the "Student Employment Guide." Located on the Holy Cross web page, and accessed through Web Services, this allows you to view current employment positions available on campus. When you apply for a position, your application will go directly to the hiring manager for that specific job. You may apply by using your same campus user ID and password. As in the past, preference for all positions available will be given to Work Study approved students through the month of September. In addition, First year students are only allowed to work in Dining Services, although you should feel free to look at what positions will be of interest to you for future years. Departments are constantly listing open positions, so you may want to consult the Student Employment Guide periodically for new listings.

Questions regarding access to the site should be directed to the Help Desk. Feedback on the Student Employment Guide and its pro's and con's should be directed to Pat Halpin in the Human Resource Department. The Human Resource Department, O'Kane B72, is open 8:00 a.m. to 5:00 p.m. Monday through Friday. Detailed off campus job openings are posted outside Human Resources. Students who wish to obtain part-time campus employment should consult the Student Employment Guide.

STUDENT CONDUCT & COMMUNITY STANDARDS

Hogan 109
793-2669

www.holycross.edu/sccs/

COMMUNITY STANDARDS AND DISCIPLINARY PROCEDURES FOR STUDENTS

To enter the College of the Holy Cross is to accept an invitation to participate in the growth and development of a "community marked by freedom, mutual respect and civility." Students also accept the rights and responsibilities of membership in this community. High standards have been established for membership in this community, including high standards of personal conduct and behavior. Choosing to become a member of this community implies a commitment to an open dialogue about the basic human questions fundamental to a liberal arts education in a Jesuit tradition and a responsibility to maintain an environment in which this dialogue can occur. Respect for the dignity, integrity, well-being and property of others is essential to the maintenance of the Holy Cross community.

The College of the Holy Cross assumes that all students will abide by the policies, rules, and regulations of the college and by state, local, and federal laws. Community Standards and Disciplinary Procedures have been established to address allegations of student misconduct. The student conduct and discipline system exists to protect members of the College of the Holy Cross community and of students accused of violating the community standards. The discipline system is designed to educate students, encourage sound decision making and provide opportunities for growth and personal development.

All student members of the College of the Holy Cross community have certain rights. These include:

The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.

The right to be treated as an individual member of the community, which includes the right to be free of discrimination based upon age, sex, religion, ethnic or national origin, handicap, or status as a veteran, and the right to be free from harassment of any type.

The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely. The right to be free of any action that unduly interferes with a student's rights and/or learning environment.

The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion. The right of privacy, which includes the right to be free of unauthorized search of personal spaces.

In the case of disciplinary procedures, students have the right to be informed of any charges of misconduct, the right to adequate time to prepare a response to the charges, the right to hear information in support of the charges, the right to present evidence against the charges, and the right to a fair process which is appropriate to the circumstances.

AUTHORITY FOR STUDENT DISCIPLINE

Community Standards of the College of the Holy Cross addresses student misconduct that takes place on college premises and addresses off campus conduct when the behavior may have or has had an adverse impact upon the community or reputation of the College. Community Standards also applies to college sponsored events, activities, trips, etc. which may occur off-campus. The purpose of campus disciplinary proceedings is to provide a fair evaluation of a student's responsibility for violating college regulations. Rules of evidence ordinarily found in legal proceedings shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the college may result.

Students includes all persons (other than faculty, staff or administrators) taking or auditing courses at the College of the Holy Cross, either full or part time. Persons who are not currently enrolled for a particular term but who have a continuing relationship with the college are considered students.

Disciplinary authority may be delegated to college administrators, faculty members, committees, and organizations, as set forth in the community standards and through other appropriate policies, rules, or regulations adopted by the Board of Trustees. Under the direction of the Vice President for Student Affairs / Dean of Students (VPSA/DOS), the Director of Student Conduct and Community Standards has the responsibility to administer all nonacademic student discipline.

Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the college, is retained by the VPSA/DOS or designee. The college retains the right to suspend students pending a disciplinary review for allegations of gross misconduct or if they pose a threat or a perceived threat to the college community.

The VPSA/DOS or designee may impose conditions on a student's continued relationship with the college before, during, and/or after the conclusion of the disciplinary process.

The Community Standards and Disciplinary Procedures are reviewed every (3) three years by the Director of Student Conduct, Dean of Students /Vice President for Student Affairs, College General Counsel and the Student Life Committee. The next review is scheduled for the 2016-17 academic year.

INTERIM SUSPENSION

When it is considered necessary to remove a student from campus until the completion of a discipline hearing, the VPSA/DOS, the Director of Student Conduct and Community Standards, or their designated representatives may invoke an immediate interim suspension from the college. An interim suspension may be imposed for the following reasons: a) to insure the safety and well-being of members of the college community or to preserve college property; b) to insure a student's own safety or wellbeing; c) if a student poses a substantial threat of disruption or interference with the normal operations of the college; d) there is an allegation of gross misconduct in violation of criminal law.

The decision to interim suspend a student shall be communicated by the VPSA/DOS or designee in writing to the student and shall be effective immediately. Notification shall either be hand-delivered or sent by certified mail. Failure or refusal to take receipt of notification shall not negate or postpone said action. The appropriate college authorities shall be notified of the temporary suspension.

In the case of interim suspensions imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved through a criminal law process. If a student elects not to resolve a disciplinary matter or communicate their intentions regarding resolution of the allegation the interim suspension may become a permanent suspension or dismissal.

Student non-compliance with an interim suspension can result in the imposition of an immediate college suspension.

INTERIM RESTRICTIONS

Short of an interim suspension, it may be necessary to restrict a student from other privileges pending the resolution of a disciplinary matter. Students may be restricted from campus housing, campus activities, athletic participation, or other privileges that they would otherwise enjoy. The decision for interim restrictions shall be communicated by the VPSA/DOS or designee in writing to the student and shall be effective immediately. Notification shall either be hand-delivered or sent by certified mail. Failure or refusal to take receipt of notification shall not negate or postpone said action. The appropriate college authorities shall be notified of the interim action.

The altered privileges shall remain in effect until a final decision has been made regarding pending complaints or until the VPSA/DOS or designee determines that the reason for imposing the restriction no longer exists. Student non-compliance with an interim restriction can result in the imposition of an immediate interim suspension.