



**Collegium sanctorum angelorum**

**Catalogue**

**2021-2022**

## Collegium sanctorum angelorum

In this catalogue the names Collegium sanctorum angelorum, Collegium, and The Collegium are used to refer to the same institution.

Link to  
[Academic Calendar 2021-2022](#)

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**Link to**  
**[Mission and Vision of The Collegium](#)**

**Link to**  
**[The Board and Faculty of The Collegium](#)**

**Link to**  
**[Entrance Requirement/Admissions Process](#)**

### **Academic Regulations**

It is the student's responsibility to be familiar with and to comply with all academic regulations. The Academic Dean is the normative head of academic life at the College, and all questions regarding academic matters should be referred to him or his delegates.

#### **A. Degree Requirements**

The Collegium curriculum integrates the materials that constitute the major subjects of the liberal education in a way that illumines their meaning and shows their relevance to one another. As a consequence, all students in the program take the same courses in a predetermined order, and all are required to attend fulltime.

##### **(1) Course Load**

Successful completion of the entire set curriculum, consisting of 133 credits of coursework is required to graduate with a Bachelor of Arts degree in Liberal Arts. A minimum cumulative grade point average (GPA) of 2.0 is also required.<sup>1</sup>

##### **(2) Residency**

A student must complete at least 78 credit hours of instruction at The Collegium in order to receive a degree from The Collegium. At least 45 of those credits must be at the upper level (300- or 400-level courses).

##### **(3) Remedial Instruction**

The Collegium will provide peer-to-peer tutoring to students needing academic assistance. However, no credit toward graduation will be offered for any tutoring or for any courses taken elsewhere as remedial instruction.

##### **(4) Credit Hours and Minutes/Hours of Instruction**

As per the requirements of the State of Maryland, course calendars are organized so that there are at least 15 hours of 50-minute classes for each credit awarded. Laboratory classes have at least 30 hours of 50-minute classes for each credit awarded.

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<sup>1</sup> One semester hour of credit will be awarded for a minimum of 15 hours of 50 minutes each for classroom instruction. Laboratory or studio: 30 hours of 50 minutes each.

## **(5) Curriculum and Courses**

The curriculum can be found at <https://www.the-collegium.org/curriculum>.

Course Descriptions can be found at <https://www.the-collegium.org/course-descriptions>.

## **(6) Pedagogy**

The Collegium is committed to the highest standards in pedagogy and to the use of varied methodologies depending on the topics and the needs of the students. The majority of courses are taught through direct methods, but faculty members, who are committed teachers, are encouraged to explore and utilize all methodologies that will benefit the students.

## **(7) General Education**

In accordance with Regulation 13B.02.02.16E, the General Education requirements of the State of Maryland are fulfilled with the following courses:

- (i) Arts and humanities - MUS 101 Music History I (3 cr.);
- (ii) English composition - TRV 102 Logic II: Socratic Logic (3 cr.), TRV 202 Written Rhetoric II: Composition (3cr.), TRV 301 Oral Rhetoric I (3 cr.);
- (iii) Social and behavioral sciences - HUM 102 Ancient Greece (3 cr.);
- (iv) Mathematics - MTH 201 Math Applications: Intro to Programming (3 rc.) or MTH 401 Statistics (3 cr.) ;
- (v) Biological and physical sciences - SCI 101 Biology (3 cr.),  
SCI 101L Biology Lab (1 cr.) ;
- (vi) additional credits, to result in a total of 40 credits of General Education courses, from the following:

Arts and Humanities: CAT/MUS 102 Music History II (1 cr.),  
MUS 201 Music History III (3 cr.), MUS 301 Music History IV (3 cr.),  
ART 302 Classical and Byzantine (3 cr.), ART 402 Medieval to Baroque (3 cr.);  
English and Composition: TRV 101 Logic I; Grammar and Language (1 cr.),  
TRV 201 Readings in Written Rhetoric I (1 cr.), TRV 302 Oral Rhetoric II (1 cr.)  
Social and Behavioral Sciences: HUM 201 Ancient Rome (3 cr.), HUM 202 Early Middle Ages (3 cr.), HUM 301 Late Middle Ages (3 cr.),  
HUM 302 Renaissance (3 cr.), HUM 401 Enlightenment and Americanism (3 cr.),  
HUM 402 Modernity (3 cr.), THL 101 Scripture: Salvation History (3 cr.),  
THL 102 Scripture: Revelation, Faith, and Reason (3 cr.),  
THL 201 Aquinas: Mystery of the Trinity (3 cr.),  
THL 202 Aquinas: Creation and Providence (3 cr.), THL 301 Aquinas: Grace, Sin, and Redemption (3 cr.), THL 302 Aquinas: Mystery of the Incarnation (3 cr.),  
THL 401 The Body of Christ: Ecclesiology (3 cr.), HUM 402 Modernity (3 cr.);  
Biological and Physical Sciences:  
SCI 401 Natural Philosophy & Modern Science (3 cr.).

## **Integration and Structure**

The above courses are selected within a completely integrated curriculum to highlight the specified outcomes in the state General Education requirements:

- (a) Communicate effectively in oral and written English - TRV 202 Written Rhetoric II (written), TRV 301 Oral Rhetoric I (3 cr.) (oral);
- (b) Read with comprehension - TRV 202, HUM 102;
- (c) Reason abstractly and think critically - TRV 102;
- (d) Understand and interpret numerical data - MTH 201 or MTH 401;
- (e) Understand the scientific method - SCI 101 and SCI 101L;
- (f) Recognize and appreciate cultural diversity - MUS 101;
- (g) Understand the nature and value of the fine and performing arts - MUS 301;
- (h) Demonstrate information literacy - TRV 102.

## **B. Registration and Advising**

### **(1) Enrollment**

Admitted freshmen are enrolled on the date when The Collegium receives the parents' signed Oath Against Modernism and the student's signed Commitment of Attendance form, signed Oath Against Modernism, and the required deposit. Reenrollment for returning students occurs when the College timely receives the annual Recommitment of Attendance form.

### **(2) Registration**

Enrolled students are officially registered for the academic year when all required forms are completed and signed by the student and received by the The Collegium. These forms include, but are not limited to, proof of health insurance, health information update, Registration form, Acknowledgement of Access to Educational Records, Acknowledgement and Assumption of Risk and photo release. In addition, students and parents must complete and sign the Payment Plan and Promissory Note and all The Collegium loan documents, if applicable. In addition, there must be no unresolved disciplinary, academic, or financial problems.

### **(3) Academic Advising & Tutoring**

The Collegium has a set curriculum and course load for every student for all four years and thus needs no assigned advisors. The Academic Dean and the faculty are readily available to students for consultation and counsel about any difficulties they may be having.

Additional tutoring in any subject can be arranged for students who request it; at times students may be required to seek tutoring. In general, it is the student's responsibility to seek out help from professors, rather than waiting for it to be offered.

### **(4) Don Rags**

About midway through each semester, each freshman and sophomore student meets with his teachers as a group to receive positive and constructive comments about his academic performance. The Academic Dean may choose to meet with freshmen and/or sophomores to

discuss various aspects of the intellectual life and of their academic progress. In place of Don Rags, juniors and seniors are expected to ask about their standing with their professors.

### **C. Grades & Honors**

Although The Collegium sees it as intrinsically more important that students acquire good habits than that they achieve high grades, grades are given to help record the student's academic progress and to provide graduate and professional schools with the information they need to assess applications for admission.

#### **(1) Grading System**

The Collegium uses a 4.0 grading scale. Letter grades, including pluses and minuses, are awarded for courses; the grade of "A+" is not given. The chart below indicates numerical equivalents for letter grades, as well as a description of how the grades are to be understood.

##### **GPA Letter Description**

4.0 A Excels in fulfilling requirements or exceeds them

3.7 A–

3.3 B+

3.0 B Fulfills requirements well

2.7 B–

2.3 C+

2.0 C Adequately meets requirements

1.7 C–

1.3 D+

1.0 D Barely meets requirements

0.7 D–

0 F Fails to meet requirements

P Passes the requirements

I Incomplete

W Withdrew

WP Withdrew with a passing grade

WF Withdrew with a failing grade

A student's GPA for each semester, as well as the cumulative GPA, is recorded on a report card and on the student's transcript. At the end of each semester, grades are sent to each student and to his or her parents, according to the agreement signed by the student. If a student or the student's parents have any outstanding debts to The Collegium, the student will not be allowed to reregister or to obtain a transcript.

#### **(2) Academic Honors**

A student earning a semester GPA of 4.0 is placed on the President's List; 3.7 or higher is placed on the Dean's List; 3.5 or higher is placed on the Honors List.

### **(3) Graduating with Honors**

Students graduate with honors if they achieve the following cumulative GPAs: cum laude for a GPA of 3.5 or above; magna cum laude for a GPA of 3.7 or above; summa cum laude for a GPA of 3.85 or above.

## **D. Study and Class Participation**

### **(1) Class Preparation**

Both the preparation of a text by careful reading, and its treatment in the classroom, are ordered to a deeper understanding of the truth. Students should allot as much time as necessary to prepare the assignments.

### **(2) Class Attendance**

Class attendance at The Collegium is mandatory. At his own discretion, a professor may choose to accept work missed due to an absence. Each course syllabus specifies in detail the impact of absences on the grade for a given course.

Further, The Collegium sees class attendance as an important component of community life at the College. Therefore, if a student misses more than two weeks of a given class for any reason, he or she will have to appear before the Disciplinary Committee which will then determine whether any disciplinary action needs to be taken, including probation or dismissal from the The Collegium.

### **(3) Authority of Professors**

A professor may exclude or suspend from class a student acting in a disruptive or unbecoming manner. If there are repeated violations or the incident is sufficiently serious the matter will be referred to the Disciplinary Committee for action, which could include expulsion.

## **E. Probation, Dismissal, and Incompletes**

### **(1) Academic Probation**

The minimum cumulative GPA of 2.0 required to graduate is based on a judgment that a student who does not, to a certain determinate extent, grasp and retain the materials learned in class is not in fact successfully completing The Collegium's curriculum. Therefore, a freshman, sophomore, or junior whose semester GPA falls below 2.0 will be put on academic probation for the following semester. If such a student fails to attain a semester GPA of 2.0 or higher for any semester in which he is on academic probation, he will be dismissed from the College. In order to be taken off academic probation, that student must raise his cumulative GPA to at least 2.0. If the student does not raise his cumulative GPA to at least 2.0 within two consecutive semesters, he will be dismissed from The Collegium. For seniors, a minimum semester GPA of 2.0 for each semester of senior year is required in order to graduate from the program.

### **(2) Academic Failure**

Normally, a student who receives an F in any course will not be permitted to continue at the College. In certain cases, the Academic Dean in consultation with the faculty may allow a



student to make up the F by retaking tests or completing missing work in order to obtain a passing grade. The instructor of the course, in consultation with the Dean, will determine the exact nature of the assignments or tests needed to fulfill the requirements for a passing grade. Students in this situation must complete all assigned work either during the Christmas holidays or during the first month of the summer vacation. A student who fails multiple courses will not be given an opportunity to make up the grades.

### **(3) Appealing Grades**

Students who receive a letter grade of C– or below for a course have the option of formally appealing their grade, if they have discussed the grade with the course instructor and not come to a satisfactory resolution. The student must contact the Academic Dean within three weeks of the reception of the grade. The student appealing the grade has the responsibility of providing evidence to support the claim that the grade should be higher. The appeal, with evidence, will be considered by the Academic Dean, and he will make a final determination. It will take extraordinary circumstances for the Academic Dean to change a grade given by a course instructor.

### **(4) Incompletes**

If a student is unable to complete the requirements for a required academic course by the end of the semester, he may ask the instructor for an incomplete, and the instructor, in consultation with the Academic Dean, may at his discretion grant the student one month from the last day of the semester to complete the work. Incompletes are granted only in dire circumstances, such as a serious illness. If after one month the coursework is still incomplete, a student will receive the grade he has earned for that course.

### **(5) Withdrawal**

A student may voluntarily withdraw from The Collegium before completing seven weeks' worth of classes. The transcript will show "W" for each of that semester's courses. Refunds for withdrawals are discussed at <https://www.the-collegium.org/cost-of-attending-the-collegium>.

If a student withdraws after the seventh week of classes but before completing the twelfth week, he will receive "WP" or "WF" on the transcript for each of that semester's courses, indicating whether he had a passing or a failing grade at the point at which he withdrew. A student who has withdrawn after the seventh week will not be entitled to a refund for tuition, room, board or fees for that semester. A student is not permitted to withdraw after the twelfth week of class. Should he leave the college at that point, his transcript will show an F for each of that semester's courses.

### **(6) Reapplying to the College**

A student who fails to meet the terms of academic probation, suffers dismissal due to one or more failing grades, or withdraws may inquire about reapplying to The Collegium. Such cases will be reviewed by the Academic Dean, and the Dean of Men/Women. A student who left because of a failure to meet academic probation would reapply to begin anew the semester in which he first earned probation; thus, two full semesters would need to be repeated.

### **(7) Repeating a Semester**

When a student repeats a semester for any reason, all the new grades, even if lower than before, will replace the previous grades on transcripts and for the purposes of GPA calculation. Students who are permitted to repeat a year are required to take all classes. A student mentor will be provided to help the student with his schoolwork in his repeating year.

However, any courses that are taken as remedial work, that is, preparatory work for courses in The Collegium curriculum, will not be granted credit or counted toward the credits required for graduation.

### **F. Intellectual Honesty**

At the center of The Collegium's mission is the formation of the mind and soul. Teachers use written and other assignments to discover whether a student understands a certain truth or possesses certain intellectual habits, and then they teach based on what they have discovered. Any attempt to defeat these assignments by deceiving the teacher about what work the student has done for himself constitutes intellectual dishonesty. Because it is an offense against truth itself, and because it attempts to prevent teachers from teaching, such dishonesty is a direct attack on the common good of The Collegium: as far as it lies in his power, the student who cheats or plagiarizes opposes the reason for The Collegium's existence. Moreover, any commendations or benefits the cheater or plagiarist gains through his grades are effectively stolen, and in some cases stolen from others who should rightfully have received them.

Teachers expect that students will help each other, for example, in the initial brainstorming stage of an assignment, and so they are not deceived when students help each other in this way. Students also commonly ask one another to read an essay draft to check for clarity and persuasiveness.

However, it is wrong to do any of the following:

- To submit an essay written in whole or in part by another student as if it were your own, or to copy another student's homework and submit the work as if it were the product of your own labor; To use or download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source;
- To restate verbatim or paraphrase another author's work or to reproduce the substance of an author's argument without acknowledging the source;
- To take work originally done for one instructor's assignment and resubmit it to another teacher;
- To cheat on tests or quizzes through the use of hidden notes, viewing another student's paper, revealing or receiving test or quiz answers through verbal or textual communication, sign language, or other means of storing and communicating information.

Any action of this sort will result in failure of the course. Repeated acts of intellectual dishonesty will normally entail expulsion from The Collegium.

### **G. Transferring to The Collegium**

Any student wishing to transfer to The Collegium from another institution must apply and meet

all the requirements of graduating high school students. The courses from the student's previous institution will be considered for transfer credit on a course-by-course basis. The content of previously taken courses must be substantially the same as any courses for which a student desires transfer credit. The Collegium will accept credits from a regionally accredited institution, an institution that is a candidate for regional accreditation, or an institution with which The Collegium has an articulated agreement in which course competencies are specified, with copies of the agreement being maintained on file.

Transfer credits will be limited to a total of 65 credits for any student.

#### **H. Credit for Prior Learning**

The Collegium will consider transfer credit according to the procedure outlined above. However, The Collegium will grant no credit for prior learning that is not documented with academic credit.

### **Student Services and Student Life**

#### **The Dean of Men and Dean of Women**

The Dean of Men and Dean of Women supervise the prefect staff as well as the Student Activities Council, organizing social and sporting events, cultural activities, and working in conjunction with the pastor of St. Mary's to coordinate campus ministry events. These deans also serve as resources for student education and wellbeing in regard to relationships, alcohol, and mental health, and maintain communication with parents throughout the year.

These deans oversee the logistics of The Collegium housing, student service hours, corporate work-study, and cafeteria coordination. They also assist with student counseling and medical issues, assisting with student medical issues.

#### **Prefects**

The Dean of Men and Dean of Women are assisted by male and female student prefects who are assigned to each residence hall. Prefects help maintain the rules that sustain a closeknit Catholic community and protect its harmony and tranquility. They do this by acting with the authority of the Collegium administration. Yet they are also fellow students and serve as peer leaders rather than police officers. While the prefects act in keeping with The Collegium rules, the manner of implementation of those rules is ordinarily left to their discretion in consultation with one of the supervising deans. Prefects must act as role models to other students. Prefects are responsible for signout procedures, and contacting authorities in any emergency.

Each year one male and one female prefect are chosen to be head prefects. Their responsibilities are to lead and mentor the other prefects, advise and assist the other prefects in difficult situations, and further exemplify appropriate student conduct.

#### **Student Activities Council**

The Student Activities Council encourages student-led commitment to the traditions, community, and cultural life of The Collegium. At the beginning of each school year, the sophomores, juniors, and seniors elect male and a female representatives to form a committee responsible for planning

and hosting both designated events and student initiatives throughout the year. The Student Activities Council will also be an important vehicle for communication between faculty and students and, as a result, decision making in The Collegium.

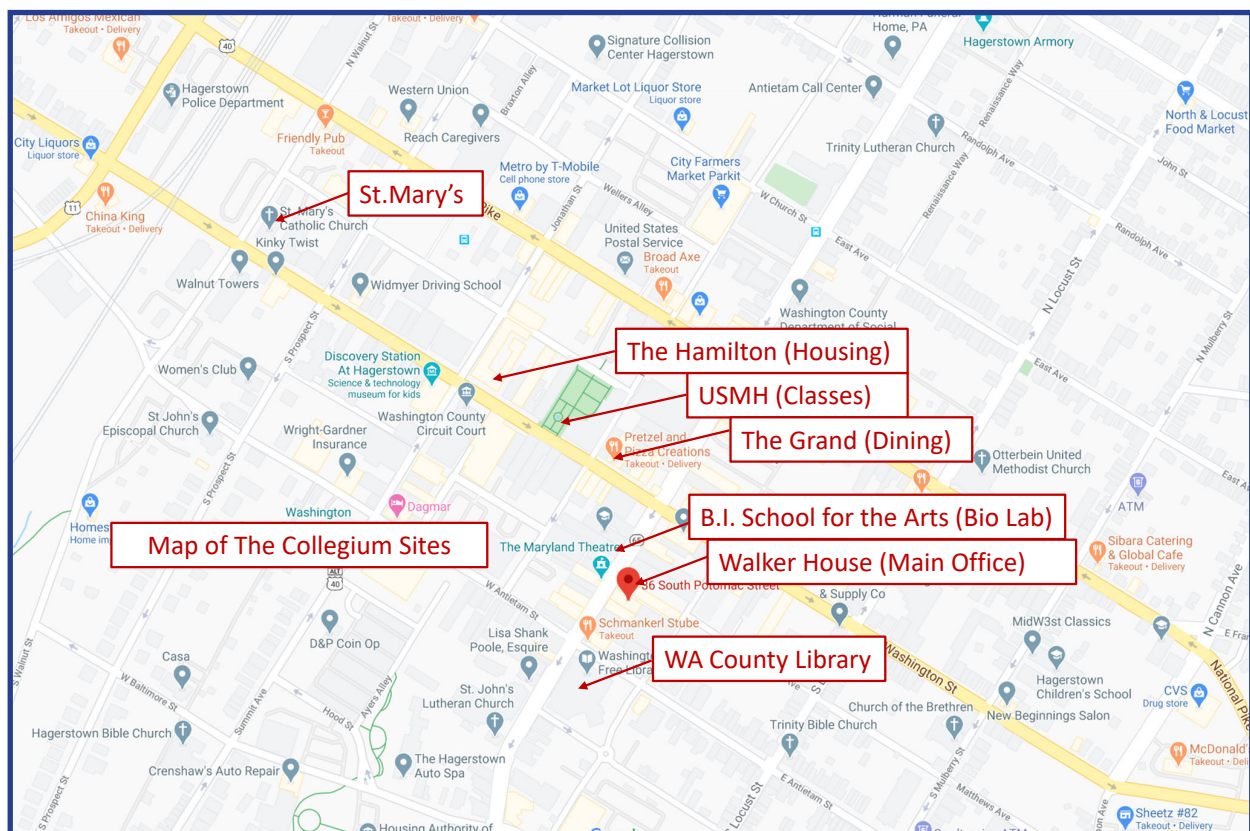
## Campus

### A. Campus Sites

The Collegium operates in the following sites:

- St. Mary's Catholic Church (Mass, Adoration, Rosary, Lauds, Vespers)
- The Hamilton (housing)
- University System of Maryland and Hagerstown (USMH) (for classes)
- The Grand (for dining)
- Barbara Ingran School for the Arts (biology lab)
- The Walker House (main office)
- Washington County Free Library (study, computers, library collection).

### Map of The Collegium Sites



## **General Rules and Procedures**

### **A. Rules of Residence**

Rules of residence apply not only on campus but also to other places where Collegium activities (including outdoor trips) are taking place, although some of these rules may be adapted due to specific activities at the various locations.

Activities that take place off campus, even if not officially related to The Collegium, can have an impact on the communal life of The Collegium by interfering with the climate of learning or by indicating that a student is not suited for the program. Also, since the identity of a community is embodied in its members, The Collegium's reputation is affected by the behavior of its students.

In view of this, student behavior off campus is subject to disciplinary action, up to and including expulsion. The term "off campus" includes the entirety of Hagerstown, Washington County, and their surrounding areas.

The College reserves the right to exclude from campus locations anyone who threatens the community's wellbeing.

Measures have been taken to ensure the security of all campus buildings and locations through the use of key locks and electronic locks with codes. The students share in the responsibility of making effective use of these measures by, e.g., making sure the front doors to the residence halls are always closed, locking their own doors, not giving out the codes, and so forth. The Collegium also instructs male and female students in common sense safety practices, such as male students accompanying female students when walking to or from the residence hall after dark.

In addition, the classroom building (USMH) is staffed with a security guard at all times the building is open. The resident building (The Hamilton) is staffed with 24-hour security.

### **B. Housing Policy**

The Collegium is as much concerning about formation as about information. Therefore, the residential component of The Collegium experience is considered essential. However, The Collegium also recognizes that there may be exceptional situations that require off-campus housing. The Collegium housing policy, including housing rules, and the exceptions for off-campus living can be found at <https://www.the-collegium.org/housing>.

Students who are living off campus are still expected to take part in the community life of the college. For that reason, they are required to pay the costs of board in order to attend meals.

### **C. Cell Phones and Personal Electronics**

The Collegium encourages students to develop mature and civil relationships based in reality. Though an increasingly necessary convenience, the use of cell phones and personal electronics in



the presence of others is an essentially antisocial behavior. As such, students should refrain from the use of personal electronics in the classroom building, the dining hall, and, of course, in St. Mary's.

#### **D. Alcohol, Drugs, and Smoking**

The legal drinking age in Maryland is 21. Therefore, alcohol is forbidden at all Collegium activities that involve students, on- or off-campus. Alcohol and drugs are forbidden in the residence hall. Smoking is forbidden on all Collegium sites.

The use of forbidden substances (alcohol, drugs, tobacco) or visiting the rooms of members of the opposite sex are violations subject to expulsion.

#### **E. Dress Code**

The Collegium Dress Code can be found at <https://www.the-collegium.org/dress-code>.

#### **F. Conduct Towards Members of the Opposite Sex**

It is important that students at The Collegium treat members of the opposite sex with the appropriate dignity and respect, as we seek to have a campus that respects and upholds the Catholic understanding of the complementary roles of men and women.

Gentlemen are expected to be respectful of ladies at all times—for example, in the language they use and the jokes they tell in mixed company, or by opening doors and offering to carry heavy things. Ladies, for their part, should allow men to be gentlemen, accepting that they are striving to be polite and helpful.

A full policy regarding relationships between Men and Women can be found at <https://www.the-collegium.org/relationships-men-and-women>.

#### **G. Sacramental Life**

The Collegium offers an extraordinary opportunity for spiritual development. Students are encouraged to take advantage of Lauds, Vespers, Mass, the Rosary, Adoration, Confession and the services of the parish priests.

**Link to**  
**[Financial Policies and Financial Aid](#)**

**Link to**  
**[Course Descriptions](#)**

## **Student Services**

### **A. Personal counseling**

There are two priests at St. Mary's Catholic Church, both of whom are available for personal counseling.

### **B. Academic advisement**

The Collegium has a set curriculum and course load for every student for all four years and thus needs no assigned advisors. The Academic Dean and the faculty are readily available to students for consultation and counsel about any difficulties they may be having or about specific course that students might take in the summers to prepare for specific professional fields, such as medicine.

Additional tutoring in any subject can be arranged for students who request it; at times students may be required to seek tutoring. In general, it is the student's responsibility to seek out help from professors, rather than waiting for it to be offered.

### **C. Health services;**

Students are required to have their own health insurance.

For minor health issues, the Meredith Family Medicine is located at 24 N. Walnut Street, very close to The Collegium's facilities. 240-452-3400.

For major health issues, the Meredith Medical Center is located at 11116 Medical Campus Rd, Hagerstown, MD 21742. 301-790-8000.

For mental health issues, Meredith Behavior Health is located at 11116 Medical Campus Rd, Hagerstown, MD 21742. 301-790-8000.

### **D. Services for veterans and disadvantaged individuals**

- **Veterans** - The Hagerstown office of the Maryland Department of Veteran Affairs is located at 33 W. Washington Street, across the street from The Collegium classroom site.
- **Disadvantage individuals** - The Collegium residence hall, classroom site, and dining facility are all handicap accessible. The residence hall has some rooms that are also handicap equipped.

### **E. Intercollegiate athletics and recreation**

The Collegium does not participate in intercollegiate athletics.

### **F. Extracurricular activities**

The Collegium has a schola and choir, which sing the musical patrimony of the Church. These groups sing primarily at Mass and at the Divine Office, and secondarily at other occasions.

Other extracurricular activities are planned according to student interests by the Student Council and the Dean of Men/Women.

### **G. Cooperative work experiences**

Students are expected to work a total of 8 hours/week on assigned duties .....

- with meals
- with *Heavenly Roast Coffee*
- with cleaning the dining and residence halls
- with clerical or computer/media needs
- in the Corporate work study program
- other responsibilities as determined by the needs of The Collegium.

These work responsibilities are a basic agreement between the student and the Collegium as part of the admission process.

Can a student get an additional job off-campus to earn additional money? That will depend on many factors, including the student's ability to work and maintain grades at the same time.

### **H. Student participation in institutional decision making**

The Student Activities Council encourages student-led commitment to the traditions, community, and cultural life of The Collegium. At the beginning of each school year, the sophomores, juniors, and seniors elect male and a female representatives to form a committee responsible for planning and hosting both designated events and student initiatives throughout the year. The Student Activities Council will also be an important vehicle for communication between faculty and students and, as a result, decision making in The Collegium.

### **I Housing**

Housing information and policies can be found at <https://www.the-collegium.org/housing>.

### **J. Food services**

Dining information can be found at <https://www.the-collegium.org/dining>.

### **K. Bookstore**

The Collegium does not maintain a bookstore. The Collegium will supply the needed texts for each semester and bill students for their costs or provide students with book lists so that they can purchase their own texts.

## **Student Rights and Responsibilities and Student Grievance Procedure**

### **A. Christian Conduct**

As regards conduct at all times, St. Paul commands us to “walk in love, as Christ also hath loved us” (Eph 5:2). In that same passage, Paul also warns that certain conduct is unbecoming of Christ's followers: “fornication, and all uncleanness, or covetousness, let it not so much as be named among you, as becometh saints: or obscenity, or foolish talking, or scurrility, which is to no purpose; but rather giving of thanks” (Eph 5:3–5). St. Peter likewise says: “Make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with selfcontrol,



and selfcontrol with steadfastness, and steadfastness with godliness” (2 Pet1:5–6).

According to this rule of charity and the exhortation of the Apostles, every member of The Collegium community, whether student or employee, must treat other members of the community with respect . Any disrespect, manifested by improper, obscene, or immoral verbal or physical conduct shown to another member of the community (faculty, administration, staff, or student) is prohibited and in serious cases will meet with disciplinary action, including expulsion.

If any member of the College community witnesses or is subjected to any misconduct of this nature, or any serious misconduct involving theft, lying, use of alcohol, use of illegal drugs, or other unbecoming conduct, he should immediately report the matter to one of the deans or the appropriate superior or supervisor, as detailed below in Complaint Resolution.

If students find themselves in conflict with another student or member of the faculty or staff, they should refrain from speaking negatively about them to others unless absolutely necessary, but instead they should speak to the person directly. When people talk about others behind their back it creates a community of distrust, gossip, and negativity.

### **B. Voicing Complaints**

A small community, just like a small town, brings with it a number of distinctive challenges—for instance, the tendency to find fault or to complain because things are not exactly to one’s liking or according to one’s expectations. A sign of Christian maturity is being able to face these unavoidable challenges of life with patience and humility, rather than causing unrest, discontent, or dissension by spreading one’s personal opinions or feelings without regard to the peace and stability of the entire community.

A culture of continual complaint can harm the common good. Nevertheless, students may at times have what are believed to be serious complaints about a professor or other employee of the College or about some aspect of its program. It is important that students be able to express these through appropriate channels, and that they be diligent in doing so.

If one is having a difficulty in class, the most suitable person to go to is the professor. If, however, one feels that one cannot speak comfortably or prudently with the professor in question, the Academic Dean should be approached.

If one has a student-related difficulty or student life problem and has not been able to resolve it or believes that it cannot be resolved with the person(s) immediately involved, the most suitable person to go to is the Dean of Men/Women.

If your complaint is about the Dean of Men/Women, then the complaint should go to the Academic Dean.

### **C. Respect for Proper Channels**

Please be aware that if you bring a complaint or voice a criticism to an employee of The Collegium who is neither one of the officers mentioned above nor the person or persons it directly concerns, you risk doing something that is helpful neither for you nor for the community

as a whole, inasmuch as it weakens the bonds and structures that hold us together. Faculty or staffmembers are likely to tell you that you should take your complaint to the appropriate person as described above. In cases of any doubt as to whom you should speak with, you may always go to one of the deans for further advice.

## **Discrimination and Sexual Harassment**

### **A. Policy and Purpose**

The Collegium is committed to an educational environment that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment.

Therefore, The Collegium expects that all relationships among persons in the college will be free of bias, prejudice, and harassment. The Collegium has developed this policy to ensure that all of its students can learn in an environment free from unlawful harassment, discrimination, and retaliation. Any student who has questions or concerns about these policies should talk with one of the deans.

It is the policy of The Collegium to ensure an educational environment without discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by laws applicable to The Collegium. The Collegium prohibits any such discrimination or harassment. Discrimination is strictly prohibited by both federal and state law.

### **B. Definitions**

#### **(1.) Sexual Harassment**

Sexual harassment constitutes discrimination, and is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working, educational or learning environment. Federal law recognizes two types of sexual harassment: a) quid pro quo and b) hostile environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sexual harassment is strictly prohibited by both federal and state law.

#### **(2.) Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on

the employer's premises or circulated in the workplace, on company time or using company equipment. Harassment is strictly prohibited by both federal and state law.

### **(3.) Retaliation**

Retaliation is one of the most frequently asserted bases for alleged discrimination, and consists of taking adverse action against an individual for exercising rights under a discrimination and harassment policy, filing a complaint or charge related to discrimination or harassment, or participating in an investigation, lawsuit, or other proceeding related to alleged discrimination or harassment. Forms of retaliation include but are not limited to applying rules more stringently against protected individuals, disciplinary action without justification, and wrongful termination and demotion. Retaliation is strictly prohibited by both federal and state law.

### **(4.) Sexual Misconduct**

For The Collegium's complete policy regarding sexual misconduct please see Appendix I.

## **C. Reporting an Incident**

The Collegium encourages reporting of all perceived incidents of discrimination, harassment, sexual misconduct, or retaliation, regardless of the alleged offender's identity or position.

Individuals who believe that they have been the victim of such conduct should discuss their concerns with one of the deans. See the complaint procedure described below.

In addition, The Collegium encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Sometimes this action alone will resolve the problem. The Collegium recognizes, however, that an individual may prefer to pursue the matter through complaint procedures, without confronting the offender. Nothing about this policy should be construed to require an individual to confront the offender.

## **D. Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with one of the deans. Any personnel of The Collegium who are informed of a complaint of this nature are advised to immediately report the information to their immediate supervisor. If a complaint is about their supervisor, they should report it to another member with administrative responsibilities.

The Collegium encourages the prompt reporting of complaints or concerns so timely action can be taken. While no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly as explained in Section F below. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Relevant documents and records may also be reviewed.

At the conclusion of the investigation, the investigator will submit a report to the Chairman of the Board of Directors. The President or the Chairman shall then determine whether to dismiss the complaint or take appropriate responsive action. Appropriate responsive action may include, for example, training, referral to counseling, or disciplinary action up to and including termination, as The Collegium believes appropriate under the circumstances, and in its sole discretion.

The Collegium affirms the rights of individuals to assert in good faith charges of illegal discrimination or harassment without fear of reprisal or retaliation. False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

#### **E. Confidentiality**

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action, and to the extent possible consistent with The Collegium's legal obligations to protect the rights and security of its employees and students

#### **F. Other Legal Remedies**

Nothing in this policy shall prevent the complainant, the alleged offender/respondent, or any other affected individual from pursuing formal legal remedies or resolution through state or federal agencies or courts.

#### **G. Complaint Investigation and Resolution**

Whenever a reported complaint cannot, in the judgment of the Academic Dean (or the President) be readily or fairly resolved but requires an investigation, the Academic Dean (or the President) shall appoint an investigator on an ad hoc basis. Complaints of any nature against the President shall be taken to the Academic Dean or the Chairman of the Board of Directors. If the complaint against the President is of discrimination or harassment, the Academic Dean in cooperation with the Chairman of the Board of Directors, will appoint an investigator and the findings of the report would be submitted to the Board of Directors.

After conducting a confidential investigation of the complaint (except in investigations where the complaint is against the President), the investigator will submit their findings to the President. The President will take whatever appropriate action he deems necessary. The findings of the investigation and the action to be taken shall be written in a report that is kept in the student or personnel file as deemed appropriate. This report will be communicated to the concerned parties.

## **Appendix I**

### **Sexual Misconduct Policy**

The Collegium affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are contrary to the teachings and moral values of the Catholic Church. The Collegium promotes respect for persons' bodily integrity, chastity, and the sacredness of human sexuality.

While sexual activity outside of marriage violates the Church's teaching, "sexual misconduct," defined below will not be tolerated; violations can result in disciplinary sanctions including expulsion, and may lead to criminal prosecution or other legal action outside of The Collegium. Students who report sexual misconduct shall be informed of and encouraged to use all appropriate Collegium, law enforcement, and community resources. Those accused of sexual misconduct are entitled to follow the processes established through Collegium policies and procedures.

Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct or the participation in proceedings related to sexual misconduct by an accused student or third party is prohibited and will result in disciplinary action.

The Collegium believes that no person should bear the effects of sexual misconduct alone. When such incidents occur, The Collegium's paramount concern is for the safety, health, and wellbeing of those affected.

The definitions below describe the minimum legal standards for conduct, and they set forth terms that help determine criminal liability and legal responsibility. The Collegium and the Church have higher expectations. They affirm that sexual activity is intended by God as an expression of love and commitment between a husband and wife, and therefore belongs exclusively within marriage. Sexual activity by unmarried persons lacks that essential level of commitment and responsibility, and harms moral growth and development. It undermines the Christian view of sexual activity embraced and promoted by the Church and the Collegium, a view which insists upon mutual respect, moral integrity, and the sacredness of human sexuality.

Sexual misconduct offenses that are prohibited include the following:

- a) Nonconsensual sexual intercourse, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.
- b) Nonconsensual sexual contact, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- c) Other forms of sexual misconduct include, but are not limited to the following:
  - a. Indecent Exposure
  - b. Sexual exhibitionism
  - c. Sex-based cyberharassment

- d. Prostitution or the solicitation of a prostitute
- e. Peeping or other voyeurism
- f. Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the nonconsensual video or audio taping of sexual activity.
- d) Any other sexual interaction with a similar nature to the ones listed above.

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Consent cannot be given by a minor or someone who is unable to understand or cannot communicate consent. Examples of this is someone who is unconscious, asleep, or incapacitated due to a substance such as alcohol or drugs so that they cannot make a deliberate choice.

Intoxication is not an excuse for failure to obtain consent.

All incidents of sexual misconduct or assault should be reported to one of The Collegium's faculty members or deans, except reports of incidents involving alleged misconduct or assault by a faculty member or dean, which should be reported immediately to the Chairman of the Board (352-408-7767). Additionally The Collegium strongly recommends that all incidents of sexual misconduct or assault be reported to the appropriate law enforcement agency. Incidents on campus would be reported to the Hagerstown Police Department (301-790-3700).

If a complainant is in a situation that is unsafe or has the potential to become unsafe, they should immediately contact the Hagerstown Police Department and the Dean of Men/Women.

If a report of sexual misconduct or assault is made to a faculty or staff member they will contact the appropriate authorities.

When one of the deans receive such a report, they will immediately inform the President who will in turn inform the Chairman of the Board of Directors and The Collegium's General Counsel.

If the complainant is a current Collegium student or a visiting prospective student in the care of The Collegium, the following procedure will be followed. Once a report has been made, the Academic Dean will assign a Resource Coordinator (RC) to help guide the complainant through the reporting, legal, and disciplinary process as well as provide the student with any necessary resources including counseling or medical services. The RC will also work to make any necessary changes to class schedule, housing arrangements, and meals. Similarly an RC will be assigned to the respondent to provide support, information, and assistance.



If the respondent is an employee of The Collegium, they will immediately be placed on administrative leave with pay until the investigation is concluded. If the complainant is an employee of The Collegium, they have the option, in consultation with the President, to also be placed on administrative leave with pay until the investigation is concluded.

If the complainant or the respondent is neither a student nor an employee of The Collegium, they will be directed, in writing, to stay off campus and have no contact with any students or employees apart from a designated person. A copy of this written notice will be provided to the Hagerstown Police Department.

Upon the receipt of alleged misconduct the Academic Dean will issue no contact orders to both the complainant and the respondent.

A complainant has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a resolution with The Collegium's disciplinary procedure, or both simultaneously.

Regardless of which option the complainant decided to pursue, The Collegium will conduct an administrative investigation to insure a safe environment for all people on campus and gather information necessary for any further administrative proceeding relating to the respondent. The scope and timing of The Collegium's investigation may vary depending on the unique circumstances of the situation, the desires of the complainant and the position of law enforcement, provided that The Collegium retains the discretion to pursue any investigative activity believed by Collegium administration to be necessary for the health and safety of The Collegium community.

At times, students are hesitant to report the occurrence of a sexual misconduct to college officials because they are concerned that they themselves or witnesses may be charged with other lesser policy violations (e.g. visitation or alcohol violations). The importance of dealing with alleged sexual misconduct is a paramount consideration. Accordingly, in these cases, The Collegium may postpone its decisions regarding other disciplinary action against a student who makes a report of sexual misconduct, or against a witness to the incident.

The Collegium will make every reasonable effort to preserve an individual's privacy and to protect the confidentiality of information relating to the investigation of an allegation of sexual misconduct. At the same time, the health and safety of The Collegium community is a very important priority of The Collegium. In light of this priority, certain cases may warrant investigation regardless of the preferences of the individual reporting the incident. Information developed through an investigation of an allegation of sexual misconduct will be used and maintained in the same manner as other disciplinary procedures under Collegium policy.

If an allegation accuses a current student of sexual misconduct, The Collegium may, at its option, instruct the student to maintain strict confidentiality about the accusation and the investigation, subject to exceptions to permit the student to consult with clergy, parents, legal counsel or health care providers. If a student violates The Collegium's direction regarding

confidentiality, The Collegium may take additional disciplinary action against the student, over and above any disciplinary action resulting from the initial accusation of sexual misconduct.

Allegations of sexual misconduct may be adjudicated under the disciplinary procedures outlined in Collegium policies, regardless of whether they are also reported as a crime to local police or the subject of any criminal or civil action. Disciplinary action at The Collegium may proceed while criminal or civil proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, that no criminal charges have been brought, that the respondent has been found not guilty of charged offenses, or that any civil action has been dismissed. Penalties shall be administered independent of any pending civil or criminal action or settlement reached. The full range of disciplinary sanctions, including expulsion from The Collegium or termination of employment, may be considered, depending on the nature and severity of the offense.

If it is reported that the victim or complainant is a minor, the college will immediately report the incident to the appropriate law enforcement agency. If it is reported that the accused is a clergyman, the college will immediately report the incident to the Diocese of Baltimore and his bishop or superior.

At parent and freshmen orientation each year, we will explain The Collegeiums Sexual Misconduct Policy and make sure everyone understands the reporting procedure. Furthermore, we will remind returning students of the policy and encourage them to review it.

It is especially important for a victim who reports having been subjected to sexual misconduct to seek immediate and appropriate medical treatment. Following such incidents, the victim should not shower, eat, change clothes or brush teeth prior to seeking medical attention at the Meredith Medical Center, located at 11116 Medical Campus Rd, Hagerstown, MD 21742.

The parish priests at St. Mary's are trained to provide pastoral counseling and support to the students involved as well as any of their friends who are impacted or want to know how best to be a support. You can reach the Father Ernest Cibelli at 443-514-7905.

If a victim needs counseling they should contact Casa, Inc. at 301-739-4990. (Location: 116 W Baltimore St, Hagerstown, MD 21740)

For emergency help in a crisis, students should call one of these 24 hour hotlines:

- Casa, Inc. 301-739-8975,
- National Sexual Assault Hotline 800-656-4673.