



Collegium sanctorum angelorum

Catalogue

2025-2026

Collegium sanctorum angelorum

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

Program

The Collegium offers one degree, the Bachelor of Arts. The objectives, curriculum overview and details, course descriptions, and semester schedules can all be found at <https://www.the-collegium.org/academics/>.

Academic Calendar 2025-2026

Thursday, August 21	Convocation and Dinner
Friday, August 22-Sunday, August 24	Orientation
Monday, August 25	Fall Term Begins - First day of classes
Monday, September 1	Labor Day - no classes
Monday, September 29	St. Michael's Day
Wednesday, October 8-Sunday, October 12	Fall Break
Friday, November 1	In Festo Omnium Sanctorum - no classes
Saturday, November 2	In Commemoratione Omnium Fidelium Defunctorum
Wednesday, November 26-Sunday, November 30	Thanksgiving Break
Monday, December 8	In Conceptione Immaculata Beatae Mariae Virginis - no classes
Friday, December 12	Last Day of Classes
Monday, December 15-Thursday, December 18	Exams
Friday, December 19	Fall Term Ends
Tuesday, January 20	Spring Term Begins - First day of classes
Wednesday, February 18	Feria Quarta Cinerum - no classes
Saturday, March 7-Sunday March 15	Spring Break
Wednesday, April 1-Monday, April 6	Easter Break
Friday, May 8	Last Day of Classes
Monday, May 11-Thursday, May 14	Exams
Friday, May 15	Spring Term Ends

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Link to
[Mission of The Collegium](#)

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

Admissions

A. Introduction

Collegium sanctorum angelorum (College of the Holy Angels) is a faithful, affordable, and traditional liberal arts college. It is a residential, four-year college providing a liberal arts education (B.A.) that is faithful to the intellectual, moral, spiritual, and liturgical traditions of the Roman Catholic Church, and a formation in Catholic living – *ora et labora*, both at affordable rates for tuition, room and board.

The Collegium's admission policies are designed to support and correlate with this vision.

B. General Admissions Policies

The Collegium considers equally all qualified applicants for admission without regard to race, color, sex, age, or national origin, and without regard to disabilities.

Every applicant and every applicant's parents/guardians (if applicable) must sign the Oath Against Modernism.

Admission to The Collegium requires a high school diploma, a high school equivalency certificate or a high school equivalency diploma. However, The Collegium may also admit students, who, through testing or other means, demonstrate the ability to profit from the instruction of The Collegium. In making decisions about the potential of these individuals to complete a course or courses, or programs, the institution may consider previous formal education, equivalency of other learning by examination, and competencies gained through practical experience, maturity, or other appropriate criteria.

C. Admissions Criteria

Applicants are admitted on a competitive basis using the following measures to determine their readiness for college-level work and for the curriculum of The Collegium:

- high school transcripts or samples of work that demonstrate equivalent achievement;
- CLT (preferred) or SAT or ACT test scores;
- writing samples;
- extra-curricular activities and life experiences;
- references.

More information regarding admissions requirements can be found on The Collegium [website](#).

D. Placement Testing and Advanced Standing

Any students wishing to test out of a course or to be placed in an advanced section, for example of Latin, will be administered a test by the faculty of the appropriate discipline. A student testing out of a course will be granted credit for that course.

AP courses and courses from other colleges will be evaluated on a course-by-course basis. The content of previously taken courses must be substantially the same as any course for which a student desires AP or credit transfer from a course taken at another college. If the course content of an AP course is substantially the same as a course offered at The Collegium, and the student has achieved a score of 4 or higher on the AP exam, The Collegium will offer credit for the course.

E. Placement Testing and Remedial Work

The Collegium does not routinely offer placement testing in math, reading, or writing. Students who exhibit deficiencies in these areas will normally not be admitted. In particular, the curriculum is reading- and writing-intensive. Therefore, a student who is deficient in either of these areas will not do well in the program and will not be admitted.

The curriculum, however, is not math-intensive. Therefore, while The Collegium does not routinely offer placement testing in math, if the admissions process reveals a deficiency in only this area, or if a student expressed concern for his/her ability in math, The Collegium will administer a placement test in math. If it is deemed that the student needs remedial work, it will be student's responsibility to obtain such remediation, either from a faculty member or peer tutor, if possible, or with an outside source, at the student's expense.

F. 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. Minimum grade for any course to be transferred must be a "C."

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

G. 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.

Link to
[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 full-time.

(1) Course Load

Successful completion of the entire set curriculum, consisting of 120 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.¹

(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

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.

(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.

¹ 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.

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 Collegium 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, Acknowledgment of Access to Educational Records, Acknowledgment 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 help from professors, rather than waiting for it to be offered. If faculty and/or students are available to tutor, it will be offered freely. If not, a student requiring tutoring will have to bear any costs involved.

(4) Evaluations

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 these evaluations, 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 Committee² which will then determine whether any disciplinary action needs to be taken, including probation or dismissal from 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 cumulative GPA falls below 2.0 will be put on academic probation for the following semester. A student is expected to attain a 2.0 cumulative GPA at the end of any probationary semester. Students who fail to achieve a 2.0 cumulative GPA at the end of their probationary semester may be academically dismissed.

The Collegium will notify students when they are placed on academic probation. Such notices will include a requirement that the students consult an academic advisor, as well as the assignment of a student advisor in no event later than two weeks into the next semester.

(2) Academic Failure

A student who fails a course, but who maintains a cumulative GPA of 2.0 must arrange to re-take the course as an intensive directed-study course either during the summer or January term at The Collegium. This should be the ordinary means of recourse. However, if this cannot be arranged, the student must arrange to take a corresponding course at another institution, whose credit can be accepted by The Collegium as sufficient. The Academic Dean will approve courses to be taken at other institutions. Whether the student takes the course at The Collegium or at another institution, the student will have one academic year to make up the course.

A student who fails a course and also falls below a 2.0 cumulative GPA must arrange to re-take the course as detailed above, and will also be placed on academic probation, according to

² The Disciplinary Committee consists of at least three faculty members and one student for each three faculty members.

the prescriptions above.

A student who fails to pass the course during the re-take or fails to rise above a cumulative 2.0 GPA after the probationary semester will be evaluated as to his capacity to continue at The Collegium. Failure to pass a second-attempt, or failure to take the course within one academic year, or maintain at least a 2.0 cumulative GPA after the probationary semester may result in Academic Dismissal.

(3) Appealing Grades

A student who receives what is believed to be an inaccurate grade should first discuss the matter with the course instructor. If discussion with the course instructor does not result in a satisfactory resolution, the student may formally appeal the grade. The student must file the appeal with the Academic Dean within three weeks of the reception of the grade, along with evidence to support the appeal. Evidence may include, but is not limited to, graded quizzes and tests, comparisons of student quiz or test answers with course textbook, class notes, etc. 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 render a decision within two weeks. 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/admissions/> under the heading **Cost Summary Table**.

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.

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.

Learning Management System

Populi is the Learning Management System (LMS) of The Collegium. Course syllabi, grades, and transcripts are handled through this system.

Technical support for issues with this LMS is handled directly by the Populi support team.

Online courses are taught through this LMS.

Security on compliance matters are handled by Populi.

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, and the *Ora et Labora* Program. They also assist with student counseling and 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 close-knit 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 sign-out 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.

***Ora et Labora* Student Work Program - Work, Faith, and the Calling to Give**

The way Americans work has changed dramatically, and with it, the understanding of work as an integral part of living a Catholic life has diminished.

Before the Industrial Revolution, American families ran businesses together—farms, trades, retail shops, restaurants. Parents managed the business, and children were raised within it, learning firsthand how to contribute, adapt, and take ownership. But they weren't just acquiring specific job skills; they were gaining a mindset that could be applied to countless ventures.

Take, for example, a family running the town restaurant. If the eldest son recognized an opportunity to open a dry goods store, he wouldn't feel limited to restaurant work. Instead, he could draw on the skills he had learned—hard work, financial management, customer service, and problem-solving—to build something of his own. Perhaps even more importantly, he and his siblings understood themselves not just as consumers, but as **producers**—creators of goods and services rather than mere recipients.

Today, the work dynamic is vastly different. Parents—often both—spend their days at jobs their children never see, returning home exhausted. The children, disconnected from their parents' labor, grow up learning only how to consume the benefits of that work, rather than how to contribute meaningfully themselves.

But work is more than a means of survival—it is intimately connected to the spiritual life. A Catholic life is one of **giving**. Christ gave Himself fully on the Cross, and in following Him, we are called to give of ourselves as well. This giving isn't limited to prayer, fasting, and almsgiving; it should infuse every aspect of our lives—including our work.

When we approach work as **producers**—as givers—we transform its very nature. It is no longer just a task performed for a paycheck. It becomes an offering—one that benefits our families, our communities, and our own souls.

At The Collegium, every student participates in our Ora et Labora (Work and Prayer) program, which fosters this understanding of work in two key ways:

1. Recognizing work—whether prestigious or humble—as a means of living out the Catholic call to give.
2. Engaging entrepreneurial opportunities that cultivate leadership, resilience, and innovation.

Ora et Labora is not just an add-on to academics and spiritual formation—it is **woven into the very fabric of Collegium life**. It teaches students to approach work with purpose, faith, and generosity, preparing them to be givers long after their time at The Collegium—**givers to God, to their families, and to society**.

Meal Preparation Duties

Every student, as a part of enrollment, assists with the preparation and clean-up of certain meals. These duties are assigned to students each week on a rotating basis.

Cleaning the Facility Duties

Every student, as a part of enrollment, assists with the cleaning of the academic facility. These duties are assigned to students each week on a rotating basis.

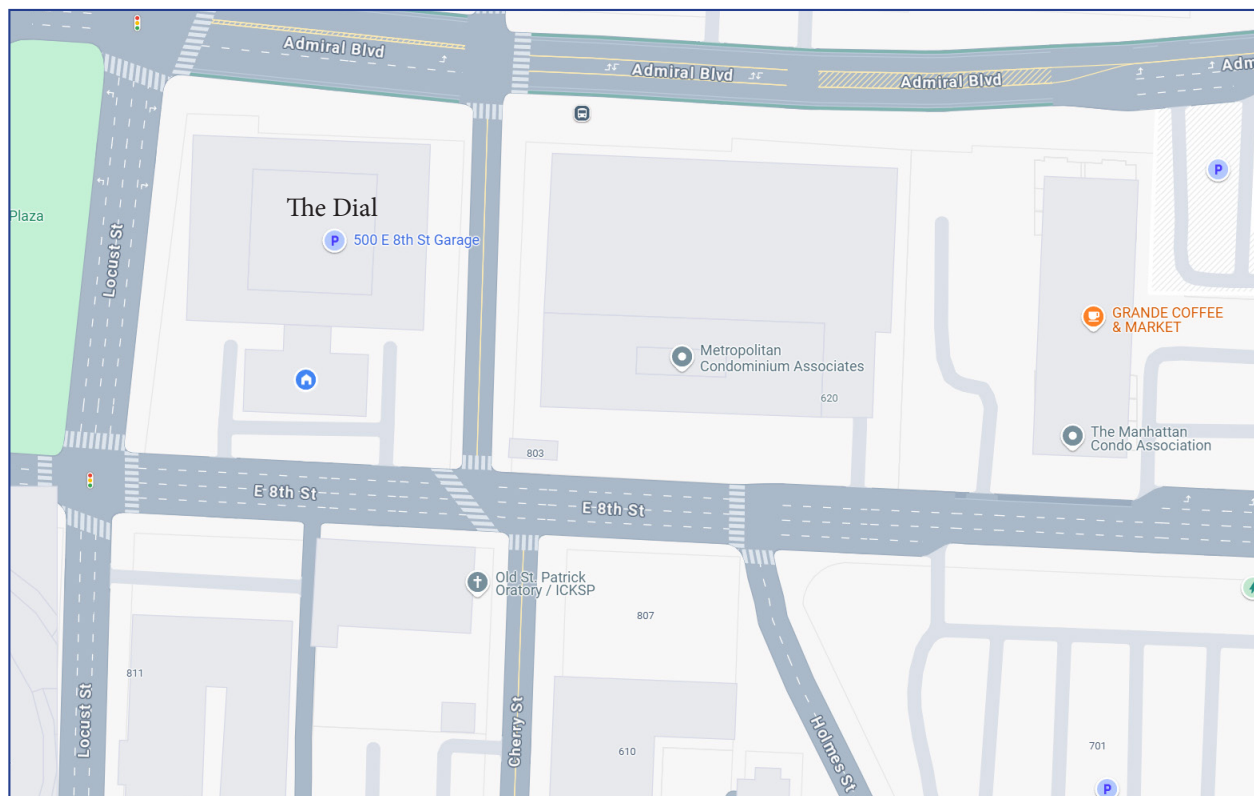
Campus

A. Campus Sites

The Collegium operates in the following sites:

- Old St. Patrick's Oratory (Mass, Adoration, Confession) (The Collegium is not affiliated in any way with the Institute of Christ the King Sovereign Priest, the order that serves Old St. Patrick's Oratory. However, the Oratory is across the street from The Collegium housing and academic facilities, and it is open to anyone wishing to take advantage of the liturgical and sacramental life offered there.)
- The Dial (women's housing)
- The Manhattan (men's housing)
- The Metropolitan (meals, prayer, and academics).

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 is staffed with a security guard from 700AM-1000PM. The men's resident building is staffed with a security official 24 hours/day.

B. Housing Policy

The Collegium is as much concerned 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. In general, living off-campus must be approved by the Dean of Men or the Dean of Women. Permission will be given freely for students living at home, with family relatives, or in a situation approved by both the student's family and The Collegium.

Students who are living off campus are still expected to take part in the community life of The Collegium, including at least lunch and preferably dinner. Students living off-campus can either pack their own meals or pay the cost of board and partake of the prepared meals.

C. Curfew

Students are expected to be in their residence halls by 1000PM. If there is a reason for a student

to be out past curfew, he/she should inform the Dean of Men/Women for the reason and the expected time of return.

D. 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 Old St. Patrick's Oratory.

E. Alcohol, Drugs, and Smoking/Vaping

The legal drinking age in Missouri 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/vaping is forbidden on all Collegium sites.

The use of forbidden substances (alcohol, drugs, tobacco, vaping materials) are violations subject to fines or expulsion.

F. Dress Code

The Collegium Dress Code is as follows:

Dress Code

Collegium faculty members and students should always dress in a manner that reflects their Christian dignity. The Collegium Dress Code is design to foster, protect, and preserve this dignity.

On Campus – classes, meals, prayer, and official college functions

Men

- Men must wear tucked-in, collared, dress shirts, ties, belts/suspenders, and slacks.
 - For more formal occasions, men should wear coats, solid-colored shirts, ties, belts/suspenders, slacks, and dress shoes.
- Clothing should not be form-fitting or skin-tight.
- Transparent or translucent fabrics should be avoided.
- Dress shoes or casual shoes, including athletic shoes with socks, are acceptable.
- Jeans are not permitted.
- Exception – For meals on Saturday, ties are not required; polo-style shirts or collared dress/sport shirts are acceptable.

Women

- Women must wear dresses or skirts with blouses or shirts with sleeves.
 - Skirts or dresses must cover the knees comfortably when you are seated.
 - Slits in skirts or dresses must be below the knees.
 - Shoulders, chest, and back must be covered.
- Clothing should not be form-fitting or skin-tight.
- Transparent, translucent, or lacy fabrics should be avoided, except, perhaps, as trim.
- Dress shoes, dress sandals, or casual shoes, including athletic shoes, are acceptable.

Off Campus – at the resident apartments, around town, etc.

Men and Women

- The Collegium cannot monitor dress outside of Collegium activities. We anticipate that everyone may dress more casually at these times. We also expect students and faculty to observe the same principles of modesty that they do on campus, even if in more casual attire. We also expect students and faculty to be mindful that they are always representatives of The Collegium.

Some Specific Guidelines

Men and Women

- Clothing with holes or patches is not permitted.
- Symbols or lettering on clothing that might lend themselves to a questionable interpretation should be avoided.
- Body piercings, other than women having pierced ears for earrings, are not permitted
- Tattoos must not be visible.

NOTE: There may be occasions, certain outside activities, for example, when it may be appropriate to relax this dress code. Common sense will guide decisions about the occasions when the normal rules will be relaxed. In any case, the norms of modesty will always prevail.

Standards for Hairstyles

Men

- Hair must be kept neat, clean, and well groomed (combed or brushed).
- Hairstyles and haircuts must present a balanced professional appearance.
- Hairstyles/haircuts must have hair off the ears and above the collar. Sideburns must not extend below the ear.
- Beards must be kept well-groomed (combed, brushed, and appropriately trimmed), with the margins of the cheek and neck shaved.

Women

- Hairstyles and haircuts must present a balanced feminine appearance.
- Shaved sides or undercuts are not permitted.

NOTE: In deference to cultural/ethnic mores, The Collegium is willing to consider exceptions to these Standards for Hairstyles policy. Requests for exception, with proper justification and documentation, must be submitted in writing to the dean of students.

G. 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.

Students are forbidden from entering the wing with apartments for members of the opposite sex. Entering an opposite-sex buildings will result in expulsion, except in those instances where a Collegium activity takes place in the lounge or other public area of the building.

The full policy regarding relationships between Men and Women follows:

Relationships between Men and Women

Introduction

In order to establish a proper policy regarding relationships between men and women, one that is committed to fostering the virtues of purity and chastity, it is necessary, first, to outline the beliefs that shape this policy.

We believe

- Any policy that involves moral principles should be applicable evenly to all members of The Collegium community. What is morally acceptable or unacceptable for some is morally acceptable or unacceptable for all.
- Sexual intimacy is properly reserved to a man and woman sacramentally married to each other. Sexual intimacy inside this sacramental bond is a holy collaboration with God's plan for creation. Sexual intimacy outside of this sacramental bond violates the Sixth Commandment and is mortally sinful.
- Social interaction between men and women is acceptable and appropriate, within certain bounds, that is, provided the interaction is not such that it leads to or could lead to unacceptable sexual intimacy.
- Dating/courting* should be preceded by a significant amount of social interaction in groups where there is no "pairing off."
- Dating/courting is a first step toward marriage. It is not an end in and of itself.
 - Dating/courting naturally leads to emotional and sexual intimacy, which are proper to marriage.
 - Conversely, thinking about dating as purely entertainment deludes couples into thinking that dating can occur without developing emotional and/or sexual intimacy. It also embraces and furthers a culture of casual sexual relationships between men and women.
 - Dating/courting should only occur between two people who think that there is a genuine possibility that they could marry.

The culture in which we live is literally "hell-bent" on the destruction of the family by perverting God's intended role of sexual intimacy into something that is entirely unholy. The Collegium's intention is to foster healthy, holy relationships that are in accord with God's will and that underpin The Collegium's vision to "prepare students for heaven," by living virtuous lives on earth.

Policy

Single Students

The Collegium encourages interaction between men and women in healthy group activities.

There are to be no athletics or games with physical contact in which men and woman play in the same games.

Dating/courting should involve communication with parents. Activities on a date should not include anything that would embarrass a couple if faculty members or parents were present. Dates should avoid isolation that can lead to inappropriate behavior or even the temptation to the same.

Students should avoid near occasions of sin: anything that could lead to sexual intimacy with someone other than a person to whom they are sacramentally married.

Students should avoid movies, shows, anything on a screen or live that encourages an attitude toward sexual intimacy that is not in accord with Catholic teaching.

Married students

(It is expected that 99.9%-100% of Collegium students will be single. However, there is nothing to preclude married students from attending.)

All of the policies for single students that are applicable to married students do apply to them.

Married students should also avoid near occasions of sin: anything that could lead to sexual intimacy with someone other than the person to whom they are sacramentally married or anything, such as pornography or inappropriate shows, etc., that could negatively impact the health of their marriage.

Faculty and Staff

All of the policies for single students that are applicable to faculty and staff do apply to them.

Married faculty or staff should also avoid near occasions of sin: anything that could lead to sexual intimacy with someone other than the person to whom they are sacramentally married or anything, such as pornography or inappropriate shows, etc., that could negatively impact the health of their marriage.

NOTE: In the context of today's culture, it may be tempting to criticize us for an overemphasis on sexual matters. We will gladly take that criticism. We also think it is appropriate to note why this is such an important topic.

If we look at the Epistles of the first three Sundays in Lent, we see that they admonish us strongly against sins of the flesh. Dr. Kwasniewski describes their message effectively:

They say to the believer: If you want to observe Lent properly, get your act together,

starting with the regulation of your animal appetites. To be a Christian in reality and not in name only, there is “basic training” that has to be undergone, and sexual morality is the most basic part of the basic training.

Note how I say this: it is the most basic, not the most important. It is a condition or prerequisite of spiritual perfection, not the essence of perfection. Any well-catechized Catholic knows that fornication and other sexual sins are not the worst sins; pride, vanity, and acedia, indeed all the other deadly sins, are worse in themselves than lust. We know, too, that all human beings suffer to a greater or lesser degree from the disordered concupiscence of our fallen nature; we are prone to sins of the flesh, and many will struggle with them for a long time. All this is true; and yet it is no less true, as St. John Cassian and countless spiritual masters teach us, that we must fight against this sin and conquer it if we wish to make any progress in the spiritual life, in holiness, in the charity that loves God for His own sake and our neighbor for God. If we get stuck in porneia, we make the devil’s job easy. He can leave us alone to wreck ourselves.

(The entire article is well worth reading: <https://rorate-caeli.blogspot.com/2018/03/a-case-study-of-rupture-in-lex-orandi.html>.)

For The Collegium, our goal to promote progress in the spiritual life, which includes the virtues of purity and chastity, demands that we address matters of sexual intimacy, not as most important, but as first steps.

*One hundred years ago, there was no such thing as dating. Courtship consisted of what is considered dating today, but with a public, serious commitment. When this policy statement uses the terms together, it applies to both the meaning of courtship. We do this to help people who are more familiar with the term “dating” to understand the term in a deeper way.

H. 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 Institute Canons.

Link to
[Financial Policies](#)

(See the menu **Cost Summary Table**.)

Financial Aid

The Collegium does not have a specific financial aid program or office. Families with needs should contact the president’s office.

Link to
[Course Descriptions](#)

Student Services

A. Personal Counseling

The Canons at Old St. Patrick's Oratory are available for personal counseling. Online students can seek personal counseling from their local parish priests.

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 and to cover the cost of their own healthcare.

Students requiring regular medical attention should make arrangements before coming to campus for such attention, either by locating an appropriate medical facility locally or by arranging telehealth appointments with providers in their home cities.

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

For minor emergency medical issues,

- University of Kansas Health System Urgent Care: 1403 Grand Blvd, Kansas City, MO 64106 (Open M-F 830AM-500PM)

For major health issues, St. Luke's Hospital is located at 4401 Wornall Rd, Kansas City, MO 64111.

All students can also seek counseling from Better Health (<https://www.betterhelp.com/>).

D. Services for Disadvantaged Individuals

- **Disadvantage individuals** - The Collegium residence halls, classroom site, and dining facility are all handicap accessible. Some disadvantaged services for online students may be offered through Populi. However, The Collegium is not equipped to handle significant services in this area. Students should make sure that they can handle any specific needs

they have on their own or through third-party vendors.

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.

The Collegium [website](#) lists a large number of activities available in the area.

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

G. 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 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.

H. Housing

Housing information can be found at <https://www.the-collegium.org/student-life/>.

I. Food services

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

J. Bookstore

The Collegium does not maintain a bookstore. Students are required to 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 self control, and self control 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 Collegium 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 Collegium 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 the complaint is about the Academic Dean, the President should be approached. If the complaint is about the President, a member of the Board of Directors 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 the complaint is about the Dean of Men/Women, then the complaint should go to the Academic Dean.

In all cases, the complaint will receive a response within two weeks of the submission of the complaint. If the situation has not been adequately resolved, it may be appealed to the next highest level within one week. The appeal will be addressed within two weeks.

C. Respect for Proper Channels

Please be aware that if a complaint or a criticism is voiced to an employee of The Collegium who

is neither one of the officers mentioned above nor the person or persons it directly concerns, the student risks doing something that is helpful neither for himself nor for the community as a whole, inasmuch as it weakens the bonds and structures that hold the community together. Faculty or staff members are likely to advise that complaints should be addressed to the appropriate person as described above. In cases of any doubt as to whom a complaint should be addressed, one of the deans can provide proper counsel.

D. Submitting Written Grievances

St. Matthew tells us, “But if thy brother shall offend against thee, go, and rebuke him between thee and him alone.” (*Matthew 18:15*) We believe that this is the best approach to settling grievances, and this advice from St. Matthew shapes the procedures above. However, in the event that a student cannot settle a grievance with a person-to-person meeting, that student can file a written grievance according to the protocols above.

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, sex, national origin, age (40 or older), or disability status.

Also, The Collegium is a religious educational institution, and The Collegium’s commitment to nondiscrimination should not be construed to ever conflict with the priorities of the college to uphold Catholic teaching and practice and to hire and retain employees who are fully committed to the college’s mission.

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 Collegium 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.

Graduation

Graduation from The Collegium requires the following:

- completion of all courses with passing grades;
- overall cumulative GPA of 2.0;
- acceptance of the senior thesis.

Students meeting these requirements will be graduated at the next graduation ceremony.

Transcripts

Students can access unofficial transcripts at any time through Populi. They can also request an official transcript through the same Populi LMS.

Appendix I

Physical Privacy and Sexual Policy

Purpose

In light of The Collegium statement of religious identity and guiding beliefs, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of The Collegium community of their duties with regard to the use of restrooms, locker rooms, showers, and any other Collegium facilities where individuals may be undressed in the presence of others.

Definitions

“Sex” means the biological condition of being male or female as determined at birth.

“Member of The Collegium community” means any Collegium employee, volunteer, student, parent, or visitor.

Sincerely-held Religious Belief on Sexuality

The Collegium’s sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s sex is a rejection of the image of God within that person.

Policy

Notwithstanding any other policy, The Collegium restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Collegium facilities or settings where members of The Collegium community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), The Collegium shall provide separate, private areas designated for use by members of The Collegium community based on their sex.

The Collegium recognizes there may be instances where members of The Collegium community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God’s Word and His plan for their lives. The Collegium encourages members of The Collegium community who are struggling with their sexual identity to seek help from their pastor and other trained professional who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word.

The Collegium will at all times interact with members of The Collegium community according to their sex. A member of The Collegium community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to dwell compassionately in the truth and assist those we love in doing the same (Eph. 4:15).

A member of The Collegium community who openly and unrepentantly rejects his or her sex,

either in or out of school, is rejecting the image of God within that person - behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by The Collegium, which is cause for terminating his/her privilege of membership in The Collegium community. To preserve the function and integrity of The Collegium and to provide a biblical role model to members of The Collegium community and the community-at-large, it is imperative that all members of The Collegium community agree to abide by this policy.

Appendix II

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 Collegium's 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 Meritus Medical Center, located at 11116 Medical Campus Rd, Hagerstown, MD 21742.

The Canons at Old St. Patrick's Oratory 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.

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

- National Sexual Assault Hotline 800-656-4673.

Appendix III

Disciplinary Fine System

Dress Code Violation

- All dress code violations for men and women: \$15.00

Language and Noise Violations

- Inappropriate/foul language violations: \$15.00
- Excessive noise after 10:00pm will be levied \$15.00
Noise complaints during the day will result in a first-time warning; \$15.00 fine following 2nd offense.

Restricted Areas

- Entering the opposite-sex wing: expulsion
- Permitting someone is opposite-sex wing: expulsion
- Entering other restricted areas: \$100.00

Theft

- Theft from common areas: \$50.00 in addition to replacement of stolen property
- Theft from private areas: \$50.00 in addition to replacement of stolen property

Electronic Devices

- Unauthorized use of electronic devices at common activities: \$15.00

Prohibited Substances

- Smoking/vaping in apartments or Collegium common areas: \$50.00
- Drinking alcoholic beverages: \$50.00
- Illegal narcotics: expulsion

Curfew

- Violating Curfew: \$15.00

Social Media/Outside-Campus Behavior

- Any posting of content which is at odds with the teachings of the Church and which reflects poorly on the Collegium: minimum fine \$50.00
- Any student conduct outside of campus which is at odds with the teachings of the Church and which reflects poorly on the Collegium: minimum fine \$50.00