



ALLEGHENY COLLEGE

THE COMPASS STUDENT HANDBOOK

2009-2010

Statement of Community

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms.

This statement does not replace existing personnel policies and codes of conduct.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

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Allegheny College is an Equal Employment Opportunity Employer and is committed to a policy of non-discrimination. Allegheny College adheres to principles that all persons shall have equal opportunity and access to its educational facilities, activities, and employment without regard to race, color, sexual orientation, creed, national origin, sex, age, or handicap. Further, Allegheny College does not discriminate and is required not to discriminate in admission, employment, or administration of its programs on the basis of race, color, national origin, sex, or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, or other federal, state, or local laws or executive orders.

Inquiries related to EEO, Title VI, or Section 504 of the Rehabilitation Act may be directed to the Director of Human Resources. Inquiries related to Title IX may be directed to the Title IX Compliance Officer, and inquiries related to discriminatory or sexual harassment may be directed to the chairperson of the Committee on Discriminatory and Sexual Harassment or the Sexual Harassment Officer. For specific information on any of the above people, please contact the Dean of Student’s Office at 814-332-4356 or the Human Resources Office at 814-332-2312

Alma Mater Beatissima

Fair Allegheny, yonder on the hill
Through all the years our hearts are turning still
In love to thee, and so they ever will.
O, Alma Mater, Beatissima.

Warm rests the sun, so soft on wall and vine;
No air in all the world can equal thine,
Again we flame our torches at thy shrine,
O, Alma Mater, Beatissima.

FROM THE PRESIDENT

As we start the new academic year together, I want to encourage you to take advantage of all of the resources that Allegheny College offers, including this handbook. *The Compass* is full of practical information on the offices, people, activities, and services here at Allegheny. It also includes the policies and regulations that help guide us as we live and learn together as a community of scholars.

I look forward to learning with and from you this year. It is a special part of Allegheny's magic that faculty, staff, administrators and students truly know each other and collaborate in teaching and learning.

I hope that when you see me on campus, you'll introduce yourself and tell me your story. Or if you're going by my office, please feel free to stop in and say hi.

College is full of challenges and hard work and countless opportunities for new friendships and much fun. I look forward to sharing your college experience with you and learning with you over the next year.



Looking forward to our journey together,
James H. Mullen, Jr.



**ALLEGHENY
COLLEGE**

ACADEMIC ASSISTANCE - THE LEARNING COMMONS

Pelletier Library, Main Floor

Phone: (814) 332-2898

Web site: <http://learningcommons.allegheny.edu>

Allegheny's Learning Commons is dedicated to helping students thrive at all stages of their college careers by providing

- individual assistance and workshops on writing, speaking, computing software, critical reading, effective study, and time management
- peer tutors in a variety of subjects
- support for students with disabilities and arrangements for accommodations for students with all types of documented disabilities
- print and electronic resources to help students hone their academic skills

Consultations for writing, public speaking, and technology use are available in the Learning Commons by appointment or a drop-in basis from 3:00 p.m. to 5:00 p.m. and from 7:00 p.m. to 11:00 p.m. Sunday through Thursday.

Professional Staff are available Monday through Friday, 8:00 a.m. to 5:00 p.m. for assistance with study skills, reading, disability services, orientation, and advising.

For more information about the Learning Commons, to pick up a tutoring schedule, or to make an appointment, visit our office, call 332-2898, or check out our web site at <http://learningcommons.allegheny.edu>.

HOURS OF OPERATION

Bookstore

M-F: 9:00am-5:00pm, Sat: 10:00am-2:00pm (When school is in session)

Dining Services

Mckinley's Food Court:

M-Th: 7:30am – midnight, F: 7:30am – 3:00am, Sat: 9am – 10:45am
(Continental Breakfast), 10:45am – 3:00am, Sun: 10:45am – midnight

Brooks Dining Room:

M – F: Hot Breakfast 7:15am – 9am, Continental Breakfast: 9am-10am,
Lunch 11:00am – 2:00pm, Dinner: 5:00pm – 8:00 pm

Sat-Sun: Brunch 11:00am – 2:00pm, Dinner 5:00pm – 8:00pm

Campus Center

Sun – Th: 6am – midnight*

F – Sat.: 6am – 3am (main entrance)*

While school is in session. Hours for summer and other break periods will be announced and posted at the appropriate times.

Pelletier Library

M - Th: 7:30am to 1:00am; F: 7:30am to 9pm

Sat: 9am to 9pm; Sun: 11:30 a.m. to 1 a.m.

Post Office

M-F: 8am-5pm

Printing Services

M-F: 8am-5pm

Winslow Health Center

M-F: 8am-4:30pm

Wise Center

M-F: 6:30am-11pm*, Sat: 10am-10pm*, Sun: 10am-11pm*

*Hours for summer and other break periods will be announced and posted at the appropriate times. Areas may be closed at times for cleaning and maintenance.

TRANSPORTATION SERVICES

Through a community partnership between Allegheny Student Government (ASG) and Crawford Area Transportation Authority (CATA), all members of the Allegheny College community ride aboard CATA buses for free, with their Allegheny AllCard (ID Card). The partnership includes “The Loop” and all fixed route buses, which serve the greater Meadville and Crawford County areas. For more information, visit www.catabus.org or call (814) 336-5600.

The Loop sponsored by ASG & CATA is a free bus service for all members of the Allegheny College community. “The Loop” operates on Wednesday, Friday and Saturday evenings from campus to downtown stores, restaurants, and other establishments. For more information, visit asg.allegheny.edu or call (814) 332-4364.

AIRPORT SHUTTLE SCHEDULE 2009-2010

Transportation is offered to the Pittsburgh and Cleveland airports. Shuttle sign-up is available on the Student Involvement web site, <http://studentinvolvement.allegheny.edu> under Shuttle Transportation in the column at the right. A completed reservation form and non-refundable payment of \$30 for each way are required to reserve your space. **Deadlines of approximately three days in advance are strictly adhered to for vehicle reservation purposes.** Reservations received after the deadline are \$40 each way and will only be accepted if seats are available. When making airline reservations, please allow ample time for travel to the airports, 1.75 hours to PIT and 2.5 hours to CLE, plus the time needed for airport security checks. When arranging for your return flight, take into consideration flight delays that may occur. Shuttle drivers will be instructed to leave the airport fifteen minutes after the stated pick-up time, regardless of flight delays. If the College’s transportation schedule does not meet your travel needs, refer to the Alternative Transportation Resources listed below. If you have a question regarding the Airport Shuttle Schedule, please contact the Office of Student Involvement at (814) 332-2754.

Fall 2009

Beginning of Semester

Sat, Aug. 22: p/up at airport 2pm (PIT)

Sat, Aug. 22: p/up airports 7:30pm

Tues, Aug 25: p/up airport 2pm (PIT)

Tues, Aug 25: p/up @ airports 7:30pm

Fall Break

Fri, Oct 9: depart AC @ 2pm (PIT)

Sat, Oct 10: depart AC @ 7:30am

Tues, Oct 13: p/up @ airport 2pm (PIT)

Tues, Oct 13: p/up @ airports 7:30pm

Thanksgiving Break

Tues, Nov 24: depart AC @ 2pm (PIT)

Wed, Nov 25: depart AC @ 7:30pm

Sun, Nov 29: p/up @ airport 2pm (PIT)

Sun, Nov 29: p/up @ airports 7:30pm

End of Semester

Wed, Dec 16: depart AC @ 7:30am (PIT)

Thurs, Dec 17: depart AC @ 7:30am

Thurs, Dec 17: depart AC @ 11am (PIT)

Spring 2010

Beginning of Semester

Mon, Jan. 18: p/up @ airport 2pm (PIT)

Mon, Jan 18: p/up @ airports 7:30pm

Tues, Jan 19: p/up @ airport 7:30pm(PIT)

Spring Break

Fri, March 19: depart AC @ 2pm (PIT)

Sat, March 20: depart AC @ 7:30am

Sun, March 28: p/up @ airport 2pm (PIT)

Sun, March 28: p/u @ airports 7:30pm

End of Year

Wed, May 12: depart AC @ 7:30am

ALTERNATIVE TRANSPORTATION RESOURCES

The Allegheny College **Ride Board** is a forum where Allegheny students may post requests for rides that are needed and also for rides they are offering. For the safety of Allegheny users, this forum can only be accessed from computers on campus. Details are available at the following web site, <http://webtools.allegheny.edu/rideboard/rideboard.php>.

Airport Orbit, Inc. located in Slippery Rock, PA may be contracted for Pittsburgh transportation by contacting them at (877) 247-6724.

Classic Limousine, located in Pittsburgh, PA may be contacted at (800) 360-1520.

The **Greyhound Bus Station** is located in the Downtown Mall at 900 Water Street, Meadville. The local Greyhound office may be contacted at (814) 724-5423.

COMMUNICATION ON CAMPUS

The use of email is a primary method of communication on campus. Offices and organizations will use email to contact students about a variety of issues, including important campus updates and individual messages relevant to academic or campus life. All students are provided with a campus email account and address while enrolled at Allegheny and are expected to check the account on a regular basis. Any questions or problems regarding an email account should be directed to the Computing Help Desk at 332-2755.

SOLICITATION POLICY

Allegheny College prohibits unauthorized solicitation on campus property. We require prior approval for any student organization, group or individual looking to provide information or sell products on campus.

In general, for-profit organizations are not permitted to solicit on campus. (For example, credit card, phone card, and cell phone companies are not permitted on campus.) Other solicitors looking for permission to be on campus must seek approval through the Office of Student Activities. If granted permission then authorized solicitors (e.g. organizations selling class rings or photos for seniors) will only be permitted in the Henderson Campus Center. The purpose of this process is to maintain an environment that supports the academic objectives of our community.

Off-campus religious or faith groups wishing to visit campus must first be invited by a recognized student organization or College department. The College department or organization must receive authorization from the Religious Life office before the off-campus group may come to Allegheny College. Authorized groups or individuals will be hosted in the Henderson Campus Center unless prior permission is granted to visit other facilities or grounds. The purpose of this process is to establish a campus environment that is free of coercion and proselytization.

COLLEGE POLICIES

ARTICLE I: PURPOSE

Section 1: Philosophy of Allegheny College's Residential Learning Community

As members of Allegheny College's residential learning community we strive to develop lives rich in meaning and purpose. Students, faculty, staff and administrators are all valued as responsible citizens of both the campus and the surrounding community. By forming connections with our diverse backgrounds we have the opportunity to expand our understanding of the world we live in, which is shaped through active citizenship, respect for diversity and a commitment to environmental responsibility.

As a community we hold each other accountable for our actions, and value dialogue and reflection as necessary agents of conflict resolution and personal transformation. Trust and mutual respect are critical to the vitality and health of our community, to which we all contribute. As members of this community we understand that a commitment to excellence, integrity, and ethical judgment must inform the choices we make for they are always reflected in our actions.

To that end, these values are promoted and upheld by the College policies which are designed to encourage personal responsibility for one's actions and knowledge of the greater impact those actions have upon others. As community members, we agree to abide by the Honor Code and the College policies. Allegheny College values each student as an adult and expects students to be authentic and honest while they participate in informal or formal aspects of the Student Conduct System. The conduct system reflects the College's mission, the Statement of Community, and the Philosophy of Allegheny College's Residential Learning Community.

Section 2: General Process of the Student Conduct System

The student conduct system is educational in nature and is designed to provide a process to determine a student's responsibility and, when appropriate, assign sanctions for violations of College policy. The system is not comparable to criminal proceedings found in a court of law. A student's specific rights and responsibilities are outlined in each Article of this code.

There are two parts to our Student Conduct System, one for matters related to academic integrity (Article III) and one for non-academic matters (Article IV). All disciplinary decisions related to the Student Conduct System are based on a review of relevant information and facts. Decisions made by the Student Conduct Officer or designee, the Honor Committee, the Academic Integrity Board, and the Community Standards Board will use the standard of proof that it is more likely than not a violation of Allegheny College policy occurred. This means there is substantial information indicating it is more probable than not that a student violated College policies and therefore sanctions are assigned.

ARTICLE II: COLLEGE AUTHORITY

Section 1: Jurisdiction

- A. Generally, the jurisdiction of the College shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. Decisions about whether to assert College jurisdiction over matters occurring off campus shall be made by the Dean of Students in consultation with the Student Conduct Officer. This decision shall be final. Any student found in violation of the Honor Code or College policies is subject to disciplinary action according to the procedures outlined in this student conduct system.
- B. A College inquiry may be initiated if a student is charged with a violation of a law, which also is in violation of College policy. The College may take disciplinary action prior to, during, or after the disposition of the case by a court of law.
- C. The College will cooperate fully with federal, state and/or local authorities and other agencies in the enforcement of civil or criminal laws. If the alleged offense is also being considered for action within this conduct system, the College may advise off-campus authorities of how such matters will be handled within the College community.

- D. A student who takes a leave of absence or withdraws from the College while disciplinary action is pending, or who is involved in an alleged violation after a leave of absence or withdrawal, is subject to disciplinary action before permission to re-enroll is granted. In such cases, the College retains the right to investigate and to decide responsibility regardless of whether the student elects to participate in the process.

Section 2: Interim Suspension

The Dean of Students may impose an interim suspension prior to a student conduct decision if the Dean of Students and Student Conduct Officer believe that the student presents a threat to any member of the community, including him or herself. During this suspension, the student may be denied access to any or all of the Colleges facilities, activities, or privileges granted to students.

Section 3: Extraordinary Circumstances

This conduct system may be temporarily altered if warranted by extraordinary circumstances. The Dean of Students and the Student Conduct Officer will consult each other prior to any change.

Section 4: Withholding Degrees and Diplomas

The College has the right to withhold the awarding of a degree and diploma pending the conclusion of the student conduct process.

Section 5: Authorization for Search

The members of the Dean of Students Office and/or Security Officers may search a student room, athletic locker, or other College property in use by a student when it appears that College policies may have been violated. In such cases, the Dean of Students, Associate Dean of Students, or professional Residence Life staff (non students), upon hearing the initial facts, will issue an authorization for the search.

Once authorization is given, members of the Dean of Students Office, Security Officers, and/or professional Residence Life staff (or designee) may enter a student room without permission of the residents when conduct in the room violates state law or College policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, loud and boisterous conduct which can be heard outside the room).

ARTICLE III: ACADEMIC CONDUCT

Any member of the College community may report an alleged violation of the Honor Code. Such reports shall be prepared in writing and directed to the Honor Committee. Reports should be submitted as soon as possible after the alleged violation occurs.

Section 1: The Honor Committee

- A. The Honor Committee is the first level of inquiry in all cases of alleged violations of the Allegheny College Honor Code.
- B. The Honor Committee is composed of twelve students: four seniors, four juniors, four sophomores. Selection of new members and a chairperson will be conducted in accordance with the Honor Committee Constitution.
- C. The Honor Committee will appoint three of its members to serve as a Review Panel for each alleged violation in accordance with the Honor Committee Constitution.

Section 2: The Honor Committee Review Panel

- A. The Review Panel will conduct an inquiry of the alleged violation(s), including meetings with the accused student. This inquiry will be conducted in accordance with the Honor Committee Constitution.
- B. The panel will report the results of its inquiry to the full Honor Committee. If the Honor Committee determines that there is a reasonable likelihood that a violation of the Honor Code occurred, it will refer the alleged violation to the Academic Integrity Board.
- C. If the accused student voluntarily acknowledges that he or she violated the Honor Code prior to the full Honor Committee vote, the case may proceed as outlined in Article IV, Section 3, Letter E of the Honor Committee Constitution.

Section 3: The Academic Integrity Board (AIB)

- A. The Academic Integrity Board is the hearing board for cases of alleged violations of the Honor Code.
- B. The Academic Integrity Board consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of the College, and eight full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the board. Additionally, student members who are on Probation during the time of service will not be eligible to serve as a member of the board.
- C. At the start of Fall Semester, the Academic Integrity Board members elect a chairperson from among the faculty members of the board to serve for one year. If unable to serve for a particular AIB hearing, the chairperson appoints a substitute chairperson from among the faculty members.
- D. At least six members of the board must be present to conduct a hearing. An equal number of student and faculty members must be present. If a sufficient number of board members cannot be present to conduct a hearing, faculty substitutes may be appointed by the chairperson of Faculty Council and student substitutes by the ASG president.
- E. If a member of the board feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused. If the accused student believes that a member of the board is unable to render an impartial decision, the student may request that the board member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.
- F. The Assistant Dean of Students coordinates the administrative functions of the Academic Integrity Board.

Section 4: The Academic Integrity Board Hearing

- A. The Honor Committee informs the Assistant Dean of Students of its intention to refer the alleged violation to the Academic Integrity Board. Within 5 calendar days, the Assistant Dean of Students will inform the accused student of the following as they relate to the AIB hearing:
 - the time, date and place of the AIB hearing;
 - the specific section(s) of the Honor Code that has allegedly been violated;
 - that the student is permitted and encouraged to choose a Community Support Person that will accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.
 - that the student is permitted and encouraged to meet with a College staff member to discuss the AIB hearing. During this meeting, the student will be accorded reasonable access to the Honor Committee Report. The Honor Committee Review Panel develops the Honor Committee Report, after the Panel meets with the student. The Report will be reviewed and retained only in the Dean of Students office;
 - that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the AIB;
 - that the student is permitted and encouraged to bring relevant and necessary witnesses to the AIB.
- B. The board will conduct a hearing to consider relevant facts about the alleged violation, to discuss the alleged violation, to determine whether the Honor Code has been violated, and to determine sanctions, if appropriate.

- C. At the start of the hearing, the chairperson should appoint a secretary to keep notes. These notes are maintained by the board as a record of past proceedings. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal. Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.
- D. During the hearing, members of the board, the Honor Committee representative, the accused student and Community Support Person will be present and may respond to any statements or questions made by participants. The Assistant Dean of Students will also be present. The board will listen to all relevant information and facts from:
- The accused student;
 - The Honor Committee representative;
 - Any witnesses, including the course instructor or teaching assistants, if appropriate.
- E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The board may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the board.
- F. When the board has heard all relevant information and facts, they will enter executive session when only board members may be present. After reviewing all substantial facts, the board will decide whether the Honor Code has been violated and will assign sanctions, if appropriate. The board's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Honor Code. All decisions of the board are by simple majority vote. In the case of a tie vote, the matter will be considered to be concluded.
- G. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the Board will report the outcome to the Assistant Dean of Students who will notify the accused student of the decision in writing within 5 calendar days from the date of the AIB hearing.
- H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 5: Appeal to the President

- A. The decision of the board may be appealed to the President of the College by the accused student within 5 calendar days from the date of the letter notifying him/her of the decision. Such appeals shall be in writing and delivered to the President, with a copy to the Assistant Dean of Students.
- B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate grounds for the appeal. Appeals may be made on the following grounds:
- New facts not available at the Academic Integrity Board hearing. If the facts were withheld at the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal;
 - A violation of the process as described in this student conduct system that significantly and materially affected the student's ability to present complete information to the AIB.
- C. The President may uphold or overturn the decision of the board, return a case to the board for further processing, or reduce or retain any sanction.
- D. The decision of the President is final.

ARTICLE IV: NON-ACADEMIC CONDUCT

Any member of the College community may report an alleged violation of College policies. Such reports shall be prepared in writing and directed to the Student Conduct Officer. Reports should be submitted as soon as possible after the alleged violation occurs.

The Student Conduct Officer, or other person designated by the Student Conduct Officer or the Dean of Students, will conduct preliminary inquiries and determine sanctions for non-academic matters.

Section 1: Disciplinary Conferences

- A. Students accused of non-academic offenses are subject to a disciplinary conference with the Student Conduct Officer, or designee who is an employee of the College. During a disciplinary conference, the student(s) is permitted to have reasonable access to the information related to the incident, to respond to the information and call relevant and necessary witnesses. This conference is to be used as a dialogue to find resolution to the incident. Resolutions for students found to be responsible for violating College policy can include sanctions found in Article VI. Sanctions will be assigned by the Student Conduct officer or designee. For incidents where the behavior would not result in suspension or expulsion, a decision may be rendered without a disciplinary conference. In these cases, the student, upon reviewing the preliminary decision may request a conference to discuss the incident or decision. If the student chooses not to request a conference after reviewing the decision, the student will not be able to appeal the decision.
- B. During a disciplinary conference, the student(s) is permitted to be accompanied by a Community Support Person. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.
- C. Any student failing to attend or reschedule a scheduled disciplinary conference with the Student Conduct Officer or designee does so with the understanding that the disciplinary conference may be held in his/her absence and that the student may be additionally charged with a violation of General College Policy #18a (Failure to attend disciplinary conference).
- D. For behavior that may result in suspension or expulsion, the student will be notified in writing about the date and time of the disciplinary conference. The notice will also include the nature of the specific alleged violations of College policy.

Section 2: Appealing the outcome of Disciplinary Conferences

Any student wishing to appeal the outcome of a disciplinary conference may do so by notifying the Student Conduct Officer, in writing, within 5 calendar days of the date of written notification of the decision. An appeal of the findings established during a disciplinary conference will be referred to the Community Standards Board.

Section 3: The Community Standards Board

- A. The board shall consist of at least 8 members (four students and a total of four faculty, staff or administrators) recommended by the Faculty Council, the Dean of Students, and the Allegheny Student Government Executive Board. Final approval of all appointments will be made by the President of the College. Student members who are on academic or non-academic probation during the time of service will not be eligible to serve as a member of the board. The Assistant Dean of Students will provide administrative support to the Community Standards Board.
- B. Appointment and training of new board members will be facilitated by the Student Conduct Officer and the Assistant Dean of Students.
- C. Quorum shall consist of four members (an equal number of students and faculty or staff). The hearing board chair shall be a college employee selected by the Assistant Dean from the board members on a case-by-case basis. If a sufficient number of board members cannot be present to conduct a hearing, substitutes may be appointed by the Assistant Dean.

- D. If a member of the board feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused with the approval of the chairperson. If the accused student believes that a member of the board is unable to render an impartial decision the student may request that the board member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

Section 4: The Community Standards Board Hearing

- A. Once an official appeal has been referred to the Community Standards Board, the Assistant Dean of Students will appoint a chair for the hearing. Within 5 calendar days, the Assistant Dean of Students will contact the accused student and inform the student of the following as it relates to the CSB hearing:
- time, date and place of the hearing;
 - specific College policies that have allegedly been violated;
 - that the student is permitted and encouraged to have a Community Support Person accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.
 - that the student is permitted and encouraged to meet with a College staff member to discuss the CSB hearing process and to be accorded reasonable access to the disciplinary file, which will be reviewed and retained in the Dean of Students office;
 - that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the CSB;
 - that the student is permitted and encouraged to bring relevant and necessary witnesses to the CSB hearing.
- B. The board will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether College policy has been violated, and to determine sanctions, if appropriate.
- C. At the start of the hearing, the chairperson should appoint a secretary to keep notes. These notes are maintained by the board as a record of past proceedings. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal. Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.
- D. During the hearing, members of the board, the Complainant (conduct officer), the Respondent (accused student) and Community Support Person will be present to hear all information and facts related to the disciplinary issue. The Assistant Dean of Students will also be present. The board will listen to all relevant information and facts from:
- The complainant;
 - The accused student;
 - Any witnesses to the incident.
- E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The board may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the board.

- F. When the board has heard all relevant information, they will enter executive session when only board members may be present. After reviewing all substantial facts, the board will decide whether College policy has been violated and will assign sanctions, if appropriate. The board's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code. All decisions of the board are by simple majority vote. In the case of a tie vote, the student will be found not responsible.
- G. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the Board will report the outcome to the Assistant Dean of Students, who will notify the accused student of the decision in writing within 5 calendar days from the date of the report from the board.
- H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 5: Appeal to the President

- A. The decision of the board may be appealed to the President of the College by any party to the case (excluding college employees and student witnesses who did not file the original complaint) within 5 calendar days from the date of the letter notifying the student of the CSB decision. Such appeals shall be in writing and delivered to the President, with a copy to the Student Conduct Officer and the Assistant Dean of Students.
- B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate the grounds for the appeal. Appeals may be made on the following grounds:
- New facts not available at the Community Standards Board hearing. If the facts were withheld during the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal.
 - A violation of the process as described in this student conduct system that significantly and materially affected the student's ability to present complete information to the CSB.
- C. The President may uphold or overturn the decision of the board, return a case to the board for further processing, or reduce or retain any sanction.
- D. The decision of the President is final.

ARTICLE V: ORGANIZATIONAL CONDUCT

- A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.
- B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories:
- When a member is in violation of College policy and other members are present, by failing to discourage such activity, tacitly condone the violation;
 - When the violation is directly related to the organization's activities or an environment created by the organization.
- C. Alleged violations will be adjudicated as outlined in Article IV of this process.
- D. The following sanctions may be imposed upon student organizations found to have violated College policy:
- The sanctions of Warning and Probation plus other Educational Sanctions as outlined in Article VI of this process;
 - Deactivation which entails loss of privileges, including College recognition and funding, for a specified period of time.
- E. Fraternities and Sororities must follow all provision of the "Allegheny College Greek Supplement" located at www.studentactivities.allegheny.edu. Any violation of these policies may be enforced under College Policy #19, prohibiting the violation of other published College policies.

ARTICLE VI: SANCTIONS

For academic and non-academic conduct matters, the following sanctions may be assigned:

- A. **Warning:** Warning is notice that the student's behavior is unacceptable to the College community and that further misconduct may result in more severe penalties. Warning is for a specified period of time not to extend beyond one year and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. After the Warning period, the Warning will not be externally reported outside the College community as part of the student's disciplinary record.
- B. **Probation:** Probation is notice that the student is no longer in good standing with the College community. Probation may accompany conditions including but not limited to restrictions on activities or the requirement that specific activities be performed. Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Probation is considered grounds for further action, including Suspension. At the conclusion of the Probation period, the student is returned to good standing. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In general, and in accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is placed on probation. The student's academic advisor is notified when a student is placed on probation.
- C. **Suspension:** Suspension encompasses exclusion from the campus and from all activities related to the College, whether on or off campus, for a specified period of time including the activities of College-recognized or sponsored organizations. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other educational sanctions have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is suspended. The student's academic advisor is notified when a student is suspended.
- D. **Expulsion:** Expulsion encompasses permanent separation from the College. Expulsion means that a student may not enroll at the College nor participate in College activities whether on or off campus. If the expelled student fails to honor the Expulsion, legal action may be instituted to enforce it. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents. In accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is expelled. The student's academic advisor is notified when a student is expelled.
- E. **Notations on Transcripts:** Sanctions are not typically placed on a student's transcript. Due to certain circumstances, if a conduct officer or board determines that a sanction should be placed on a student's transcript, then notation of the sanction will appear on the transcript and in the Dean of Students Office file.
- F. **Other Educational Sanctions:** Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: financial restitution, community restitution (programming requirements or community service hours), being barred from residence halls and/or other campus buildings, being restricted from participation in College-sponsored or College-recognized activities or organizations, or being prohibited from or limited in College employment. The student will be given specific deadlines for the completion of these activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents.
- G. **Academic course work:** The following sanctions are recommendations to an instructor who may assign them only after the decision of the AIB:
 1. Redo the work in question with or without credit;
 2. Fail assignment in question;
 3. Fail the course.

ARTICLE VII: DISCIPLINARY RECORDS

Section 1:

Disciplinary records are maintained in the Dean of Students Office. Please refer to the *Policy of the Privacy of Student Records* for details about access to disciplinary records.

Section 2:

Records of Suspension and Expulsion from the College are permanent. Records of Probation are maintained until graduation or two years after permanent withdrawal from the College. Records of Warning are maintained until graduation or two years after permanent withdrawal from the College but are not externally reported as a part of the disciplinary record after the Warning period has elapsed. Records of other educational sanctions are maintained until graduation or two years after permanent withdrawal from the College but are not externally reported as a part of the disciplinary record unless they accompany Probation or Suspension.

Section 3:

All potential recipients of Summa Cum Laude, Magna Cum Laude, Cum Laude will be screened for Honor Code violations. The sanctions of Probation, Suspension, or Expulsion received for academic violations will disqualify a student from consideration for Latin honors.

ARTICLE VIII: INTERPRETATION AND REVISION

Section 1: Interpretation

Any questions about the administration or interpretation of this system shall be referred to the Dean of Students for final determination.

Section 2: Revision

This system shall be reviewed periodically and at least every three years under the direction of the Student Conduct Officer and the Dean of Students Office. ASG, the Academic Integrity Board, and the Campus Life Committee will be consulted when the student conduct system is reviewed. Any amendments to the disciplinary system require a simple majority vote of the ASG Senate and the Allegheny faculty and the approval of the President.

(as amended Fall 2008)

HONOR CODE

The Academic Honor Program is designed to promote individual responsibility and integrity in academic affairs and to develop an atmosphere conducive to serious independent scholarship. Allegheny's Honor Code is different than those of many other colleges because it is a student code, developed and upheld by the students themselves rather than imposed by the College administration.

A voluntary honor system was established in 1960, and by 1962 over two-thirds of the student body participated in the program. The following year, the student body voted to make the honor program mandatory. This decision, also approved by the faculty and administration, first applied to the class that entered the College in 1964. Every three years since 1990, the Honor Committee conducts a student referendum to determine if the student body wishes to continue the honor system. The Honor Code has consistently been supported by an overwhelming majority of students. The Honor Program operates under the following Honor Code:

ARTICLE I

The Honor Program shall apply to all work submitted for academic credit or to meet non-credit requirements for graduation at Allegheny. This includes all work done in class (examinations, quizzes, and laboratory work), all papers, and any other material so designated by the instructor. All students who have enrolled in the College will work under the Honor Program. The College assumes that the integrity of each student and of the student body as a whole will be upheld. A primary responsibility of each student is the maintenance of honesty in one's own academic work. In addition, it is the moral obligation of each student to help maintain the integrity of the entire College community.

ARTICLE II

By virtue of matriculation in the College, each student acknowledges the following:

I hereby recognize and pledge to fulfill my responsibilities, as defined in the Honor Code, and to maintain the integrity of both myself and the College community as a whole.

ARTICLE III

Section 1

If one student observes another committing what appears to be an act of dishonesty in academic work it is the observer's responsibility to take the appropriate action. Students are encouraged to inform either the instructor or a member of the Honor Committee. However, whatever action the observer takes must fulfill the obligation to uphold the integrity of the College community. Failure to do so is as injurious to the honor of the College community as is the observed act of dishonesty and constitutes an infraction of the Honor Code.

Section 2

The following practices are considered to be violations of the Honor Code in examinations, tests, quizzes, and in laboratory and computing exercises: any attempt to receive or give unauthorized assistance from written, printed, or recorded aids, from any person, or from another's work.

Section 3

Plagiarism is defined as using the ideas or words of another without citing the sources from which the ideas or words are taken. In take-home examinations, papers, and reports, the following must be carefully observed:

- A. Any sequence of words taken verbatim from another source not original with the student must be enclosed in quotation marks and its source fully and accurately identified. Such material must be quoted accurately.
- B. Any sequence of words taken verbatim from any other work of the student must be enclosed in quotation marks and its source fully and accurately identified. (See Section 4)
- C. Where the ideas of another are paraphrased or interpreted, quotation marks cannot be used. In these cases, the student must fully and accurately cite the source. In addition, the language and sentence structure must be that of the student and not of the original source author. While each instructor who assigns a paper, report, or examination may direct students to a particular style for footnote and bibliographic documentation, the rules noted above must be followed. Ignorance here or in any other part of the code is no excuse.

Section 4

No work submitted for one course may be submitted also for another course except with the explicit approval of both instructors.

Section 5

Instructors are expected to explain their policies regarding help received in any assigned work for their course to each class at the start of each term, preferably including the material in a printed syllabus for the course. However, it remains the student's responsibility to know and to understand these policies.

ARTICLE IV

Section 1

Tests and examinations at Allegheny need not be proctored. Instructors may remain in the room or in a nearby room but must remain in the building to be available to answer questions that may arise during the course of the examination.

Section 2

Examinations are confined to the building in which they are given. Students shall have freedom of movement within that building. Students may not leave the building or take materials related to the exams into restrooms unless explicitly permitted to do so by the instructor, or unless the instructor declares the test to be written at home or other parts of the campus. Additionally, exams may not be taken behind a locked door. It is the student's responsibility to ensure that the door to the room remains unlocked during the entire exam.

Section 3

Regardless of where the test or examination is taken, the student is responsible for obtaining any changes or corrections. Instructors are not under obligation to search out students to provide this information. Furthermore, the exam must be handed in at the time requested.

Section 4

In recognition of the responsibilities of the Honor Program, a student, when submitting a test or paper, shall sign both the pledge and full name in signature. If a student neglects to do this, the instructor must notify the student and allow an opportunity for signing the paper. Moreover, work is not to be considered as graded until the pledge and signature appear.

(Revised April 2005)

HONOR COMMITTEE CONSTITUTION

ARTICLE I

Section 1

Name. The name of this organization is the Allegheny College Honor committee.

ARTICLE II

Section 1

Composition. The Honor Committee is composed of 12 students, four drawn from each of the sophomore, junior, and senior classes.

Section 2

Selection. By May 1 of each academic year, the current membership of the Committee will select four students from among the rising sophomore class who are in good academic and social standing to serve for a term of three years. Their term begins with graduation day for that year.

Section 3

Vacancy. If a member of the committee resigns or is removed, the committee will select a student from the class having lost representation to serve the unexpired term of that individual.

Section 4

Approval. A candidate for membership must be approved by a majority of the current full membership of the Honor Committee. The Honor Committee will submit names of new members to the College Academic Integrity Board for approval.

Section 5

Honor Committee members may be removed by a two-thirds vote of the remaining members for any of the following reasons:

- A. Violation of the Honor Code.
- B. Violation of College regulations, leading to disciplinary action.
- C. Withdrawal from the College.
- D. Failure to fulfill responsibilities of membership.

Section 6

Chair. Prior to the conclusion of the academic year, the committee will elect a chairperson to serve for the ensuing academic year. The chairperson will be chosen from the members representing the rising junior and senior classes.

Section 7

Advisors. The Committee will choose a Faculty Advisor at its discretion. A representative of the Dean of Students will be chosen by the Committee to serve as an administrative liaison. Both may be present at all meetings.

ARTICLE III

Section 1

Duties. The duties of the Honor Committee are:

- A. To educate members of the College community regarding the provisions of the Allegheny College Honor Code and their rights and responsibilities under it.
- B. To revise the Honor Code when necessary.
- C. To hold a preliminary review when a student is charged under the Honor Code and to determine whether there are substantial facts to forward the case to the Academic Integrity Board for a hearing.
- D. To hold a referendum of the student body to determine whether the Honor Code shall remain a part of the Allegheny community. This referendum shall be held in the second semester of every third year with the first referendum being held in 1990. A majority of the students in the three rising classes must vote to affirm the Code in order to keep the Code.

Section 2

Meetings. The Honor Committee will meet weekly during the academic term.

ARTICLE IV

Section 1

Review Panel. When the Committee receives a charge, the chair will appoint a Review Panel consisting of three committee members under the charge of a Panel Moderator.

- A. The Panel Moderator will appoint a Panel Secretary, who will take notes.
- B. If a member of the Honor Committee feels too great an involvement with any of the principals in a case, is a party to the case, or feels unable to render an impartial decision, that member may be excused by decision of the chair.

Section 2. Preliminary Procedure

Before an Honor Committee Review Panel is called, the Panel Moderator will make initial contact with the accused student. The student will be informed of the following as it applies to the Review Panel:

- time, date, and place of Review Panel meeting;
- specific Honor Code sections that have been allegedly violated;
- that the student is permitted and encouraged to be accompanied by another member of the College community as a Community Support;
- that the student is permitted and encouraged to speak on his/her own behalf and to present a written statement that contains relevant information and facts;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the Review Panel meeting;
- that the student can decline to answer a question which may result in self incrimination. (The student who chooses this action does so with the full knowledge that all aspects of the student conduct process will continue.);
- that the student is permitted and encouraged to read the Honor Committee Report that is developed by the Review Panel. The report is generated only when a possible violation is forwarded to the AIB. The report is available in the Dean of Students office.

Section 3. Review Panel's Responsibilities

- A. The Review Panel should interview the accuser(s) and the instructor of the course in question during the course of its investigation. Additionally, any prospective witnesses should be questioned.
- B. The Review Panel shall inform the accused student(s) of the time and place of the meeting.
- C. Review Panels should be recorded on tape. This tape will be kept by the Moderator until the process is concluded and all right of appeal exhausted, after which it will be erased or destroyed. The tape is the property of Allegheny College. Additionally, notes will be taken during the Review Panel meeting and during any interviews conducted. Each party will review and sign the notes attributed to him/her.

- D. Review Panels will be conducted in confidence, with only one person testifying at a time. When the Review Panel convenes, the Moderator will proceed as follows:
1. Review the procedure as outlined in Section 2: Preliminary Procedure.
 2. Read the accusation.
 3. Inform the accused of the Honor Committee's responsibilities and of the purpose of the Review Panel meeting.
 4. Ask the student whether he/she understands the purpose of the Review Panel, and for any opening remarks.
 5. Ask for the accused's closing statement. Allow him/her to read, correct, and sign the Review Panel notes, thereby verifying the accuracy.

After the inquiry is completed, the Review Panel will discuss all substantial facts. The Review Panel will then make a recommendation to the full Honor Committee using the "more likely than not" standard.

Technical rules of evidence, such as may apply in civil or criminal courts of law, do not apply to the Review Panel meeting.

- E. If the accused student voluntarily acknowledges that he or she has violated the Honor Code prior to the full Honor Committee vote, the case will proceed as follows granted that it is a first offense. Before a final decision is reached, the student reserves the right to revert back to the formal process involving the Academic Integrity Board (AIB). In the event that the case is not the student's first offense, the case will revert back to the formal process that includes a hearing with the AIB.
1. A meeting will be set up between the accused, the professor of the course, the Chair of the Honor Committee and a representative from the Dean of Students Office to discuss and resolve the Honor Code violation.
 2. The professor of the course determines how he or she will handle grading the assignment as well as the final outcome of the course.
 3. The representative from the Dean of Students Office, in consultation with the Chair of the Honor Committee, will place a sanction on the student.

Section 4. Concluding

- A. At its next meeting, the Honor Committee will make a decision regarding the recommendation of the Review Panel. A majority of the total membership of the Honor Committee will be required to forward a case to the Academic Integrity Board. The Honor Committee will consider all substantial facts and base their decision by using the "more likely than not" standard. The accused will be notified in writing of the Committee's decision.
- B. If a member of the Honor Committee is involved in a case apart from their role as a Committee member, they should be excused during all discussion of the case.
- C. In the event the Honor Committee decides not to forward a case to the Academic Integrity Board, all materials concerning the case will be removed from the student's educational records.
- D. The Honor Committee will notify the course instructor and the accuser of its decision and report the results to the Dean of Students Office.
- E. If the case is forwarded to the Academic Integrity Board, an Honor Committee Report will be submitted to the Dean of Students Office by the Panel Moderator, along with the written and typed statements of the accused, accuser(s), and instructor. Additionally, the Moderator or another member of the Review Panel will be required to attend the Academic Integrity Board hearing to present the facts and information gathered by the Panel.

ARTICLE V

Section 1

Honor Code Amendments. The Honor Code may be amended by a three-fourths vote of the full membership of the Honor Committee in consultation with Faculty Council and the Dean of Students Office.

ARTICLE VI

Section 1

Constitutional Amendments. This constitution may be amended by a three-fourths vote of the full membership of the Honor Committee in consultation with the Dean of Students Office.

(Revised May 2009)

GENERAL COLLEGE POLICIES

As an educational institution, Allegheny College has the authority to establish and enforce reasonable policies regarding the conduct of its students, toward the end of protecting the integrity of its educational program, its facilities, and the rights and safety of its constituents.

Upon admission to Allegheny College, students acknowledge both the authority on the part of the College and their awareness that they will be held accountable through the Allegheny College Student Conduct System if they are found to have committed one or more of the following violations. In most circumstances, Allegheny College will treat attempts to commit any of the following violations as if those attempts had been completed.

1. Acts of dishonesty, including but not limited to the following:
 - a. Acts of academic dishonesty as outlined in the Honor Code.
 - b. Furnishing false information to any College official.
 - c. Forgery, alteration, or misuse of any College document, account, or record.
2. Disruption or obstruction of teaching, research, administration, other College activities, or other authorized non-College activities, which occur on campus.
3.
 - a. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, or other conduct, which threatens or endangers the health or safety of any person.
 - b. Harassment, intimidation, or other disruptive acts of a discriminatory nature. This includes all provisions of the “Discriminatory and Sexual Harassment Policy and Procedure”
 - c. Hazing as described in the “Pennsylvania State Hazing Laws” section of this publication.
 - d. A violator of conduct described in 3a, 3b, and 3c may be found responsible independent of criminal or civil law processes.
4. Sexual Misconduct. This includes all provisions of the “Discriminatory and Sexual Harassment Policy and Procedure” located in this publication.
5. Theft of property or of services; damage to property of the College or personal property of a member of the College community or property of others.
6. Failure to comply with directions of College officials or Safety and Security officers and/or failure to identify oneself to these persons when requested to do so when the college employee is performing their duties.
7. Unauthorized possession, duplication, or use of keys to any College building or unauthorized entry to or use of College buildings.
8. Use, possession, or distribution of narcotic, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
9. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and the College’s Alcohol Policy, including but not limited to the following:
 - a. Possession/consumption by those under the age of 21.
 - b. Public intoxication by persons of any age.
 - c. Providing alcohol to those under the age of 21.
 - d. Possession of a common source (keg, beer ball, etc. - empty or full).
 - e. Hosting an unregistered event with alcohol present as described in Section 6 for the “Allegheny College Alcohol Policy.”
10. Any possession and/or use of firearms, explosives, other weapons, or dangerous chemicals while on campus, unless properly authorized.

11. Participation in activities, which interfere with freedom of movement about the campus. This includes activities that obstruct the free flow of pedestrian or vehicular traffic on-campus or at College-sponsored or supervised functions.
12. Inappropriate conduct which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the College.
13. Action or inaction by a witness, bystander or in collusion which fails to discourage a violation of College policy. Enforcement of this policy will be in effect when the behavior causes damage to college property or causes harm to an individual(s).
14. Violation of state, local, or campus fire policies, including:
 - a. Failure to evacuate a College-owned building during a fire alarm.
 - b. Improper use of College fire safety equipment.
 - c. Tampering with or improperly engaging a fire alarm in a College-owned building.
 - d. Acts of arson.

A complete copy of the College's Fire Regulations is available with the Safety Officer in the Security Department.

15. Smoking is prohibited in all College buildings. Refer to Residence Life hall policies for guidelines for residential areas.
16. Bringing pets or other animals into College buildings with the exception of assistance animals used by members of the community with disabilities. A complete copy of the Animal Rules and Regulations brochure is available from the Office of Security. Some exceptions exist in residential areas; see applicable Residence Life policies found in this publication.
17. By using the computer facilities at Allegheny College, students acknowledge their awareness of College policies concerning computers and that they will be held accountable through the Allegheny College Student Conduct System if they are found to have violated one or more of these policies. In addition, students who connect their personal computers to the campus network will be held responsible for any violation of these policies that originate from that computer.

College computing policies prohibit the abuse of computing facilities and/or accounts, including, *but not limited to*:

- a. Use of computing facilities to send harassing or abusive messages.
- b. Use of computing facilities to interfere with the work of other community members.
- c. Unauthorized access to a file or personal or group account.
- d. Use of computing facilities to interfere with normal operation of the College computer system.
- e. Anonymous or forged network news articles or email messages.
- f. Disk usage over the allotted limit without prior approval.
- g. Unauthorized transfer of a file, Violation of the Digital Millennium Copyright Act is a violation of College policy.

For additional clarification, please refer to the ACCS Computing Policies brochure available from Computing Services in Murray Hall, or it can be found on the Allegheny home page at computing.allegheny.edu.

18. Abuse of the student conduct system, including:
 - a. Failure to attend meetings scheduled for disciplinary purposes.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Failure to provide information during an investigation of an alleged policy violation.
 - d. Attempting to discourage an individual's proper participation in, or use of, the conduct system.
 - e. Harassment (verbal or physical) and/or intimidation of a member of the community body prior to, during, and/or after a conduct proceeding.

- f. Failure to comply with the sanction(s) imposed within the Conduct System.
 - g. Influencing or attempting to influence another person to commit an abuse of the conduct system.
19. Violation of other published College policies, rules, or regulations. *This includes all provisions of the College's Traffic Regulations found in this publication and available in the Office of Security.*
20. Violation of federal, state, or local law whether on or off campus. *See "Allegheny Student Conduct System; Article III, Section 1: Jurisdiction".*

PENNSYLVANIA STATE HAZING LAW (P.L. 1595, NO. 175)

"Hazing:" Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

OUTDOOR EVENT GUIDELINES

The Outdoor Event Guidelines were created to help coordinate the numerous outdoor events that occur in our community that are likely to affect neighbors or others not directly participating. Students and organizations wishing to hold outdoor events on College property and/or College recognized organizations that wish to hold an outdoor event in areas surrounding the College must get prior approval from the Director of Student Activities. The purpose of this approval is to attempt to balance the schedule of outdoor activities in an effort to be sensitive to our community.

PHOTOGRAPHY

Allegheny College and its representatives on occasion take photographs for the College's use in print and electronic publications. This serves as public notice of the College's intent to do so and as a release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by filling out a form at the Office of Public Affairs.

ALLEGHENY COLLEGE ALCOHOL POLICY

Section 1: Purpose

The living/learning component of a residential college is an important part of the Allegheny College experience. The goal of the College is to create an environment conducive to academic success, personal growth, and a healthy lifestyle. The misuse of alcohol significantly interferes with the mission of the College and can adversely affect students' ability to learn in a supportive environment. Allegheny College considers all of its members – faculty, staff, and students – to be mature persons and, accordingly, the decision to use alcohol legally and responsibly is an individual one. The College will educate members of the community regarding responsible alcohol use and the dangers of problematic use. Members of the community who are concerned about problem drinkers, whether in crisis or not, are encouraged to come forward. Students are reminded that all situations are evaluated on a case by basis with no set repercussions or punishment used in the conduct system.

Section 2: Jurisdiction

The College expects all students to observe these regulations, including those living on and off campus and any student representing the College in both formal terms (for example, athletic teams and traveling music groups) and informal terms (for example, students attending a party off campus). Allegheny students participating in EL Travel Seminars (during summer or other semester breaks) are expected to follow Allegheny policies as stated in the Travel Seminar agreement; students studying abroad (either semester or academic year programs) are expected to follow all alcohol-related laws of their host countries. The College requires that all visitors to campus also follow Allegheny's Alcohol Policy. Students who live in College-owned property are responsible for the conduct of any guests as agreed to in their Residence Life Housing Contract. All employees of the College are bound by the *Drug Free Workplace Policy* available through Human Resources.

Section 3: Statement of Principles

- The College recognizes explicitly that students are adults, which means that they are expected to obey the law and take responsibility for their behavior. Students should understand that being under the influence of alcohol in no way lessens their accountability to the College community.
- Students will be held accountable if their use of alcohol violates applicable laws and/or College policy; threatens to create disorder, public disturbances, danger to themselves and others, or property damage; or interferes with the rights of other persons. Participation in student groups can result in greater personal accountability because of that organization's own policies concerning alcohol use.
- It is the aim of the College to support and respect those members of our community who choose not to use alcohol or those of legal age who use alcohol responsibly.
- While it is not the intent of the College to police the personal lives of its students, the College does reserve the right to investigate circumstances that would be suspicious to any reasonable person.
- The College disclaims any intention to assume duties to protect its students from their own abuse of alcohol.

Section 4: Alcohol Related Health Risks

As students make choices concerning the use of alcohol, it is important to consider the health risks associated with consumption.

- Alcohol is a depressant, although it may initially stimulate emotions
Slows heart rate and respiration, causes intoxication, sedation, unconsciousness, death
- Alcohol is generally metabolized at the rate of one drink per hour
- Mixing alcohol with other drugs can be lethal
- Food slows down the absorption of alcohol
- Long term alcohol misuse can lead to liver disorders, heart disease, brain damage, sterility, and dependency
- Approximately 1 in 10 drinkers becomes an alcoholic; children of alcoholics are 3-4 times more likely to become alcoholics themselves
- BAC (Blood Alcohol Concentration) is affected by the amount consumed, rate of drinking, size and gender of drinker, and tolerance
- Alcohol impairs judgment, performance, memory, and motor skills

An impaired person cannot usually recognize his/her own impairment

- Tolerance, the need to use more of a substance to maintain the effectiveness of that substance, occurs with use over an extended period of time
Tolerance increases the risk of alcohol-related problems, including alcoholism and social problems

Section 5: College Requirements

- In accordance with state law, students under the age of 21 are not permitted to possess, transport, and/or consume alcohol. In order to prevent disagreements regarding this policy, alcohol is permitted only in rooms/houses in which at least one person living in the room/house is of the legal drinking age. All visitors must also adhere to these requirements. Students are responsible for making sure that their guests abide by the College's Alcohol Policy. No person may furnish alcohol to persons under the age of 21.
- Public intoxication by persons of any age is prohibited. If a student is intoxicated and College staff view the person as unable to care for him/herself, the staff may choose to have the student transported to the hospital. This action will be taken to protect the student and the community and will be the financial responsibility of the student.
- Open containers, carriers, or cups of alcohol are strictly prohibited outside of residential rooms/houses or approved registered events.
- Consistent with NCAA regulations, alcohol is not permitted at Robertson Field Complex during College sponsored events.
- As student safety is the College's main priority with regard to alcohol, we establish reasonable limits on alcohol amounts for those of legal age. The amount of alcohol allowed in a college-owned residence by a student who is of legal drinking age is limited to one unit per person of age. One unit is defined as one case (24 – 12 oz. containers) of beer/malted beverage OR two (1L) bottles of wine OR one (1L) bottle of spirits OR a reasonable combination of these types.
- The College maintains the right to dispose of alcohol in instances when a person under 21 is consuming, even if a person of legal drinking age is present, or when there is alcohol in excess of the established limits.
- Pursuant to state law, grain alcohol is prohibited except for research purposes.
- Regardless of a student's age, alcoholic beverages are prohibited in any non-residential building, out of doors on campus, and in any public areas of residential buildings including corridors, lounges, study rooms, and bathrooms except when written approval is received in advance.
- Common sources of alcohol (i.e., kegs, beer balls, etc.), empty or full, are prohibited except when provided through a third party vendor at an approved event. Information on this process is available through the Residence Life and Student Activities Offices.
- As a practical matter of enforcement, alcohol beverage containers are not permitted within the rooms (residence hall or College-owned house) of students under the age of 21.
- In accordance with state law, alcoholic beverages may not be sold on campus except by licensed vendors. This includes, but is not limited to: cover charges, charging for cups, or "passing the hat."

All violations of the Alcohol Policy will be referred to the College system and may be referred to the criminal justice system. Information about the College system and sanctions can be found in the relevant section of *The Compass*.

Section 6: Event Registration:

Any event on campus property must be registered if there is alcohol present and if there are more than two guests per resident present. Event registration offers the following benefits to the College community and the event sponsors: it requires the sponsors to think through their plans carefully and to recognize their liability in sponsoring an event with alcohol, and it allows College staff to communicate directly with the event sponsors if a problem occurs as an alternative to Security inspecting the event. Event registration is not for the purpose of disciplining students, but rather increasing safety and communication between College staff and students.

Complete guidelines and Event Registration forms can be obtained from the Student Activities office for outdoor events and from the Residence Life Office for all other events. Approval of all events involving alcohol must be accompanied by a planning meeting with a representative of the Student Activities office or the Office of Residence Life, thus sponsors who are seeking event approval for the first time must submit a completed registration form seven days in advance. After this, a 48 hour advance approval is required for events. Final approval will be given by the appropriate office.

Section 7: Event Guidelines

- All events must be in accordance with all College requirements and state laws. The number of invited guests must be limited according to local fire code regulations. Information on fire code regulations is available through the Residence Life Office.
- Only persons 21 years of age or older may sign on as purchasers of alcohol for an event. Some of the sponsors must be 21 years of age or older. At least one sponsor must be present to monitor the event and abstain from alcohol use. All sponsors, whether present or not, will be held accountable for any problems that occur.
- Common sources of alcohol (i.e., kegs, beer balls, etc.) may only be made available through a third party vendor. Information is available through the Residence Life Office.
- Underage drinkers, as well as event sponsors, will be held accountable under both state law and College policy if persons under age 21 are served alcohol at the event. Underage drinkers and the event sponsors will be held accountable if the underage guest is in possession or consumes alcohol.
- Alcohol may not be given as a prize for any contest/party game and should never be used as part of a party game. Chugging, drinking games, initiations, and other potentially dangerous drinking activities are prohibited.
- Sufficient quantities of food and non-alcoholic beverages are to be available throughout the entire event. The total amount of alcohol available should be limited according to the number of guests age 21 or older. Alcohol is limited to one drink per hour per guest of legal drinking age.
- Persons who appear intoxicated should not be admitted into the event and should not be served alcohol.
- Proof of age (driver's license, other valid ID) must be required to be served alcohol.
- Party sponsors should consult with the Residence Life or Student Activities Office to determine a plan for verifying that intoxicated event attendees have safe transportation home.

ADVERTISING

Promotional materials for any registered event and/or event sponsored by a College-recognized organization shall not make reference to alcoholic beverages or "drinking contests."

PENNSYLVANIA STATE LAWS AND LEGAL RISKS

Alcohol

As residents of Pennsylvania, students have a responsibility to observe state laws regarding the use of alcohol and other drugs. A copy of relevant sections of the Liquor and Crimes Codes of Pennsylvania is on file in the Office of Security.

- Any person under the age of 21 who purchases, consumes, transports or is in possession of alcohol will face a 90 day suspension of the driver's license and a \$50-\$300 fine.
- Selling or furnishing alcohol to minors (those under 21 years) carries a minimum of \$1000 in fines and up to a year in prison.
- Carrying or using a false ID results in a 90 day license suspension, fines up to \$300 and a possible 90 days in prison. Manufacture or selling a false ID is a criminal offense punishable by fines of \$1000-\$5000 and up to 2 years in prison.
- The legal limit for Driving Under the Influence in Pennsylvania is under 0.10 (0.02 is under 21 years). A first DUI offense will result in \$300-\$500 in fines, 48 hours to 2 years in prison, and a mandatory 12 month license suspension. Refusal of a breath test results in an automatic 12 month license suspension in conjunction with the DUI offense.
- Public drunkenness results in fines up to \$300 and up to 90 days in prison. Offenders are placed in a "holding tank" until sober.
- By law, police (including our Security Department) making an arrest for a suspected underage drinking/possession violation and/or for carrying or using a false ID are required to notify the parents or guardian of the minor charged (effective May 2000). For alcohol-related laws, Pennsylvania defines a minor as someone under 21 years of age.

Psychoactive Drugs

Penalties for the use and possession of illicit drugs, along with illegal use of prescription drugs, vary greatly. Possession of a larger amount of a drug will typically result in charges of distribution, leading to much stiffer penalties. Some examples of penalties:

- A criminal record for drug possession automatically results in the loss of federal financial aid for one year.
- A criminal record for drug possession may prevent professional licensing and/or certification.
- Possession of up to 30 grams of marijuana– up to 30 days in prison, \$500 in fines.
- Possession of any controlled substance, such as heroin– up to 1 year in prison, \$5000 in fines.
- Possession of 5+ grams of cocaine– 5-20 years in prison, \$1000 in fines.
- Manufacture, distribution, importation of any designer drug, such as ecstasy - up to 20 year in prison and \$250,000 in fines.

EDUCATIONAL RESOURCES AND TREATMENT OPTIONS

It is recommended that any organization considering an event involving alcohol formulate and implement a program to increase alcohol awareness and prevent alcohol misuse for its members and guests. There are a number of resources available on and off campus to provide alcohol education or assistance with alcohol concerns:

- The Office of Residence Life, including Resident Advisors, Community Advisors, and Area Coordinators, is a valuable resource and provides much of the alcohol education programming on campus.
- The Counseling Center is available to address individual concerns, provide assessments and referrals for treatment off campus, and to provide information and education about alcohol use.
- Winslow Health Center is available to assist individuals with situations involving alcohol that affect the physical well-being of a student.
- Crawford County Drug & Alcohol, Downtown Mall, 814-724-4100
- Stepping Stones Treatment Center, Meadville Medical Center, 814-333-5810 or 336-4357 (crisis)
- Alcoholics Anonymous, 814-337-4019
- Narcotics Anonymous, 814-337-4529, 24 hour crisis line– 888-251-2426

WEBSITES OF INTEREST:

- Pennsylvania Liquor Control Board: www.lcb.state.pa.us
- National Institute of Alcohol Abuse and Alcoholism: www.niaaa.nih.gov
- The National Clearing House for Alcohol and Drug Information: www.health.org
- Alcohol 101 Educational CD Rom (free request) <http://www.alcohol101plus.org/home.html> (The Residence Life office also has CD Rom's available for lending.)

The Alcohol Policy is reviewed every two years as required by the Drug Free Schools and Campuses Act. The review committee is made up of representatives of Student Affairs, the Faculty, and the Student Body.

(Revised Spring 2008)

MEAL PLAN EXEMPTION

Our on-campus dining facilities offer a variety of menu choices and are able to accommodate most medically-required dietary needs. In those rare cases where we are unable to meet a student's medical need, exceptions may be granted to the meal plan requirements. The process for requesting such an exception is as follows:

- Documentation from a medical doctor regarding the medical condition, including specific nutritional recommendations, should be submitted to the Dean of Students office or to the Dining Services office.

- The Director of Dining Services will review the documentation and meet with the student. Within five business days of meeting with the student, the Director of Dining Services will determine if the needs can be met through our current dining options or if special arrangements can be made through our on-campus facilities.

If it is determined that our dining program can not meet the medical and nutritional needs of the student, approval will be given to change or be exempt from the meal plan requirements.

RESIDENCE HALL POLICIES

The following summary highlights and explains several sections of the housing contract that students typically have questions about. Copies of the entire contract are available at the Office of Residence Life. Additional information may be found on the Residence Life page of the Allegheny College Web site.

Appliances: You may have a microwave and a refrigerator as long as each is under seven (7) amps UL approved and in good condition. Toasters, coffee makers and hot pots are also allowed, but any appliances with an exposed heating element (hot plates, toaster ovens, etc.) Are not permitted for safety reasons. Only one of each type of appliance is allowed per room. For safety reasons, “George Foreman” type grills are not permitted.

Keys: You will be issued the appropriate keys to gain entry to your assigned room. If you lose any of the keys issued to you, you should report this to the Office of Residence Life and/or the Security Office as soon as possible. If keys are lost, stolen, or not returned for any other reason, you will be charged \$100 per key to cover the cost of lock changes. Failure to return College keys within 24 hours of moving out will result in an improper checkout charge of \$25. Additionally, College keys should not be reproduced; such action is subject to disciplinary action and a \$500 fine.

All Card Access: Students living in residential facilities with card access will be issued their first “All” card free. The Office of Safety & Security will issue replacement cards for \$25.

Damage: You are welcome to hang posters and other items on walls, doors, and closets with masking tape or white hanging putty. Do not use double-sided or duct tape, as these will leave a heavy residue and/or remove the paint. Also, because of the damage caused by self-adhesive decals, nails/bolts, and dartboards with metal-tipped darts, we ask you to refrain from using them. By signing your housing contract, you accept responsibility for damage in your room beyond normal wear and aging and will be charged accordingly. In the common areas, charges resulting from damage or loss resulting from theft or destructive behavior are the joint responsibility of the residents of a building, section, or floor.

Fire Safety: Open flames such as candles or incense are not permitted. If you need to use extension cords, please make sure you use heavy-duty cords with a minimum of 14-gauge wire. If you use surge protectors, please make sure that they are heavy duty with a self-tripping breaker. In order to help ensure that there is a clear exit from the room in case of emergency, you are not allowed to hang tapestries from the ceiling or in front of the door. Finally, we do not allow halogen lamps due to fire safety concerns. Additionally, you are required to evacuate College-owned buildings in the event that a fire alarm sounds and must refrain from tampering with or disabling fire safety equipment. Violations of fire safety policies are subject to disciplinary action including a fine up to \$500 and/or removal from housing. Appeals of these fines may be submitted to the Office of Safety and Security within ten (10) days of notification of the fine.

Opening/Closing: You may not enter the residence halls prior to the official hall opening or stay past the official closing without prior approval.

Pets: Only fish are permitted in residence halls and College-owned houses. The maximum size of a fish tank permitted in College-owned residential facilities is 20 gallons.

Security: You should keep your room locked at all times. To guard against theft, record serial numbers of your personal property and mark all items such as stereos, cameras, etc. With your name or social security number. Students are also encouraged to participate in “Operation Identification” offered through the Office of Security. “Operation Identification” is a program that allows students to engrave personal items and keep a log of these items in the Office of Security. In the event that you are the victim of a theft, please notify the Residence

Life staff and the Security Office immediately. Students who prop open residence hall doors will be fined \$25. If the responsible individual cannot be found, a \$1 charge per resident may be assessed to the building, floor, or section for each occurrence.

Guests and Visitation: Guests are welcome to visit their hosts as long as all roommates agree upon the length of the visit and the guest does not stay for more than 3 nights in any fourteen-day period. Visitation periods may be held in all College residential facilities during those hours established by each floor or section. During those periods, guests of either sex may visit individual rooms and lounges. All students are expected to observe the hours applicable to each floor or section and to individually support the visitation policy. In addition, all buildings have the option of adopting an escort system whereby a resident must escort visitors in the building.

Room Changes: You should see your RA if you wish to switch rooms for any reason. Room changes should only occur after the Office of Residence Life grants permission and will only be allowed during approved room change periods. If the request to move is the result of a roommate conflict, permission will only be granted once all attempts to resolve the situation have failed. Moving without proper approval will result in a charge of \$25.

Smoking: All campus buildings are non-smoking, including all residential facilities. You are welcome to smoke outside of the building as long as it does not interfere with others.

SECURITY POLICIES

Escort Services

When staffing allows, the Office of Safety and Security provides free transportation to the Meadville Medical Center, doctor's offices, or other medical-related appointments in the Meadville area. Medical escorts are available from and to Winslow Health Center. When possible, students should arrange their own transportation to regularly scheduled appointments.

Other escorts are normally limited to the campus area. In exceptional cases, Security may escort students to off-campus areas. If students are concerned about walking alone on campus, they should call Security. (Please give Security enough notice, for it may take several minutes to respond.) When students have serious concerns about their safety, they should discuss the situation with the Director of Security.

Motor Vehicles

All motor vehicles operated on Allegheny property by administration, faculty, students, and staff, whether resident or commuter, must be registered in the Office of Safety and Security.

- All motor vehicles operated on campus during the current school year must have a valid registration. Enforcement of traffic and parking regulations are in effect at all times.
- The cost of motor vehicle registration for the school year is \$150 for all students operating motor vehicles on Allegheny College property.
- Registration stickers must be placed on the vehicle by Safety and Security personnel.

Traffic Regulations

All members of the Allegheny College community are required to be familiar with and abide by the traffic and parking regulations as presented in the Traffic Code Handbook. The Traffic Code Handbook is available on the Allegheny Web Page, "Inside Allegheny," or a copy is available in the Safety and Security Office. It is the responsibility of each student to become familiar with the contents of the handbook. The Office of Safety and Security will advise the College community of any changes in the handbook.

No one operating a motor vehicle on College property shall disobey the directions of any traffic signals or signs placed in accordance with the Traffic Committee's authority unless otherwise directed by a uniformed Security Officer. The fine for violation of section 501, subsection 1 of the Traffic Regulations shall be \$30.

No one operating a motor vehicle on the property of Allegheny College shall drive said vehicle in such a manner to constitute reckless driving and/or its agents need only to establish a prima facie case for moving traffic violations.

The fine for violations of section 501 subsection 2 of the Traffic Regulations shall be \$35 plus restitution of any property damage. For the second offense - loss of driving privileges on campus. A person shall not drive any vehicle on the property of Allegheny College while under the influence of alcohol, under the influence of any controlled substance, and/or under the combined influence of alcohol and a controlled substance to a degree which renders the person incapable of safe driving. Any student whom the campus Security officer has probable cause to believe has violated the provisions of this section shall not be permitted to drive said vehicle. The vehicle keys will be confiscated and the vehicle impounded under Security custody. The vehicle keys will be turned over to the Dean of Students. Vehicle keys and release of vehicle to said student will only be granted by authorization by the Dean of Students. Violations of this particular section of the regulations do not preclude filing charges on other College traffic regulations and/or via the Pennsylvania State Vehicle Code.

Use of Motor Pool Vehicles

No one shall operate a motor pool vehicle unless they have completed an accredited course on van safety given by Safety and Security and have been issued a Gator License.

Fire Extinguishers, Fire Alarms, and Smoke Alarms

The implementation of policies concerning fire extinguisher and fire alarm stations in residence halls is the responsibility of the Office of Safety and Security.

A check of the fire extinguisher, fire alarm boxes, EXIT lights and smoke alarms will be conducted every six months by Security. In addition, any person who observes misused, or defective or inoperative equipment shall report the violation immediately to Security.

If a fire extinguisher is leaking, it is the responsibility of the residents of a section to notify Security immediately. Failure to do so may result in an assessment for the cost of that extinguisher, the cost to be borne by the members of the section equally.

If an individual or group sets off or tampers with a fire alarm, fire extinguisher or any other fire equipment, that person or group shall be subject to a fine between \$100 and \$500. The fined party may appeal within ten days through the Office of Residence Life. This charge (assessed by Security) may be borne by an individual or group divided equally among the members of the section if the guilty party cannot be found. The charged parties may appeal through the Office of Residence Life to determine guilt and how to apportion the cost of a missing fire extinguisher.

ALLEGHENY COLLEGE “ALL” CARD (ID)

Individual Use

Your Allegheny College All-Card is for individual use only. Never loan a card to another individual.

Identification

An additional form of identification may be requested to ensure the All-Card (ID) belongs to the individual presenting the card.

Responsibility/Required to be Produced

The All-Card (ID) is the property of Allegheny College and must be presented upon request by any College employee or contracted entity, such as Parkhurst. The card expires when the cardholder is no longer affiliated with Allegheny College.

Lost or Stolen All-Cards (ID)

Lost or stolen Allegheny cards must be reported immediately to Safety & Security at X3357. Safety & Security is open 24 hours 7 days a week. However, a replacement for a lost or stolen card will not be generated until you have requested one at Safety & Security or issued as a temporary by Security. There is a \$25 fee to replace a lost or stolen card and a \$25 fee to replace a defaced/damaged card. Cards that cease to function and are not visibly damaged will be re-programmed and/or replaced for free of charge at Safety & Security. Found old cards will not be reactivated.

Tampering With Magnetic Stripe or Equipment

Tampering with an Allegheny College All-Card (ID) magnetic stripe, a card reader, data line, or any related equipment may subject the card holder to disciplinary action or criminal charges. If tampering is witnessed or misuse of a card reader is observed Safety & Security should be contacted at X3357.

For complete information on the Allegheny College “All-Card” ID please go to www.allegheny.edu website and click the link to Safety & Security.

Changes to these policies is through recommendation by the Director of Safety and Security and approval of the Dean of Students Office.

CLASS ATTENDANCE, EXAM, AND ACADEMIC POLICIES

Class Attendance

1. With the exception of medical excuses (described in section 6 below), students are permitted to be absent from class only with the approval of the instructor. Unauthorized absences may result in grade penalty or other consequences at the discretion of the instructor. Course instructors are required to state their attendance policy at the outset of the course. Religious holidays and illness or death of a family member are generally recognized as legitimate reasons to miss class, although students should be prepared to provide documentation.
2. On occasion, college-related activities will conflict with class meetings. Faculty are not required to excuse students for these activities; however, many faculty are willing to make reasonable alternative arrangements for students who provide advance notice of anticipated absences, take responsibility for completing missed work, and make every effort possible to reduce disruption to the course as the result of their absences.
3. Sponsors of college-related activities should make every reasonable effort to avoid planning events that will conflict with class schedules. In addition, sponsors of these activities should provide notice to student participants and to faculty of anticipated absences at the earliest possible date. These notices will typically come from coaches in case of athletic conflict and from the Dean of Students Office in all other cases.
4. Students should take responsibility for providing advance notice of absences, for acquiring information or course materials distributed during the missed class meeting(s), and for completing make-up assignments.
5. Students should discuss potential conflicts with faculty advisors when planning for course registration and attempt to schedule class times that will not interfere with legitimate college activities whenever possible, keeping in mind that completing required courses is always the most important consideration.
6. Medical Excuses from academic requirements such as tests, examinations, quizzes, laboratories, reports, papers, and other assignments are governed by the following policy. The illness or injury must be one which has been determined by medical authority to require bed rest for a period not less than 24 hours, immobilization, or treatment that can only be scheduled in conflict with class or laboratory work. This precludes excuses based on common complaints such as simple respiratory infections or colds, pulled muscles, headaches, and the like which medically interfere with normal academic activity. Excuses for courses in physical education are issued for medical problems which will prohibit participation. Illness or injuries are to be diagnosed and/or treated either by the College physician or at a recognized medical facility off-campus. The staff of the Health Center will confirm diagnosis or treatment within 24 hours following, but not at a later time. If students receive treatment off campus and believe that a medical excuse may appropriately be given, they should request written confirmation of the treatment before leaving the facility where it is given.
7. This policy applies only to medical excuses from academic activities. It does not apply to cases where students are petitioning to drop a course without grade penalty. In the latter case, a review will be conducted by the Health Center staff in consultation with the course instructor to determine whether the student’s medical situation has disrupted normal activity to a degree that the student’s performance in the course has been adversely affected.
8. Questions about this policy should be referred to the Dean of Students Office.

Tests, Papers, and Examinations

All hour-tests are scheduled by the professor and should be announced to classes at least a week before they are given. No hour-test or final examinations may be given during the last week of classes in any semester. The only exceptions to this rule are laboratory practicums and oral examinations on senior projects. Final examination periods are three hours in length. Final examination grades are not released until the beginning of the next semester.

The schedule of final examinations for the ensuing academic year is included in the Registration Guide published by the Registrar's Office and is also listed on the Registration Web Page. No student may be excused from a final examination or take the examination at a time other than the officially scheduled period. Transportation arrangements or the student's desire to take a job prior to the official end of the semester are normally not considered valid reasons for establishing special examinations. If the need arises to take the final examination at a time other than that indicated in the Academic Schedule, students must receive approval from the course instructor and the chairperson of the department in which the student is requesting the time exception. Special examinations shall only be given after careful consideration of the circumstances presented by the student. All requests for exam changes should be made prior to the last week of classes. Requests for exam changes after this date shall only be considered in cases of unforeseen personal or family emergencies.

This policy was adopted by vote of the full faculty. Suggested changes should be submitted to the Academic Standards Committee.

Works Created by Students

A. Student Materials

In general, student initiated research and creative work—including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—remain the physical and intellectual property of the creator. Student materials that are assigned and completed in support of faculty initiated research — including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—become the physical property of the school, although the creator retains all rights to the intellectual property contained within the material unless (i) the student received financial support from the College in the form of wages, salary, stipend, or grant funds for the research, (ii) the student made significant use of College resources (including College-administered funds or College-funded time, facilities, or equipment) in connection with the research, or (iii) the research was funded by a sponsor pursuant to a grant or sponsored research agreement or is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation that restricts ownership of Intellectual Property.

The school assumes no responsibility for the safeguarding of such material and may, at its discretion, retain such material, return it to its creator, or discard it. Ordinarily, material of current students will not be discarded without giving the student a chance to reclaim it.

B. Senior Projects

The College shall have, as a condition of the degree award, the royalty-free right to retain, use, and distribute a limited number of copies of the senior thesis, together with the right to digitize it for archival use.

Grades of Incomplete

Faculty stipulate grades of Incomplete ("IN") when they believe that extenuating circumstances preclude completion of the work on time by the student. The student is responsible for providing evidence for the extenuating circumstances to the satisfaction of the faculty member, who has sole authority to grant the Incomplete. Incompletes are awarded with the expectation that the work will be completed by the student in a timely fashion. When instructors submit a grade of Incomplete, they must also submit the grade that will be awarded should no further work be submitted by the student. The instructor should formulate a plan for timely completion of the incomplete work, and this plan should be addressed in the Academic Performance Report the instructor submits explaining the Incomplete grade and specifying a tentative grade.

Examples of circumstances in which the Incomplete is appropriate include, but are not limited to, serious illnesses or injuries that preclude a student from finishing work for a course; cases where the course grade depends on the outcome of an honor code hearing; or death of an immediate family member. An Incomplete should not be assigned when a student simply fails to turn in a final exam or project, nor when there is little likelihood that the student will be able to make up a large quantity of incomplete work (due, for example, to prolonged illness); in the latter case a Withdrawal (see below) may be more appropriate.

After appropriate consultation with the student, the instructor will determine the date by which incomplete work must be completed. In all cases, the work must be completed no later than 30 days after the first day of classes of the semester or summer session in which the student is next registered. Students who have an “IN” but do not register in a subsequent semester or summer session, must complete the work within 12 months. Extensions to these deadlines may only be granted by the Dean of the College or designee. If no information is provided by the instructor by the end of the 12 months, the grade that was originally submitted at the time the “IN” was assigned is posted to the transcript.

When the instructor submits the completed grade to the registrar, this completed grade is posted to the transcript and calculated into the grade point average for the semester in which the student was registered for the course. If no completed grade or other communication is received by the registrar from the faculty member, the grade that was originally submitted at the time the “IN” was assigned is posted to the transcript and calculated into the grade point average.

Withdrawal from Course

If, as a result of extraordinary extenuating circumstances (for example, prolonged serious illness), a student wishes to withdraw from a course after the appropriate course registration change period has expired, the student may ask the instructor to grant a Withdrawal. In such a case, the student is responsible for providing evidence for the extenuating circumstances to the satisfaction of the faculty member, who has the sole authority to grant the Withdrawal. When such a request is granted, the student’s transcript will reflect a grade of “W”, which is not reflected in the student’s quality point average.

Academic Standing

Academic Standards and Awards Committee

The Academic Standards and Awards Committee is responsible for reviewing the academic records of Allegheny students and, when appropriate, assigning an individual student to a particular Academic Standing category. By matriculating at Allegheny, students recognize the right of the Committee to determine their Academic Standing.

The membership of the Academic Standards and Awards Committee includes Allegheny faculty, students and those administrators who assist students experiencing difficulty in their college work. All actions concerning academic standing are taken after careful analysis of the individual student’s level of achievement, aptitudes, study efficiency and sense of purpose. At the end of each semester the committee reviews the records of all students whose semester or cumulative grade point averages render them subject to one of the following Academic Standing Categories. Assignment to an Academic Standing Category is made by majority vote of the faculty members of the Committee.

Grade Point Average

The cumulative grade point average includes all graded Allegheny courses, but does not include courses taken under the Credit/No Credit option or courses in which the student received an incomplete or a ‘W.’ When a course is repeated, the credits and grade for the most recent attempt will be counted in the current cumulative average.

Academic Standing Categories

Academic Warning

Academic Warning is assigned to students who have two consecutive semesters with a semester average below 2.0, but whose cumulative grade point average remains above 2.0. Students remain on Academic Warning until they achieve a semester grade point average over 2.0.

Academic Probation

Academic Probation is assigned to students at the conclusion of the first semester in which the cumulative grade point average falls below 2.0. Students remain on Academic Probation for one semester, at the end of which the student may be subject to dismissal or placed on Poor Academic Standing if the cumulative average remains below 2.0.

Poor Academic Standing

Students are placed on Poor Academic Standing if they have two or more consecutive semesters with a cumulative grade point average below 2.0 and if they have not been dismissed by the College. All students not on Poor Academic Standing are considered to be in good academic standing.

Students in their first semester at Allegheny College who receive a G.P.A. of 1.0 or below will be placed on Poor Academic Standing. These students will be subject to the following requirements: 1) to meet with a representative from the Learning Commons; and 2) to work with that representative to create a plan that improves their academic performance. Students may also be required to enroll in no more than 12 credits during the next semester. Please note that students on Poor Academic Standing can not participate in varsity athletics until their cumulative G.P.A. rises to a 2.0 and are not permitted to become a member of the College Greek system until their G.P.A. meets the requirements outlined for Greek chapters.

Academic Dismissal

Students placed on Academic Probation or Poor Academic Standing, and whose cumulative grade point average remains below 2.0 at the conclusion of their next semester at Allegheny, are subject to dismissal from the College. Dismissal is for a minimum of one calendar year. Students who are dismissed are prohibited from taking Allegheny courses until they are readmitted to the College. Dismissed students seeking readmission should submit a written request to Office of the Registrar by May 1 for a fall term readmission and November 1 for a spring term readmission. Students are encouraged to contact the Office of the Registrar prior to these deadlines for assistance in preparing the request for readmission. If a student who has been readmitted to the College after dismissal fails a second time to achieve the minimum standard, the student may be dismissed for a second time. A student who is dismissed twice for poor academic performance may not apply for readmission. The second dismissal may occur at the conclusion of any semester subsequent to readmission, provided the cumulative average does not arise above 2.0.

Appeals

Academic Warning, Academic Probation, and Poor Academic Standing are determined by grade point average and are not subject to appeal. Any student who has been dismissed from the College has the right to petition the Academic Standards and Awards Committee to reconsider its decision. Such a request must contain new and pertinent information not available to the student at the time of the original committee decision, and this information must have a bearing on the student's poor academic performance. The petition should be directed in writing to the Chair of the Academic Standards and Awards Committee (c/o: Dr. Anne Sheffield, Registrar), setting forth clearly all arguments for reconsideration, and must be submitted within seven calendar days after the date of the Committee's written notification of dismissal.

Transcript Notation

Academic Dismissal is noted on the transcript; Academic Warning, Academic Probation, and Poor Academic Standing are not.

Academic Assistance

The College has many resources to assist students experiencing academic difficulty, including help in identifying tutors and developing study skills. Students should contact the Learning Commons staff for more information.

Short-term Leaves from Campus

Students leaving campus due to health reasons should contact the Health Center. The Health Center will then notify professors and other need-to-know offices.

Students leaving campus due to the death of a family member or friend and other reasons should contact the Dean of Students Office. The Dean of Students Office will then notify professors and other need-to-know offices. Please note that this is a notification only.

Any student leaving campus is responsible for working with their professors in making up any missed course work. Students may be required to show proof of illness, etc.

Please refer to the Class Attendance, Exam and Academic Policy section of this handbook for additional information.

Leaves of Absence

Students may apply to the Office of the Dean of Students for a Leave of Absence when personal circumstances make a temporary absence advisable and a commitment to return to the College is evident. The length of the leave is determined by the student's needs, but will not exceed one calendar year. Students may be granted leaves from the College without grade penalty up until the last day of classes in any semester. A leave may be arranged during or between semesters. However, students on a leave may return only at the beginning of an academic semester. When a student is granted a Leave of Absence during the semester, the course registration remains on the transcript and the notation 'L' is assigned instead of a letter grade.

During a Leave of Absence, the general deposit required of all students is maintained on account; when applicable, financial aid, housing assignment, and course registration arrangements are held for the student's return. Students on leave during spring semester may participate in room draw for the following year by special arrangement with the Office of Residence Life. After they have been approved for re-entry through the Dean of Students Office, students may register for the next semester.

Students considering a Leave of Absence must consult their advisor and others, as appropriate, about the effect it will have on progress toward a degree, financial aid, and billing. Tuition and board refunds for Leaves of Absences are governed by the provisions set forth by the Student Accounts Office.

Leave of Absence for Health Reasons

1. In some instances the College may require a Leave of Absence for Health reasons, which would supersede a voluntary Leave of Absence or voluntary Withdrawal. A member of the Winslow Health Center staff, Counseling Center staff, and/or the Dean/Associate Dean of Students may recommend a Leave of Absence for Health Reasons at any time it is deemed reasonably necessary to protect the student, other students, members of the College community or the interests of the College itself.
2. A Leave of Absence for Health Reasons may be required if any of the following situations arise:
 - A. A student is a danger to himself/herself or others because he/she attempts or threatens suicide or homicide or a student engages in a behavior that threatens or could cause bodily harm to himself/herself or others.
 - B. A student refuses or is unable to cooperate with a recommended evaluation or treatment procedure and acts or threatens to act in a manner that would interfere with or disrupt the normal activities of others.
 - C. A student refuses or is unable to cooperate with a recommended evaluation or treatment procedure and is thought to be in danger of significant physical or psychological deterioration.
 - D. A student is thought to need treatments that are beyond those available at the College, and there is a danger of significant further physical or psychological impairment.
 - E. A student is thought to need treatment services, which are beyond those available in the community; the availability and appropriateness of such services will be determined by the Counseling Center Staff and/or the Health Center staff.
3. Upon recommendation of a member of the Winslow Health Center staff and/or the Counseling Center staff, the Dean/Associate Dean of Students will make the final decision regarding approval of a required Leave of Absence for Health Reasons. The nature of the situation may require the decision to be prompt; the student will be given verbal notification of the decision as soon as possible and written notification within three days.

4. The student has the right to meet with the Dean/Associate Dean of Students, Winslow Health Center staff, and/or Counseling Center staff. The purpose of this meeting would be to discuss the factual basis of the incident or incidents related to number two of this section.
5. The student has the right to appeal to the Dean/Associate Dean of Students for an independent review/evaluation and recommendation by a mutually acceptable health professional (e.g., physician, psychologist, or psychiatrist). The student may initiate an appeal, in writing, any time within three days of receiving written notification of the decision.
6. The length of any Leave of Absence for Health Reasons will be determined on a case-by-case basis depending upon the nature of the reason(s) for the leave.
7. See the Allegheny College Catalogue description of “Leave of Absence” for details regarding transcripts, registration, financial aid, housing, and refund policies. A Leave of Absence for Health Reasons will be handled under the same guidelines.
8. When a student who has been on a required Leave of Absence for Health Reasons wishes to return to the College, he or she must apply to the Dean/Associate Dean of Students in writing. The student will not be permitted to return to the College until the appropriate College staff member(s) provide validation. If the student is approved to return, Winslow Health Center or Counseling Center staff members may make recommendations to the Dean/Associate Dean of Students regarding conditions of return and/or continued enrollment. The student will receive written notification of any conditions. It is suggested that written application be postmarked no later than July 1 for the fall semester or December 1 for the spring semester.

Withdrawal from the College

Students desiring to withdraw from the College must complete the withdrawal form available from the Dean of Students Office. In order to receive a deposit refund, students must withdraw according to the following deadlines: July 1 for fall semester and by one week prior to the first official day of classes for the spring semester. Students may withdraw from the College without grade penalty up until the last day of classes in any semester. When a student withdraws from the College during the first five-weeks of the semester, 14-week courses will not appear on the official transcript, but, as appropriate, will appear on the academic record. Students who withdraw from the College between the conclusion of the fifth week of the semester and the last day of classes will receive the grade of “WC” for all courses for which they are registered. This will not affect their quality point average.

Students who do not resume study at the opening of any semester are withdrawn from the College by action of the Dean of Students. Students who withdraw are expected to return their student identification card to the Dean of Students Office or the Student Accounts Office.

Students who withdraw from the College are expected to leave the campus within 48 hours. They lose all privileges of enrollment until such time as they are readmitted. Tuition and board refunds for withdrawal are governed by the provisions set forth by the Student Accounts Office.

Re-entry after Leave of Absence or Withdrawal

Students who take a Leave of Absence or withdrawal may return to the College by notifying the Office of the Dean of Students no later than July 1 for the fall semester, December 1 for spring semester. A student re-entering after a withdrawal is required to pay the \$400 deposit at the time he or she notifies the Office of the Dean of Students of the date of return.

All outstanding financial balances must be paid before re-entry can be approved. In addition, any conditions for re-entry will need to be met before the student is approved. The student will receive written notification of any conditions when the leave of absence or withdrawal is processed.

When students re-enter, they shall be governed by the academic requirements applicable to the class of which they become a part.

(Revised 5/07)

For class attendance policies and academic standing, the Academic Standards and Awards Committee can review these policies and make policy changes. The committee also brings it to the attention of the Faculty for ratification.

GUIDELINES AND PROCEDURES REGARDING DISABILITY ACCOMMODATION FOR STUDENTS

Procedures for Requesting Accommodation for Disability

Allegheny College is committed to providing qualified students with disabilities with the opportunity to take full advantage of the College's programs, activities, services and facilities. The Associate Director of the Learning Commons coordinates the College's efforts to arrange specific accommodations for students with disabilities. The Associate Director (in consultation with other members of the College community as necessary) and the student will work together to identify appropriate academic adjustments, auxiliary aids and services, and/or other reasonable accommodation which may be warranted under the particular circumstances.

For the College to respond appropriately to requests for accommodation, students are expected to follow certain guidelines and assume certain responsibilities, including the following:

1. Students seeking accommodation must document that they are a person with a disability by providing the following information: the nature and extent of the disability, the functional limitations resulting from the disability, and the accommodation requested. Students must put the request in writing to the Associate Director of the Learning Commons, Pelletier Library Box 6 Allegheny College. Students are responsible for cooperating with the Associate Director of the Learning Commons in an interactive process to identify the appropriate accommodation.
2. Students should provide current documentation describing how the disability affects or impacts the individual's ability to partake of the College's programs and activities. In some cases, it may be necessary for the College, with student permission, to contact the medical or health professional providing the report to obtain further information or clarification. While documentation from professionals may include specific recommendations for accommodation, the College reserves the right to determine what accommodation is reasonable and appropriate within the College setting and within technical and academic requirements of the program.
3. The College will carefully review information and documentation provided by a student, analyze each student's individual needs, and engage in an interactive process with the student to determine what accommodation may be reasonable and appropriate under the circumstances. In evaluating and coordinating requests for accommodation, the Associate Director of The Learning Commons may consult with other members of the College Community if and as necessary.
4. The College need not provide accommodation that would fundamentally alter the essential characteristics or nature of a program. Likewise, the College need not provide the exact accommodation requested by the student. The College may provide alternate accommodation as long as they are reasonable and appropriate to make the College's programs, activities, services and facilities accessible to that individual.
5. The College has the right to establish qualifications and other essential standards and requirements for its courses, programs, activities, and services. All students are expected to meet these essential qualifications, standards and requirements, with or without reasonable accommodation.

Implementation of an Approved Accommodation

Once the College has approved the accommodation, the student is responsible for sharing an accommodation letter, if needed, with his/her instructors and meeting with them to discuss the implementation of the accommodation. The student is not obligated to identify or discuss the specifics of the disability. The student should inform the Associate Director of the Learning Commons when the accommodation is not being implemented, when it is not effective or necessary, when it might need to be adjusted, or when it is no longer being utilized. Further, the student should follow through and be on time with any accommodation which impacts other individuals' schedules, such as tutors, readers, signers, test administrators, aides, or, if necessary, canceling them with adequate notice.

Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of medical documentation and the College's determination of any necessary accommodation.

Students with disabilities have the same responsibility as other students to meet the College's academic and behavioral standards and to follow the College's general policies and guidelines regarding standards of conduct.

Appeals

Allegheny College has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging violations of Section 504, the ADA, or other aspects of its non-discrimination policy. Students may use this grievance procedure to appeal the College's decisions regarding requests for accommodation. To file a grievance or to otherwise lodge an internal complaint regarding an alleged violation of the College's non-discrimination policy, students should contact the Dean of Students. Contact information for the Dean of Students is as follows:

Joseph Dichristina
Allegheny College
520 North Main Street
Meadville, PA 16335
814-332-4356

For more information about services for students with disabilities, contact the Learning Commons at (814) 332-2898.

DISCRIMINATORY AND SEXUAL HARASSMENT POLICY

Part I. Introduction

Allegheny College has a no-tolerance policy toward any type of racism, sexism, religious bigotry or other form of discrimination, such as insidious discrimination based on sexual orientation, gender identity or gender expression. Allegheny is dedicated to furthering the potential of each member of its community through education and will confront and respond to all forms of hatred. We advocate a diverse community that is not hampered by intimidation, hostility, or other types of offensive behavior.

Allegheny affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination while supporting freedom of speech is not to be viewed as mutually exclusive; these values are to be considered in tandem when addressing incidents of harassment. Consistent with the Statement of Community, members of the College will respectfully confront conduct inconsistent with this policy in a manner that promotes healthy dialogue between affected parties.

In establishing this policy, Allegheny College seeks to provide a means by which the entire College community can be made aware of the deep-seated, corrosive and sometimes hidden nature of racism, sexism, religious bigotry and other forms of group hatred. Discriminatory harassment and sexual harassment, including sexual assault, are serious violations of College policy and may also constitute violations of civil and criminal law.

Committee on Discriminatory and Sexual Harassment

The Committee on Discriminatory and Sexual Harassment (CDSH) is comprised of administrators, faculty, staff, and students. Its members work to stay informed about and alert to discriminatory and sexual harassment on campus and to be knowledgeable about the policies and procedures herein. CDSH develops educational strategies for the promotion of the Statement of Community and advises the Sexual Harassment Officer, the Student Conduct Officer, and the Director of Diversity Affairs. As a group, CDSH does not serve as a first responder to harassment, nor does it act as a student conduct board.

This policy concerns matters relating to Discriminatory Harassment (Parts II and III), matters relating to Sexual Harassment and Assault (Parts IV and V), provides guidelines for informal and formal resolution, and identifies resources for assistance (part VII).

Part II. Discriminatory Harassment

Definition of Discriminatory Harassment

Discriminatory Harassment is defined as any verbal, physical, written or symbolic behavior that:

- is directed at an identifiable individual or group and/or their property and is based on that individual or group's membership (or perceived membership) in a particular demographic group, including race, religion, class, color, age, gender, gender identity, and/or gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation, and
- interferes with a reasonable person's academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes.

It is important to recognize that not all conduct or language that might be offensive to an individual or group necessarily constitutes discriminatory harassment. Whether a specific act does in fact constitute discriminatory harassment must be determined on a case-by-case basis in the light of all relevant circumstances. Additionally, since an educational institution depends on the free and open exchange of information and views, some of which may be controversial, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.

Students, faculty and others may generally express any view in an academic context. The expression even of ideas that are extreme or offensive to many listeners is protected and does not amount to unlawful harassment if offered in a suitable time, place, and manner. For example, in a classroom discussion or a related discussion outside the classroom, if the expression is reasonably germane to the academic subject matter of the course or classroom discussion; in academic scholarship or other publication or in a related discussion; in a campus forum, such as an auditorium, a public gathering place outdoors, or a public bulletin board.

Even if the expression and related conduct were protected by the first amendment, however, the College could impose reasonable regulations on the time, place, and manner of the presentation of expression. For example, the College could compel students to move or postpone an unscheduled rally that disrupts a meeting or rally held by another group of students who properly reserved the time and location for its own function.

In addition, even though similar speech might be protected if presented in another forum, threatening or intimidating speech or related conduct may be subject to regulation if it is forced upon specific individuals in a non-public forum who are unwilling targets of the conduct or speech and who cannot reasonably avoid it.*

Forms of Discriminatory Harassment

Discriminatory behavior: conduct that could discomfort, humiliate, or demean an individual or group. Behaviors which include physical violence, such as shoves or kicks, and statements and comments such as questions, jokes or anecdotes that are offensive to a person or group's membership (or perceived membership) in a particular social group, including race, class, religion, color, age, gender, gender identity, and/or gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation;

Verbal insults: verbal communication which includes lewd or obscene remarks directed at a person or group because of their social identities (or perceived identities), including race, religion, class, color, age, gender, gender identity, and/or gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation;

Written insults: written or graphic communication that is similarly meant to harass an individual or group. These insults may be in the form of written or electronic means, including electronic mail, internet, facsimile, wireless communication or similar transmission. Please refer to College Policy #17 in the General College Policies listed in [The Compass](#).

III. What to do if you are the Victim of Discriminatory Harassment

If you believe you are a victim of discriminatory harassment, there are several options:

Get to a safe place. This may mean simply getting away from the location of the incident, or seeking support from a friend, a Resident Assistant or Director, or other person.

If the harassment caused physical harm, please seek medical attention immediately. If it was a verbal harassment, please write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), please preserve the evidence.

Any student, applicant for employment, or employee who feels harassed, or who knows of or suspects an occurrence of discriminatory harassment, should immediately contact the Director of Diversity Affairs (332-3332), the Equal Employment Officer (332-2777), the Dean of Students (332-4356), or the Director of Human Resources (332-2312); or, after hours, the Security Office (332-3357). Security will coordinate emergency response efforts if necessary. Procedures for filing informal and formal complaints are outlined in Part VII of this policy.

Allegheny College recognizes its right and responsibility to respond to alleged incidents of discriminatory harassment. Therefore, any complaint alleging a violation of the College's policy by students, faculty, administrators, or staff will be investigated by those entrusted to carry out the College's policy. The College will respect the wishes of the victim, maintaining confidentiality to the greatest degree possible at the victim's request consistent with the need to investigate the matter.

Part IV. Sexual Harassment and Assault

Sexual harassment, which includes sexual assault as well as other gender-biased behavior, limits the individual's options, experience, and opportunity for full achievement. Allegheny College prohibits sexual harassment and assault of or by members of the College community, guests or visitors to the community and all applicants for admission to or employment by the College. Sexual harassment violates among other things College policy, Title VII of the Civil Rights Act of 1964 as amended (when the context of harassment is within an employment relationship), and/or Title IX of the Education Amendments of 1972 (when the context of the harassment is within an educational relationship).

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of interfering with an individual's academic and/or work performance or of creating an intimidating, hostile, or offensive situation or environment; or
- Submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Whether a specific act does in fact constitute sexual harassment must be determined on a case-by-case basis in the light of all relevant circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed, and the context in which it occurred. This policy recognizes that sexual harassment may occur when one person has sanctioned authority over another person (e.g. faculty-student, administrator-staff, etc) or between persons of the same College status (e.g., student-student, faculty-faculty, administrator-administrator, staff-staff). Since an educational institution depends on the free and open exchange of information and views, some of which may be controversial or even offensive, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.

Forms of Sexual Harassment

To provide further clarification and guidelines as to what specific behaviors constitute harassment, examples of verbal and physical conduct prohibited at Allegheny College include, but are not limited to:

Sexist remarks and behavior: behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation; a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that could discomfort, humiliate, or demean a reasonable individual. Behaviors include comments of a sexual nature or sexually explicit questions; sexually suggestive remarks; jokes or anecdotes; visual conduct such as leering at a person's body; displaying obscene materials in publicly shared spaces; and unwanted physical advances.

Written insults: written communication or graphic communication, including electronic communication, which is meant to harass an individual or group based on gender, gender identity or sexual orientation and/or which has the effect of doing so.

Unwelcome advances or propositions for dating, social engagements, or sexual liaison, with or without a promise of reward or punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance.

Sexual assault (see section below)

Definition of Sexual Assault

Sexual assault and abuse is any type of sexual activity that you do not agree to. It can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. It can happen in different situations, by a stranger in an isolated place, on a date, or (in the home) where you live by someone you know. (Source: U.S. Department of Health & Human Services)

Forms of Sexual Assault

Examples of sexual assault include, but are not limited to:

Non-consensual sexual contact: the intentional touching of another person's body in a sexual manner without his/her consent.

Sexual exploitation: taking non-consensual sexual advantage of another for one's own benefit or to the benefit of anyone other than the one being exploited. Examples include but are not limited to: videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him or her to an STD or HIV; inducing incapacitation of another, through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his or her knowledge, with the purpose of having sex with the other person (this is exploitation regardless of whether sexual activity occurs; if the incapacitation results in unwanted sexual activity, it is a violation of multiple policies).

Non-consensual sexual intercourse: unwanted vaginal, oral, and/or anal intercourse using any part of the body or an object.

Unwanted sexual contact with victim unable to give consent: taking non-consensual advantage of another when a person knew or reasonably should have known that the other person was unable to give consent due to intoxication, even if voluntarily intoxicated.

Part V. What to do if you are the Victim of Sexual Harassment or Assault

If you believe you are a victim of some form of sexual harassment or assault, there are several options available. You may contact the Sexual Harassment Officer (332-4356), the Director of Human Resources (332-2312), a member of the Counseling Center (332-4368), or after hours, Security (332-3357) to guide you through all or any steps of this process. Below is a quick reference guide of choices if you have been victimized.

Get to a safe place. This may mean simply getting away from the situation or finding a friend to stay with – whatever feels safe to you. If you need help finding a safe location, Residence Life can help. Contact a Resident Assistant (RA) on duty or the on-call Residence Life staff member through Security (332-3357).

Seek support. This can be through a friend, an RA, a professional staff member (on-call Residence Life staff, Counseling Center staff, representatives of the Dean of Students Office, and the Sexual Harassment Officer can be reached through the RA on duty or Security), a family member, or a rape crisis center. The local rape crisis center is provided by Women's Services, Inc. (24 hour hotline: 333-9766); you can also speak to a counselor at a national center by calling the RAINN hotline (800-656-HOPE). Telling someone is the first step to healing and will help you re-establish control of the situation.

Self-blame is common in any type of sexual harassment, but remember, sexual harassment and assault are never the victim's fault!

4. If the sexual harassment you have experienced involves any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, please consider the following steps, in addition to those listed above:

Do not shower or change your clothes, or if you have already done so, preserve evidence of the assault by placing clothing in a brown paper bag. Try to avoid eating, drinking, smoking, and urinating until you have sought medical care (although if you have already done these things, evidence can still be collected and it is still very important to receive medical care).

Seek Medical Care

Medical care is advised for many reasons – you may have a physical injury that you are unaware of, you can be tested and preventatively treated for sexually transmitted diseases, you can explore options for emergency contraception to prevent pregnancy, and evidence can be collected for crime prosecution by a Physical Evidence Recovery Kit (P.E.R.K.). Having a P.E.R.K. completed does not obligate you to follow through on criminal charges – it just offers you this option. You have the right to refuse the P.E.R.K., and even if you do consent to it, it does not commit you to following through with filing criminal charges against your attacker.

You can expect the following:

A physical exam, including an exam of the area violated (i.e. pelvic exam if vaginally penetrated, rectal exam if anally penetrated). Any bruises or other injuries will be evaluated.

Blood work will be offered to test for STDs and HIV. Follow-up testing will be required for these as well (it can take several months for an infection to be detected). You will be offered antibiotics to prevent actual infection in case of exposure.

If you suspect that you have been drugged, request urine testing for drugs. Testing for some drugs (such as the date rape drug, GHB) must be done within a short time frame (12 hours) while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight fitting lid, place in the refrigerator, and take with you to the medical facility. The sample would not be usable for evidence in this situation, but you would find out for yourself if you were drugged.

If you are concerned about the possibility of pregnancy, emergency contraception (EC) may be a good option. EC is medication that works by preventing ovulation or fertilization, and may inhibit implantation. It is available for purchase from a pharmacist (at a pharmacy) without a prescription.

You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The process can be long (up to two hours), but this just means that the medical team is being thorough in making sure you are physically okay. The medical staff will advise you about follow-up treatment, but you can expect to be encouraged to seek follow-up care six weeks, six months, and twelve months after the attack. At these visits, you will be given follow-up tests for pregnancy, STDs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.

You have the choice to either have your health insurance billed for your medical exam or have the payment made through the Pennsylvania Crime Victims Compensation Program. You should receive information on this program if you go to the Emergency Room. If you would like more information, contact the PA Victims Compensation Program (800-233-2339), Women's Services (hotline: 333-9766; office: 724-4637) or the Sexual Harassment Officer (332- 4356).

The Emergency Room at Meadville Medical Center (751 Liberty Street; 333-5500) is a nearby health facility where you can seek medical care. Please be advised that they are required to contact the Meadville Police when a sexual assault is reported to them, but this in no way obligates you to speak with the officer or follow through on criminal charges. The Emergency room will also call in an advocate from Women's Services – the local rape crisis center. This person will simply provide as much support as you want. Transportation to the Emergency Room can be arranged through the Health Center, Security, Residence Life, or the Sexual Harassment Officer.

The Winslow Health Center (Schultz Hall, 332-4355) or Family Planning Services (747 Terrace Street, 333-7088) can provide a medical exam, and testing. Family planning can provide emergency contraception; neither can collect the P.E.R.K. (collected at the ER). Hours are more limited at these locations and neither is an emergency response center.

5. Report the assault: reporting the crime can be the start of a formal student conduct or legal process, but it does not obligate you to follow through on criminal charges. This can be the start of regaining control of the situation, seeking some type of justice, and/or helping to prevent others from becoming victims of your attacker.
 - a. To the Meadville City Police (911)

The police will take a statement from you about what happened. You can have a support person or advocate with you when you speak with the police. This support person can be a friend, an RA, a family member, a professional staff member (such as the Sexual Harassment Officer) or an advocate from Women's Services Inc. Expect to answer a number of questions, often more than once. This can be a difficult task, but telling your story can help you in your healing process.

After filing a report, you will meet with a representative of the District Attorney's Office. He/she will explain the legal process and help you decide whether to pursue criminal charges against your assailant. This office will also make the decision on whether there is enough evidence to file criminal charges against the assailant. This can be a challenging process; it can be helpful to have a support person with you from the College or Women's Services, Inc.

To a College official (Security, 332-3357; Sexual Harassment Officer, 332-4356; Student Conduct Officer, 332-3865; Human Resources Director, 332-2312, or another person of your choosing. Please see Section VII of this policy for an explanation of the College Student Conduct process.

6. Seek counseling: counseling services are available on campus through the Counseling Center (332-4368), off campus through Women's Services Inc. (333-9766), or through a variety of other off-campus providers. Referrals can be made through the Sexual Harassment Officer, Counseling Center, or Women's Services, Inc.

Part VI. Consensual Relationships

Allegheny College does not interfere with choices regarding personal relationships when these relationships do not conflict or interfere with the goals, policies, or mission of the College. However, even consensual relationships in which one party retains a supervisory or evaluative role over the other party hazard a basic violation of professional ethics and responsibility.

Therefore, Allegheny College strongly discourages such relationships and requires employees to disclose immediately, to the appropriate administrative supervisor, any romantic or sexual relationship with a person over whom he/she holds supervisory or evaluative power. Furthermore, decisions and evaluations concerning the person of lesser authority must be conducted by someone other than the employee so involved.

In addition, Allegheny College prohibits romantic or sexual relationships between non-student employees and students, unless the relationship existed prior to the employee's date of hire or an adult student's matriculation.

Non-student employees who violate this policy will be subject to disciplinary action that will be determined on a case-by-case basis. Violation of this policy may result in suspension or termination.

Part VII. Procedure for Handling Complaints

Allegheny College recognizes its right and responsibility to respond promptly and effectively to alleged incidents of harassment. The interests of privacy and confidentiality and the concerns of individuals involved will be respected to the extent feasible, consistent with the College's obligation to deal with any acts believed to have occurred.

Complaints for Sexual Harassment or Assault

Procedure for students: Any student who believes that he/she has been subjected to sexual harassment or assault, or who knows or suspects the occurrence of sexual harassment or assault, should immediately contact the Sexual Harassment Officer or the Dean of Students, at 332-4356.

Procedure for faculty and staff: Any employee who believes that he/she has been subjected to sexual harassment or assault, or who knows or suspects the occurrence of sexual harassment or assault, should immediately contact the Director of Human Resources at 332-2312, the Equal Employment Officer at 332-2777, or the Sexual Harassment Officer at 332-4356. If a faculty member is involved, the Dean of the College is an additional resource who may be contacted at 332-3393.

Complaints for Discriminatory Harassment

Procedure for students: Contact the Dean of Students at 332-4356, or the Director of Diversity Affairs at 332-3332.

Procedure for faculty, staff and applicants for employment: Contact the Director of Human Resources at 332-2312 or the Equal Employment Officer at 332-2777. If a faculty member is involved, the Dean of the College is an additional resource who may be contacted at 332-3393.

Informal Resolution: Advising and Consultation

Members of the Allegheny community who believe they have been victims of discriminatory or sexual harassment may seek redress by contacting the individuals identified in Part VII. The goal of the informal process described here is to achieve insight, understanding, and a climate free of harassment without invoking the College's formal investigative processes. Options for informal resolution might include, for example, separate conversations with the parties involved, mediated conversation(s), a verbal agreement for no contact, and/or appropriate educational interventions.

Formal Complaint

Any member of the Allegheny community who believes he/she has been a victim of discriminatory or sexual harassment may file a formal complaint with the individuals identified in Part VII. The complaint must be in the form of a signed statement containing the name(s) of the accused, the nature and date(s) of the incidents and an assertion that the signed statement is a formal complaint. The following guidelines govern the formal complaint stage:

If the accused is a student, the formal complaint may be submitted to the Dean of Students, the Sexual Harassment Officer, the Director of Diversity Affairs, or directly to the Student Conduct Officer for investigation and further processing. If after the investigation, it is determined that disciplinary proceedings should ensue, the formal complaint will be sent (if not already done so) to the Student Conduct Officer, who will initiate the disciplinary process as outlined by the College Student Conduct System as published in *The Compass*.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. If requested by the victim, the College will assist a victim of sexual assault in attempting to change academic and/or housing situations if such changes are reasonably available.

If the accused is a faculty member, the formal complaint will be submitted to the Dean of the College or his/her designee for investigation. If investigation warrants further action, the disciplinary process as outlined in the Faculty Handbook will be initiated.

If the accused is an administrator or staff member, the formal complaint will be submitted to the Director of Human Resources for investigation. If investigation warrants further action, the disciplinary process established for administrators or staff as outlined in the Employee Handbooks will be initiated.

Any formal complaint filed for violation of this policy by faculty, staff, administrator, or students, will be promptly and impartially investigated by those entrusted to carry out this policy. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from advising to an official warning, possible suspension, termination, or expulsion. Disciplinary actions that may result will be conferred by the appropriate administrative offices for the constituent or constituents involved.

Persons in a position of authority within the College or an affiliated program are expected to provide an educational and work environment free of harassment.

In keeping with the guidelines of the Equal Employment Opportunity Commission, the College prohibits any retaliation against an individual for filing in good faith a complaint of discriminatory or sexual harassment.

Official records of the alleged harassment will be stored in secure, locked areas in the College office to which the complaint has been directed in order to protect the rights of privacy and confidentiality, within the limits of the law, of both the complainant and the accused. For students, files will be kept in the Dean of Students Office; for faculty, in the Dean of the College's Office; and for other employees, in the Office of Human Resources.

Support and Available Resources

While we are all charged with the responsibility for providing an environment free of discrimination, discriminatory or sexual harassment, specific individuals and offices have been identified as resources for information and help with concerns related to harassment. These concerns may include actions in which individuals have been involved, incidents that they may have witnessed, or discussions of the climate on the Allegheny College campus. Some of these individuals can offer confidential advising and counseling, as requested by the concerned person. Without feeling constrained by specific definitions, faculty, students, and staff are requested and encouraged to discuss concerns related to sexual or discriminatory harassment with the resource persons identified below.

All listed telephone numbers have area code of (814) Resources for students:

(Office Hours are M-F, 8-5)

Sexual Harassment Officer (SHO): 332-4356 or 332-4368

Director of Diversity Affairs: 332-3332

Health Center: 332-4355

Student Conduct Officer: 332-3865

Counseling Center: 332-4368

Dean of Students Office: 332-4356

Religious Life Office: 332-2800

Resources for faculty and staff:

Dean of the College: 332-3393

Director, Human Resources: 332-2312

Equal Employment Officer (EEO): 332-2777

After Hours, Contact Security: 332-3357

Community Resources:

Emergency Room (Meadville Medical Center): 333-5500

Meadville City Police: 724-6100 or 911 (emergency)

Women's Services Inc: 333-9766 (24 hour hotline)

Meadville Crisis Line: 724-2732

Family Planning Services: 333-7088

National RAINN (Sexual Assault) hotline: 1-800-656-HOPE

Updated March 2009

COLLEGE POLICY CONCERNING HIV INFECTION

The primary response of colleges and universities to the epidemic of HIV disease (Human Immunodeficiency Virus disease), formerly known as AIDS, must be education. The American College Health Association recommends that the organization and implementation of effective educational programs about HIV infection be an activity of the highest priority for all institutions of higher learning. In designing the format and content of educational programs, Allegheny College recognizes and addresses the rich diversity of people in the campus community and provides opportunities for effective learning by people of any age, ability, gender, ethnicity, or sexual orientation.

Because there is as yet neither a vaccine to prevent HIV infection nor curative therapy for persons infected with HIV, the most pressing need for Allegheny College is to implement programs which increase awareness and provide education to prevent further spread of the virus. Although knowledge about limiting the consequences of established HIV infection is continually being refined, it is important that HIV infection education programs also provide what information is available. Specific recommendations concerning educational programs can be found at the Winslow Health Center.

Allegheny College has created this policy to address the needs and concerns of all members of the academic community (faculty, students, and staff) including those who have been diagnosed with HIV disease or those who are HIV positive, as revealed by an HIV antibody test. In keeping with the principles of community, these persons will be provided with the same access to services, programs and activities and be treated with the same dignity, respect and concern that is accorded to all members of the College community. Research supports the fact that HIV cannot be transmitted by casual contact and poses no health threat to co-workers or students. Therefore, all members of the College community who have been infected with HIV have the right to participate in all aspects of the college experience which includes, but is not limited to, the following areas:

- Academic and student services
- Admissions and financial aid
- Campus athletic and recreation activities
- Classroom and laboratory facilities
- Employment, benefits and employee services
- Student health and counseling services
- Residential life and dining services

When specific situations arise involving students, they should contact the Director of Health Services or other Campus Resources listed below. Confidentiality of all student records shall be maintained in accordance with all applicable federal, state, and local law, including The Health Insurance Portability and Accountability Act (HIPAA), The Family Education Rights and Privacy Act (FERPA), and The Americans with Disabilities Act (ADA). In accordance with these laws, medical records will be maintained separately from student education records. Medical information concerning HIV status, treatment, or testing cannot be disclosed to any persons without the written consent of the individual. Confidential HIV antibody testing for students is available by calling Winslow Health Center.

Persons with HIV are considered to have a potentially disabling condition and thereby can receive disability services and are protected by disability laws and policies. Discrimination against a person known or suspected of being infected with HIV will not be tolerated and will be handled through existing grievance and conduct procedures.

Acceptance of this policy throughout the College community is essential to meet the needs of all faculty, staff and students.

Campus Resources

Winslow Health Center (Schultz Hall)	332-4355
The Counseling Center	332-4368
Director of Student Support Services	332-2898
Religious Life.....	332-2800
Dean of Students Office.....	332-4356

Residence Life Office	332-3865
Diversity Affairs Office	332-3332
Office of Security	332-3357

Off-Campus Resources

Women’s Services: Offers confidential counseling	724-4637
Victim Support Service Hotline: 24 hours	333-9766
Sexual Assault/Abuse Services	333-1058
Meadville Medical Center Emergency Room	333-5500
Family Planning of Meadville: Offers Confidential Testing	333-7088
Meadville City Police	724-6100

(Revised 4/03)

This policy was created by Allegheny College’s Student Health Service (Winslow Health Center). It is reviewed annually, and updated according to recommendations of other offices in the Division of Student Affairs, and the HIV Infection Policy Guidelines of the American College Health Association.

SMOKE-FREE WORK PLACE

Evidence of the harmful effects of secondary smoke has grown stronger and stronger in recent years. Even brief exposure to smoke can cause physical distress in some individuals, and tobacco usage is the leading avoidable cause of sickness and death in our society. We have also learned that simple separation of smokers and nonsmokers within the same airspace does not protect nonsmokers from environmental tobacco smoke, and even separation into different physical spaces within the same building is not adequate, given the nature of building ventilation systems. Finally, we know that smoking increases maintenance and liability costs, decreases productivity, and increases sick time. For all of these reasons, Allegheny has a smoke-free workplace.

Smoking in any form is prohibited inside all nonresidential college-owned or leased buildings, residence halls, and college-owned or rented vehicles. Smoking is also prohibited at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. Smokers are also encouraged to take care that their outside smoking is not picked up through windows and air intakes.

Responsibility for enforcement of this policy rests with the President and the Administrative Executive Committee (AEC). Because Allegheny is the kind of place it is, we have every expectation that voluntary, thoughtful compliance will make formal enforcement almost unnecessary.

We know that implementation of this policy will cause inconvenience to smokers in our community, but we believe strongly that the evidence of harmful effects of secondary smoke on non-smokers warrants its adoption. Information about smoking cessation is available through the Winslow Health Center.

Allegheny’s Smoking Policy was approved by the Administrative Executive Committee, and has not changed since its implementation on May 1, 1994, except for the inclusion of residence halls beginning with the 1997-1998 academic year. Changes to the smoking policy, if authorized, would also have to be approved by the Administrative Executive Committee of Allegheny College. Policy changes are made, as circumstances require.

Rev. 4/1/03

POLICY ON PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, (FERPA) mandates that educational institutions maintain the confidentiality of student educational records as defined by FERPA. Specifically, FERPA states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The following policy outlines Allegheny College’s definitions, policies, and procedures related to access to educational records. Students will be notified of their FERPA rights annually by publication of this policy in The Compass.

Educational Records

- A. "Educational Records" include records directly related to a student, which are maintained by Allegheny College, such as admissions materials, transcripts/grades, student conduct records, financial records/billing statements, emails, and financial aid information. Educational records do not include: records of instructional, administrative, and educational personnel which in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; law enforcement records of the Security Office; health records of the Health Center and Counseling Center; employment records of full-time employees who are also students; alumni records which contain information about a person after she/he is no longer in attendance at the College and which do not relate to the person as a student. These records are not necessarily available to a student, but health records may be reviewed by health care provider(s) of the student's choosing.
- B. No one outside the College community shall have access to, nor will the College disclose, any information from a student's educational records without the written consent of the student, except to persons who are permitted access under the Act. These are: authorized representatives of federal or state agencies for audit, evaluation, enforcement or compliance with federal or state requirements; officials of other institutions in which students seek to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; authorized researchers who provide for confidentiality of the records; parent(s) of students who have established that student's status as a dependent according to federal tax laws; persons in compliance with a court order/subpoena or ex parte court order as determined relevant by law; necessary persons, including parents of an eligible student, in an emergency in order to protect the health or safety of students or other persons; and the alleged victims of incidents of violent behavior of the outcomes of student conduct proceedings with respect to those incidents.

FERPA allows the release of any information from a student's educational record without the written consent of the student to the parent(s) of a student who have established the student's status as a dependent according to federal tax laws. Information concerning a student who is a dependent, within the meaning of Section 152 of the Internal Revenue Code of 1954, may be released to that student's parent(s). The Internal Revenue Code defines a dependent student as one who has attended an educational institution full time for any five calendar months of a tax year and who was provided more than one-half of his/her support as claimed by the parent(s) on their income tax statement. A student may change his/her status regarding dependency by submitting the proper form and necessary supporting documents to the Student Accounts Office. For purposes of this policy, the assumption will be that a student is not a dependent within the meaning of the Internal Revenue Code, unless individually certified to the contrary under the criteria above. Regardless of dependency, a student may submit a release form authorizing the College to share information with his/her parent(s). The submission of such a release is encouraged and can be done by contacting the Dean of Students Office.

- C. Within the Allegheny College community, only College officials, individually or collectively, acting in the student's legitimate educational interest are allowed access to student educational records. College officials are persons: employed by the College in academic, administrative, or support staff positions; serving on institutional governing bodies; or contracted by the College to perform certain tasks. A College official has a legitimate educational interest if the information requested is necessary for that official in performing a task that is specified in his/her position description or contract agreement or is performing a task related to the student's education.

Directory Information

- A. At its discretion, the College may provide directory information to the public, without prior approval, to include: student name, local and permanent address, photographs, telephone number, email address, date and place of birth, enrollment status, major field of study, date of attendance (including graduation date), degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information includes a student ID number, user ID, or other unique

personal identifier used by the student but only if that information cannot be used directly to gain access to educational records. (ID numbers are NOT included in any documents such as The Compass (Allegheny Student Handbook) or the Student Directory.)

- B. A student may withhold directory information from public disclosure by notifying the Dean of Students Office in writing. Directory information can be withheld at any time of year and once a student requests non-disclosure this will be in effect until the student gives written notice to change their non-disclosure status. A parent or eligible student may not opt out of directory information disclosures to prevent the institution from disclosing or requiring a student to disclose the student's name, student ID number, or institutional e-mail address in a class in which the student is enrolled. Directory information will be withheld even after graduation until Allegheny College is notified otherwise. At the beginning of each academic year, students who have not already requested a hold on directory information and who want to withhold directory information from the Allegheny student government telephone directory must do so by the end of the add period for Fall classes.

Inspection and Review of Educational Records

- A. A student has the right to inspect and review (within forty-five days of request) information contained in his/her educational records (as defined above); to challenge the contents of his/her educational records and to have a hearing, if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in his/her records if they feel the outcome of the hearing is unacceptable.
- B. The Dean of Students or designee coordinates the inspection and review procedures for student educational records. Such records are maintained at several locations on the campus; these locations are listed at the end of this policy. A student who wishes to review his/her educational records must make written requests to the offices maintaining the records. If a student is uncertain as to the location of a particular record, the written request should be addressed to the Dean of Students listing the item(s) of interest.
- C. A student may have copies made of his/her records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate College official. Such copies will be made at the student's expense with the exception of a student transcript which should be requested through the Registrar's Office at a cost determined by that office.
- D. A student may not inspect or review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review; or educational records containing personally identifiable information about other students. The institution is not required to permit a student to inspect or review confidential letters and recommendations placed in his/her file prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Amendment of Educational Records

- A. If a student believes that the information contained in his/her educational records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the College amend the record. Such request shall be in writing addressed to the Dean of Students, and shall specify the amendment sought.
- B. The Dean of Students or designee shall, within 30 days after receiving the student's request, and after consulting with appropriate College officials, decide whether the record will be amended in accordance with the request and inform the student in writing. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the Dean of Students or designee shall simultaneously advise the student that he/she may request a hearing to challenge the content of the educational records by contacting the Dean of Students in writing.
- C. If a request for a hearing is received, the Dean of Students or designee shall request that the President appoint a panel of three College faculty members or administrators to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The President shall designate a chairperson for the panel and shall provide the panel such assistance as deemed appropriate.

- D. The chairperson of the hearing panel shall notify the student and the Dean of Students or designee of the date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's educational record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The Dean of Students or designee shall be afforded a like opportunity. The panel shall make its decision solely on the basis of the evidence presented at the hearing.
- F. The student may be assisted throughout the process by a Community Support Person. The Community Support Person must be a current student or employee of the College who is chosen by the student to serve in an advisory capacity during the hearing. The primary role of the Community Support Person is to assist the student in preparing for the hearing and to attend the hearing as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in the hearing without approval from the chairperson.
- G. The chairperson of the hearing panel shall, within five days after the hearing, inform the student of the panel's decision in writing including a summary of the evidence and the reasons for the decision. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the chairperson shall simultaneously advise the student that he/she has the right to place in the educational record a statement commenting on the records and setting forth the reasons for disagreeing with the College. Such statement shall thereafter be maintained as part of the educational record and thereafter disclosed to any party to whom the contested record is disclosed.
- H. If the student believes that their challenge and/or hearing was handled incorrectly or was not in keeping with the requirements of the Act, he/she may direct a written appeal to the President. Furthermore, students who believe that their rights have been abridged, may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605.

For further information or to obtain a copy of FERPA, students may consult the Dean of Students Office.

Location of Student Records:

Academic Records:	Registrar's Office, Bentley Hall
Admissions Records:	Admissions Office, 454 House (pre-matriculation), Dean of Students Office, Reis Hall (post-matriculation)
Campus Police Records	Security Office, Newton Observatory
Career Planning & Placement Records:	Career Services (ACCEL), Reis Hall
Counseling Records:	Counseling Center, Reis Hall
Employment Records:	Human Resources Office, Bentley Hall (full-time) Financial Aid Office, Schultz Hall (work study)
Enrolment Records:	Registrar's Office, Bentley Hall
Financial Aid Records:	Financial Aid Office, Schultz Hall
Int'l Student Program Records:	International Office (ACCEL), Reis Hall
Learning Common Records:	Learning Commons, Pelletier Library
Student Conduct Records:	Residence Life Office, Reis Hall
Medical Records:	Winslow Health Center, Schultz Hall

Student Accounts Records:

Student Accounts Office, Schultz Hall

Student Athletes Records:

Athletic Department, Wise Center

Student Life Records:

Dean of Students Office, Reis Hall

Created April 15, 1997 (Revised May 2009)

Changes to this policy are made by the Dean of Students and is approved by the President of the College.

PARENTAL NOTIFICATION IN STUDENT CONDUCT OR DISCIPLINARY SITUATIONS

It is our intention to work in close partnership with families (in most cases parents) regarding student conduct or disciplinary situations in a way that is consistent with our philosophy of working directly with students as adults. Should a student become involved in an incident that violates our policies, we hope our communication with families regarding these matters will enable us to work cooperatively to address the current situation and change behavior to avoid future issues.

Federal law allows us to share the results of student conduct or disciplinary cases if they involve alcohol or drugs, regardless of financial dependency or the College's receipt of a signed release giving the College permission to share protected information. In these cases, the College will notify families based upon the following guidelines: 1) In all student conduct or disciplinary cases, students are encouraged to discuss the situation with their families; 2) If a student is placed on disciplinary probation, we will send a copy of the letter written at the conclusion of the student conduct or disciplinary process to the family in care of the home address listed with the College; and 3) If a student is placed on disciplinary suspension or expulsion, we will attempt to contact the family by telephone and we will send a copy of the letter written at the conclusion of the student conduct or disciplinary process to the family in care of the home address listed with the College.

For cases that do not involve alcohol or drugs, the College can only share information if a student has signed a release giving the College permission to share protected information and/or the family has notified the College of the student's financial dependence. If a student has not signed a release giving the College permission to share protected information and/or the family has not notified the College of the student's financial dependence, the College is not able to notify the family regarding student conduct or disciplinary situations. However, in all student conduct or disciplinary cases, we encourage students to discuss the situation with their families.

If the student has signed a release giving the College permission to share protected information and/or the family has notified the College of the student's financial dependence, the College will notify the family based upon the following guidelines: In all student conduct or disciplinary cases, students are encouraged to discuss the situation with their families. If a student is placed on disciplinary probation, we will send a copy of the letter written at the conclusion of the student conduct or disciplinary process to the family in care of the home address listed with the College. If a student is placed on disciplinary suspension or expulsion, we will attempt to contact the family by telephone, and we will send a copy of the letter written at the conclusion of the student conduct or disciplinary process to the family in care of the home address listed with the College.

Please contact the Office of Residence Life if you have questions or concerns regarding the above information.

STUDENT PARTICIPATION IN COMMENCEMENT POLICY

All students "tentatively approved" for graduation by the faculty will be permitted to participate in Commencement exercises. Tentatively approved students who complete all degree requirements and are approved by the faculty will receive an Allegheny degree at Commencement. Tentatively approved students not completing all degree requirements and not approved by the faculty will be permitted to participate in Commencement exercises but they will receive a blank piece of paper instead of a diploma. Students are permitted only one opportunity to participate in Commencement, that being the year in which their name appears in the Commencement program. The Commencement program will indicate that all degrees are awarded subject to the completion of all requirements.

Procedure

After the fifth week of the second semester, the Registrar will send to all faculty, as part of the agenda for the March faculty meeting, the list of students to be tentatively approved for graduation. The only students appearing on this list will be students who could complete all degree requirements by the end of the second semester; students needing additional courses, even if they are planning on taking them in the summer, will be omitted. The faculty will review, and perhaps amend, this list; it will then become the tentatively approved roster. All students appearing on this list will be permitted to participate in Commencement exercises. Students who do not meet the requirements for graduation may petition the department of their major for permission to participate in Commencement. Such requests, which will be granted under only the most extreme of circumstances, must be submitted in writing and must include the endorsement of the student's academic advisor. There is no appeal from a decision of a department to deny a request. Requests from students with student-designed or double majors must be approved by all the departments involved. After the approval of the department or departments involved, petitions for permission to participate are submitted, in writing, to the Academic Standards and Awards Committee. The decision of the Academic Standards and Awards Committee in these matters is final. In its periodic reports to the faculty, the Academic Standards and Awards Committee will include data on the number of petitions and their dispositions.

Students participating in approved cooperative (3-1; 3-2; 3-3) programs will be permitted to participate in commencement exercises with the rest of their entering class, although they will not graduate or receive a diploma until the terms of agreement for the cooperative program have been completed satisfactorily. Cooperative students will continue on that list only if the faculty member who approved the cooperative program and signed the appropriate form certifies that the student is making satisfactory progress at the cooperating institution. The student will submit an official transcript, a listing of courses in which the student is enrolled, and such other materials as may be agreed upon by the faculty member and the student. The faculty must certify this progress to the Registrar by mid-February. Without this certification, the student's name will be removed from the list of students permitted to participate that the faculty votes on at the end of the second semester.

This policy was adopted by vote of the full faculty. Suggested changes should be submitted to the Academic Standards and Awards Committee.