

2016-2017 THE COMPASS STUDENT HANDBOOK

The Division of Student Life is pleased to provide you with the Student Handbook and Resources Guide. You will find important information about our community standards, the student code of conduct, your rights and responsibilities as an Allegheny student, and other important information to support your success on our campus. We ask you to take time to review the contents of this document and pay particular attention to the College policies and procedures as we expect students to be responsible for their own behaviors, in addition to holding their peers accountable for being good citizens. More importantly, it is our hope that the information found in this document will serve as a resource guide to assist you with your transition and adjustment to the Allegheny College community.

NEED MORE INFORMATION?

Please contact the following for more information:

Division of Student Life
Allegheny College
520 N. Main
Campus Box 77
Meadville, PA 16335
(814) 332-4356
E-mail: deanofstudents@allegheny.edu

The national liberal arts college where 2,100 students with unusual combinations of interests, skills and talents excel.

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2016-17 IMPORTANT DATES

FALL SEMESTER 2016

August 27-29	New Student Orientation
August 27	Residence Halls Open for New Student Check-In (8:00 a.m. to 1:00 p.m.)
August 27	Academic Convocation & Matriculation Ceremony
August 30	Classes Begin
August 31	Final Day to Decline Health Insurance
September 5	Fall Payment Plan Application Closed
September 12	Last Day to Add/Drop a Course
September 20	Spring Off-Campus Study Applications Deadline
October 1	Homecoming
October 1	FAFSA Application Available online
October 8-11	Fall Break - No Classes - Residence Halls Open
October 25	Gator Day
November 1	Travel Seminar Application Deadline
November 3	Last Day to Withdraw from a Course w/o Grade Penalty (limit one course per semester)
November 4-5	Family Weekend
November 23-27	Holiday| Thanksgiving- Residence Halls Open
November 28	Registration for Students with Sophomore Standing
December 2	Registration Ends for Students w/Sophomore Standing
December 5	Registration Starts for First-Year Students
December 13	Last Day of Classes
December 14	Study Day
December 15-16, 19-20	Final Exam Week
December 20	Final Exams End at 10:00 pm
December 21	Semester Ends
December 21	Residence Halls Close at 12 PM
December 23	COLLEGE CLOSED until January 2, 2017

SPRING SEMESTER 2017

January 2	College Opens
January 14	Residence Halls Open at 10 AM
January 16	Holiday | Dr. Martin Luther King Jr. Day-No Classes
January 17	Classes Begin
February 5	Spring Payment Plan Application Closed
February 15	FAFSA Preferred Application Deadline for Awarding
February 20	Fall Off-Campus Study Applications Due
March 18-26	Spring Break- College Open - No Classes- Residence Halls Open
May 1	Last Day of Classes
May 2	Gator Day
May 3	Study Day
May 4-5, 8-9	Final Examinations
May 10	Residence Halls Close at 12 PM (First-Year, Sophomore, and Juniors)
May 12	Baccalaureate Services (Seniors and their Families)
May 13	Commencement (Seniors and their Families)
May 14	Residence Halls Close for Graduates and Late Stays at 12:00 noon

2016-17 INTERFAITH HOLIDAY CALENDAR

This interfaith calendar lists Allegheny College holidays that are traditional Observances, and major days of religious significance. Faculty and staff are encouraged to use these dates to aid in developing class syllabus and planning for examinations during the semester. Although many of these days are not official college holidays, faculty are asked to use this information and their discretion when responding to student requests for time off for religious purposes.

FALL SEMESTER 2016

September 4	Faith Fair and Religious Life Picnic
September 11	9-11 Candlelight Vigil
September 11-14	Eid al-Adha
October 2-4	Rosh Hashanah
October 11-12	Yom Kippur
October 16-23	Sukkot
October 30	Diwali
November 1	All Saints Day Mass
December 7	Hanukkah Party
December 8	Immaculate Conception Mass
December 12	Candlelight Christmas Service

SPRING SEMESTER 2017

February 4-11	Faith Week 2017
February 28	Shrove Tuesday Pancake Supper
March 1	Ash Wednesday Service
March 13	Holi
April 9	Palm Sunday
April 10	Passover Seder for Hillel
April 12	Campus-wide Seder
April 13	Maundy Thursday
April 14	Good Friday
April 16	Easter

Jewish holidays begin on sundown of the first day listed.



ALLEGHENY COLLEGE ADMINISTRATION

Dr. James Mullen ..... President
Eileen E. Petula..... Executive Vice-President & Chief Operating Officer
Dr. Ron Cole..... Provost & Dean
Dr. Terrence Bensell..... Associate Provost & Director of the Gateway
Dr. Ande Diaz.....Associate Provost for Diversity & Organizational Development
Dr. Kimberly Ferguson..... Vice President for Student Life & Dean of Students
Portia Hoeg..... Director ofAthletics
Dr. Rick Holmgren..... Vice-President for Information Services & Assessment
Cornell B. LeSane, II..... Vice President for Enrollment and Dean of Admission
Marjorie Klein..... Vice President for Institutional Advancement
Susan Salton..... Vice President for College Relations
Linda Wetsell..... Chief Financial Officer

ALLEGHENY COLLEGE DEANS & CHAPLAIN

Dr. Ian Binnington..... Associate Dean of Academics & Registrar
Justin Adkins — Associate Dean, Inclusion, Diversity, Equity, Access & Social Justice (IDEAS) Center
Gretchen Beck..... Associate Dean, Student Leadership & Involvement
Jennifer Foxman..... Associate Dean, Residence Life
Joseph Hall.....Assistant Dean, Academic Integrity & Community Standards
Jacquie Kondrot..... Associate Dean, Student Life
Dr. Jane Ellen Nickel..... Chaplain

ALLEGHENY COLLEGE MISSION STATEMENT

Allegheny's undergraduate residential education prepares young adults for successful, meaningful lives by promoting students' intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny's faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

ALLEGHENY COLLEGE 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.

EQUAL OPPORTUNITY POLICY

Allegheny College is an Equal Opportunity Employer with a strong commitment to diversity, inclusion, and equity. Women, veterans, individuals with disabilities, and members of other underrepresented groups are highly encouraged to apply. Allegheny does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, or national origin.

CAMPUS PHONE NUMBERS

Academic Learning Commons	Pelletier, Room 2312	(814) 332-2898
Athletics & Recreation	Wise Center	(814)332-3350
Allegheny Student Government	308 Henderson Campus Center	(814) 332-4364
Campus Bookstore	208 Henderson Campus Center	(814)332-5326
The Campus Newspaper	310 Henderson Campus Center	(814) 332-2754
Career Education	Pelletier	(814) 332-2381
Catering Services		(814) 332-4387
Civic Engagement	Pelletier	(814)332-5318
Counseling Center	304 Reis Hall	(814) 332-4368
Dean of Students	Reis Hall	(814) 332-4356
Disability Services	Pelletier, Learning Commons	(814) 332-2898
Brooks Dining Hall	Brooks Hall	(814) 332-4347
IDEAS Center (Diversity & Inclusion)	Henderson Campus Center, 3rd Floor	(814) 332-3332
Financial Aid & Scholarships	Reis Hall, 1st Floor	(814) 332-2701
Financial Services	Schulz Hall	(800) 376-7075
International Education/Study Abroad	Pelletier	(814) 332-4891
Library	Pelletier	(814)332-3769
Post Office	Henderson Campus Center	(814) 332-2375
McKinley's Food Court	Henderson Campus Center	(814)332-5373
Parking Services	Newton Observatory	(814)332-3357
Pre-Professional Studies	Pelletier	(814) 332-2845
Public Safety (Lost & Found)	Newton Observatory	(814)332-3357
Registrar	Bentley Hall	(814) 332-2357
Residence Life	Reis Hall	(814)332-3865
Student Leadership & Involvement	Henderson Campus Center	(814) 332-2754
Title IX Coordinator	Rockefeller Hall, Room 103	(814)332-3085
Winslow Health Services	Shultz Hall	(814) 332-4335

EMERGENCY CONTACTS

All emergencies and critical incidents should be directed to Public Safety at (814) 332-3357. Other helpful resources include the following:

CAMPUS CONTACTS

Chaplain.....(814) 332-2800
Counseling Center.....(814) 332-4368
Dean of Students.....(814) 332-4356
Public Safety.....(814) 332-3357
Residence Life.....(814) 332-3865
Title IX.....(814) 332-3085
Winslow Health Services.....(814) 332-4355

MEADVILLE COMMUNITY CONTACTS

Crawford County Mobile Crisis Services.....(814) 724-2732
Meadville Medical Center.....(814) 333-5000
Meadville Police.....911 (emergency only) or (814) 724-6100
Neighborhood Counseling Service.....(724) 456-8614
Well Mind Global Counseling Services.....(814) 332-0066
Woodbridge Counseling.....(814) 336-2743
Women's Services.....(814) 333-9766

NATIONAL HELPLINES

National Domestic Violence Hotline.....(800) 799-7233
National Sexual Assault Hotline (24-hour confidential line).....(800) 656-4673
National Suicide Prevention Hotline.....(800) 273-8255

ACADEMiC DEPARTMENTS

Applied Computing, Alden Hall.....(814) 332-2880
Art History, Doane Hall of Art.....(814) 332-3378
Art & Technology, Doane Hall of Art.....(814) 332-3378
Asian Studies, Arter Hall.....(814) 332-4307
Biochemistry, Doane Hall of Chemistry.....(814) 332-5363
Biology, Steffee Hall of Life Sciences.....(814) 332-5360
Black Studies.....(814) 332-4305
Business Management, Quigley Hall.....(814) 332-3820
Chemistry, Doane Hall of Chemistry.....(814) 332-5358
Chinese/Chinese Studies, Ruter Hall.....(814) 332-4307
Communication Arts & Theatre, Vukovich Center.....(814) 332-2370
Community & Justice Studies, Quigley Hall.....(814) 332-4332
Computer Science, Alden Hall.....(814) 332-2880
Dance & Movement Studies, Montgomery Gymnasium.....(814) 332-2813
Economics, Quigley Hall.....(814) 332-3820
Education Studies, Odd Fellows.....(814) 332-4327/2845
English, Odd Fellows.....(814) 332-4343
Environmental Geology, Alden Hall.....(814) 332-2350
Environmental Science, Carr Hall.....(814) 332-4844
Environmental Studies, Carr Hall.....(814) 332-4844
Environmental Writing, Odd Fellows.....(814) 332-4343
French, Ruter Hall.....(814) 332-2323
Geology, Alden Hall.....(814) 332-2350
German, Ruter Hall.....(814) 332-2323
Global Health Studies, Carr Hall.....(814) 332-2715
History, Arter Hall.....(814) 332-4342
International Studies, Ruter Hall.....(814) 332-2330
Jewish Studies, Odd Fellows.....(814) 332-3205
Journalism in the Public Interest, Odd Fellows.....(814) 332-3203/3237
Latin, Ruter Hall.....(814) 332-2323
Latin American & Caribbean Studies, Arter Hall.....(814) 332-4306
Mathematics, Arter Hall.....(814) 332-5364
Music, Arnold Hall of Music.....(814) 332-3304
Neuroscience, Carnegie Hall & Steffee Hall.....(814) 332-2392
Philosophy, Odd Fellows.....(814) 332-3621
Physics, Carr Hall.....(814) 332-5330
Political Science, Quigley Hall.....(814) 332-3349
Psychology, Carnegie Hall.....(814) 332-5361
Religious Studies, Odd Fellows.....(814) 332-3621
Spanish, Ruter Hall.....(814) 332-2323
Studio Art, Doane Hall of Art.....(814) 332-3378
Theatre, Vukovich Center.....(814) 332-2370
Women's, Gender, and Sexuality Studies.....(814) 332-5342

WELCOME 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 student 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.

As you review the material contained in the Compass, I ask you to reflect on the responsibilities inherent in being a part of the Allegheny College community. Ours is a community built around mutual respect and integrity. It is a privilege to be part of Allegheny College and all of us should be grateful for the opportunities we have to learn and to grow on this campus.

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., PhD
President

WELCOME FROM THE DEAN OF STUDENTS



Dear Allegheny Gators,

I want to welcome our new and returning students to the 2016-17 academic year. We are a unique community of scholars committed to leading global change. You will find that the Allegheny experience builds character, promotes leadership development, and engages you in critical thinking, You will be challenged to grow as you expand your awareness, open your heart to various social justice initiatives, and refine your personal, academic and leadership skills. Your destiny is our legacy as the next four years will be spent preparing you for global leadership and service.

Getting involved and staying connected via campus activities and events are excellent ways for you to meet new friends while engaging in all that Allegheny has to offer. There are many opportunities for you to share your time and talents and to connect with the people and culture that are uniquely Allegheny.

We have created the Student Handbook to provide you with immediate access to information about important resources that support the academic mission, objectives, processes, functions, and general operations of Allegheny College. In addition, you will find the Community Standards and Code of Conduct which presents the College's behavioral expectations for students. Every student is expected to model civility, commitment and consistency as he/she engages with the community and/or leadership and service beyond Allegheny College. In addition, it is expected that you will hold your peers accountable for being good citizens and upholding the high standards of Allegheny College on and off campus.

On occasion, you may find yourself in situations where you may need assistance with managing academic, personal, and other questions and concerns. I want to encourage you to visit the Office of the Dean of Students if you have questions or concerns regarding your adjustment to Allegheny, your living environment, relationships with others, or health and wellness questions and concerns. As dean of students, I am able to assist you with identifying a plan of action and/or support that will help you to successfully navigate your Allegheny experience.

As I close, I want you to know that everyone here at Allegheny is dedicated to helping you become a successful global leader. I encourage you to contact me anytime at (814) 332-4356 or via e-mail at deanofstudents@allegheny.edu. I am very much looking forward to getting to know you and to partnering with you to enhance the Allegheny College experience.

Warmest regards,

Kimberly M. Ferguson

Kimberly M. Ferguson, Ph.D.
Vice President of Student Life & Dean of Students

A LETTER FROM THE PRESIDENT OF THE ALLEGHENY STUDENT GOVERNMENT



Fellow Gators,

Hello and welcome to the Allegheny College family! My name is Tess Bracken, and it is a privilege to serve as your Allegheny Student Government (ASG) President as we grow, learn and lead change together. Thank you for this honor!

I am committed to working with the Allegheny Student Government, the College Administration, alumni and leaders from our 100+ student organizations to meet the needs of the student and to enhance the college experience. The Allegheny Student Government operates from a shared vision that centers on the advancement of making connections that give us a common bond. It is my hope that my term in office will serve to strengthen the bonds of leadership through passion-driven initiatives and a keen focus on campus life.

Student involvement is vital to your success as a student. We welcome your attendance at the Allegheny Student Government meetings every Tuesday at 7:00 pm in the Henderson Campus Center, Room 301 & 302. It is the goal of every member of ASG to be accessible and to represent the student voice and opinion, so we have an open door policy and hold regular office hours in the Henderson Campus Center, Room 316. If there is anything that I and or members of ASG can do to enhance your college experience or strengthen your bonds within the Allegheny College community, please come see us in the ASG office. Your 2016-17 Allegheny Student Government representatives are as follows:

Tess Bracken, President
Sofia Kaufman, Vice-President
Hayden Moyer, Chief of Staff
Eric Chang, Attorney General
Luke McBride, Director of Finance
Mark Myers, Director of Communications
Sydney Fernandez, Co-Director of Student Affairs
Matthew Hartwell, Co-Director of Student Affairs
Levi Lundell, Director of Sustainability
Alexa Maloney, Director of Organizational Development
Miguel Guillen, First Year Liaison

Thank you again for this opportunity. Have a great year and GO GATORS!

Sincerely,

Tess Bracken

Tess Bracken
2016-17 ASG President
316 Henderson Campus Center
Phone: (814) 332-4364
E-mail: brackent@allegheny.edu

UNDERSTANDING THE GATOR COMMUNITY

Allegheny College provides long-standing and life-changing connections to a diverse and dynamic community. We are a community of students, faculty, staff and alumni who share in the educational and social experiences of Allegheny College that represents a feeling of kinship and the closeness you feel with another Gator. It's a warm smile on a cold and rainy day, a friendly hug, or a cheerful hello. It's counting on others and being counted on. It's expressing care, concern and respect for others, who then do likewise in return.

The Gator community is all that a good and lasting friendship is, only better. It is a treasured and sacred experience of knowing that there will always be someone there to support you. The Gator Community represents our shared dreams and accountability to each other to achieve our personal, academic, social and career goals. While chance or circumstances have made us friends and acquaintances, making the choice to be a Gator has made us a part of a unique and special community.

WHAT IT TAKES TO BE A GATOR

Accountability is the acknowledgment and assumption of responsibility for your actions, decisions, and compliance with policies. It also means being answerable for resulting consequences.

Civility is demonstrating courtesy and politeness in action and/or oral and written expression with members of the Allegheny community.

Community- As a member of Allegheny College, you have voluntarily entered into an institution with a strong intellectual and cultural heritage. Each Gator is a member of an elite community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behaviors on and off-campus.

Diversity requires that each Gator know how to relate to those qualities and conditions that are different from his/her own and outside the groups to which he/she belongs. These include but are not limited to age, ethnicity, class, gender, physical abilities/qualities, race, sexual orientation, as well as religious status, gender expression, educational background, geographical location, income, marital status, parental status, and work experiences. These categories of difference are not always fixed: they can be fluid. The overall goal of diversity is that each Gator learn to respect the individual rights of each individual, and recognize that no one individual or culture is intrinsically superior to another.

Integrity means demonstrating honesty, respect for truth, and congruence with College standards and behavior expectations in all exchanges and interactions with other Allegheny students.

Friendship means sharing a strong bond of mutual understanding, respect and love that serves as the foundation for building a trusting relationship between two or more Allegheny students.

Mentoring- Mentoring is a developmental partnership through which another Allegheny student shares his/her knowledge, skills, information, and perspective to foster the personal and professional growth of another Allegheny student. We all have a need for insight that is outside of our normal life and educational experience. The power of mentoring is that it creates a one-of-a-kind opportunity for collaboration, goal achievement and problem-solving between Allegheny students.

Politeness is showing good manners and behaviors and engaging in respectful dialogues with other Allegheny students, and learning how to disagree in a respectful manner.

Respect means giving favorable regard to the worth, excellence, or personal quality or ability of another Allegheny student. When Allegheny students disagree, they do so in a manner that does not humiliate or demean another Allegheny student in person, in a group or in on-line communities.

Responsibility means taking ownership of your individual choices and any subsequent consequences.

Unity means that Allegheny students are unique individuals who combine together to create the Allegheny College community.

RESIDENCE LIFE

Allegheny College is a residential college that requires students to live on campus during their undergraduate experience. We believe the academic experience is enhanced by the residential and co-curricular learning experiences. The Office of Residence Life is responsible for general operations and administration of housing, residential education, and living and learning programs.

RESIDENCE LIFE STAFF

Location	Reis Hall, Suite 200
Hours of Operation	8 AM-5 PM (Administrative Offices Only)
	Wednesdays from 8:00 am to 8:00 pm
Phone	814-332-3865
e-mail:	reslife@allegheny. edu
Jennifer Foxman, Director	jfoxman@allegheny.edu
Gretchen Kerr, Associate Director	gkerr@allegheny.edu
Amanda Mangine, Assistant Director	amangine@allegheny.edu
Rebecca Guanzon, Assistant Director	rguanzon@allegheny.edu

RESIDENCE HALLS & HOUSES

Each of our residence halls and houses offers opportunities for students to meet people from diverse backgrounds and cultures and to develop a sense of community within their own residential building. Our residence halls are staffed with resident advisors who live on each floor and work diligently to support students in all aspects of their college lives. The resident advisors are paraprofessional staff who encourage student engagement in the residence halls, houses, on campus and in the greater Meadville community.

A variety of innovative and creative, social, educational, and cultural programs are provided to support the person-al, social, academic, and emotional development of Allegheny students. Group living is built on the foundation of individual respect for other students and the facilities. Students have a responsibility to contribute to a positive community environment and to maintain the integrity of the residential facilities. In addition to the Community Standards and Code of Conduct, students living in the residence halls are subject to Residence Life policies and procedures.

GENDER INCLUSIVE HOUSING & RESTROOMS

Diversity and inclusion is core to learning and excellence in a global society. The residential experience represents an important foundation for students overall academic and social success. As an integral part of the out-of-classroom experience, students living in college residences can expect an inclusive living environment to fully benefit from the Allegheny College experience.

For the purpose of gender-inclusive housing, the following definitions may be helpful:

A. Gender non-conforming: individuals whose gender expression is different from societal expectations related to gender.

B. Gender Expression: the external manifestation of one's gender identity, usually expressed through "masculine", "feminine" or gender non-conforming behavior, clothing, haircut, voice or body characteristics.

C. Transgender: people whose gender identity, expression or behavior is different from those typically associated with their assigned sex at birth, including but not limited to transsexual, cross-dresser, androgynous people, gender-queer and gender non-conforming people.

What is gender inclusive housing?

Gender-inclusive housing is a residential space in which roommates of any combination of biological sexes, gender identities or gender expressions choose to live together. This includes small houses, apartments, suites and traditional rooms that comprise our current residential facilities.

This option may be meaningful for a variety of students: those who feel uncomfortable rooming with members of the same sex, transgender students in the process of discovering their gender identity, students who feel they would be more compatible with a roommate of a different sex or gender, and students who do not want sex or gender to be a primary factor in choosing a roommate.

Why does Allegheny College offer gender inclusive housing?

There are some students for whom traditional, same-sex room assignments are not ideal or appropriate, and we believe it is important that housing policies evolve to meet the needs of all students to create an inclusive, welcoming environment. This policy helps create an environment that acknowledges, appreciates and respects the diverse nature of the Allegheny student body, while giving students more options in finding a roommate who is truly compatible.

Does Allegheny College also offer gender inclusive bathrooms?

Generally, there are two types of bathrooms within residential facilities: single person and group bathrooms. All single person bathrooms (one toilet, one sink and one shower) are gender-neutral (anyone can use the bathroom). Group bathrooms are those with multiple toilets, sinks and showers. These bathrooms are designated at the beginning of the year as male, female, and gender neutral.

Housing and gender-neutral bathroom facilities are available in the following residential units and houses with gender neutral spaces and floors:

- Allegheny Commons
- Allegheny Hall
- Baldwin Hall (1st Floor)
- Caflisch Hall
- College Court
- Edwards Hall (1st Floor)
- Independent Living Houses
- North Village I & II
- Special Interest Houses
- Wise Center (2nd Floor Near Pool)

Students will be assigned to a housing facility that will best meet their needs regarding housing and bathrooms.

Will students be randomly assigned to a roommate of another gender?

No. Students who wish to take advantage of the new policy must enter into any roommate arrangement as willing applicants.

Will parents be notified if I select gender inclusive housing?

Students 18 years of age and older may make decisions about their housing assignment without parental consent. We encourage students to maintain an open dialogue with their families so that they can be supportive of a student's housing decision. For adult students, it is the student's choice whether or not to tell their parents or guardians. Students under 18 should discuss housing plans with their families, as they must provide parental consent for a gender-neutral option.

Why the change in policy?

Mixed-gender housing options have been available at Allegheny College for several years. Gender-inclusive housing is a more explicit and campus wide housing option, officially implemented during fall of 2013. As with all policies, gender-neutral housing will be continuously reviewed and improved to most effectively meet student needs.

Definition Source: National Center for Transgender Equality; Mara Keisling, Executive Director, http://transequality.org.

SELECT RESIDENCE LIFE POLICIES

APPLIANCES: Refrigerators and Microwaves may be used in student rooms as long as they do not exceed 750 watts. They should be a reasonable size and may not exceed 4.4 cubic feet. Toasters, coffee makers and hot pots are also allowed, but any appliances with an exposed heating element (space heaters, hot plates, toaster ovens, etc.) are not permitted for safety reasons. For safety reasons, "George Foreman" type grills are not permitted.

COURTESY & QUIET HOURS: College residence halls are group living environments. Therefore, it is expected that every student respect other student's rights to study, to be in a quiet environment and to be able to achieve adequate rest in preparation for the next day.

A. Courtesy Hours: Courtesy hours are enforced 24 hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms. The right to reasonable quiet shall, at all times, prevail in the residence halls. Residents are expected to work together cooperatively to establish acceptable and respectable noise levels.

B. Quiet Hours: Quiet hours are posted in each building at the beginning of each academic year. During quiet hours, noise should be audible only in the resident's room with the door closed. The noise should not extend beyond the resident's closed door. Quiet hours are enforced 24 hours a day during final exams.

DAMAGES: You are welcome to hang posters and other items on walls, doors, and closets with masking tape or white hanging putty. We recommend using adhesive especially made for hanging posters that will not leave residue. 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 we ask you to refrain from using them. By agreeing to the 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. Students are not permitted to paint their residence hall room.

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. As a safety measure, you are not allowed to hang tapestries from the ceiling or in front of the door. Additionally, we do not allow halogen lamps due to fire safety concerns.

FIRE DRILLS: Fire drills will be scheduled periodically in each residence hall. Residence Life Staff will assist Public Safety personnel with administering the fire drills. The fire doors are not to be used except in the case of an emergency. Activating fire alarms or using fire extinguishers outside of an emergency is a serious crime, and offenders will be appropriately prosecuted in accordance with the Meadville city and Pennsylvania codified ordinances, in addition to being subject to student conduct action for a violation of the Code of Conduct. 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.

GUEST & VISITORS POLICY: The following is the residential policy on guests and visitors.

A. Visitation refers to the privilege of having guests in your room and/or in the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. The guidelines and timeframes for visitation will be communicated to all students at the start of the academic year. In the event of an emergency, crisis, staffing concern, or major campus function, Residence Life and/or the Department of Public Safety reserve the right to limit or modify designated visitation hours.

B. A guest is defined as any person who is not assigned to live in a specific residence hall room and/or residential area, whether the guest is a residential student, commuting student, or non-student of Allegheny College. Non-student guests must present photo identification and register when entering a residential area. A non-student guest must be escorted by a host at all times in residential areas.

C. Students and their guest(s) are expected to comply with the policies and procedures and reasonable requests of the Residence Life staff. Guests must abide by all policies and procedures of the College. Residents will be accountable for the behaviors of their non-student guests, and will face possible conduct action through the campus conduct system for violating the College's Community Standards and Code of Conduct.

D. Students must exercise good judgment when hosting a social gathering. Moreover, students are encouraged to make special efforts to maintain the College's community standards. The Residence Life staff will promptly disband all disruptive activities and require all visitors and guests to vacate the residential facilities.

HEALTH & SAFETY INSPECTIONS

Housing & Residence Life will conduct periodic room inspections occurring at least once per semester. The purpose of these inspections is to ensure that safety devices are working properly, address unsafe conditions and to give general information that might be helpful as students en-counter situations. Though not the primary focus of a health and safety inspection, search and seizure of any items found which violate public law, College regulation, Residence Life policy and/or the terms and conditions of the Housing Agreement is permissible. In such circumstances, appropriate referral for conduct violation may be initiated.

HOUSING AGREEMENT: All housing contracts are for one full academic year, both fall and spring semesters. Students are required to electronically sign a housing contract to confirm their room for the academic year. Students are advised to read the contract carefully. The student, parents and/or legal guardian are responsible for paying the housing fee for the full academic year which represents the term of the agreement.

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 Public Safety as soon as possible. ***If keys are lost, stolen, or not returnedfor any other reason, you will be charged $125 to cover the cost of lock changes.*** Additionally, College keys should not be reproduced. Such action is subject to disciplinary action and a $500 fine.

OCCUPANCY VIOLATION: Room assignment changes must be initiated and approved by the Office of Residence Life. Students who move without approval will be identified as illegally occupying a space without official notification to the Residence Life staff, and may be subject to student conduct action for a violation of the Code of Conduct. If a resident or non-resident occupies a room without the approval of the Office of Residence Life, the student will be required to vacate the residence hall room. In addition, he/she will be subject to student conduct action for a violation of the Code of Conduct.

OPENING & CLOSING: Students must apply for early arrival and late stay prior to the official hall opening or closing. Students will be approved on a case by case review.

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.

RESPONSIBILITY FOR PERSONAL PROPERTY: Students and/or their parents are encouraged to purchase appropriate insurance coverage to address any personal property loss. Students who use community storage areas in their residence hall do so at their own risk. The College does not assume any legal or financial obligation for any student's personal property that may be lost or damaged in its academic and residential buildings and grounds.

ROOM CHANGES & ROOMMATES: The Office of Residence Life reserves the right to change room assignments, assign roommates, and consolidate vacancies at anytime. All requests for housing changes must be approved by the Office of Residence Life. Students have 48 hours to complete the move and return old keys. ***Failure to return keys could result in a $125 charge to replace locks and keys.***

ROOMMATE CONFLICT: Conflict is a normal part of any communal living environment. As such, we understand that roommate conflicts may occur sometime throughout the academic year. The Residence Life staff will work with students to develop a Roommate Agreement to address the conflict and living arrangements and expectations to assist the residents with maintaining a harmonious living environment. The Residence Life staff will immediately address intentional roommate conflict(s) that reflect a resident purposefully behaving in a hostile manner toward his/her roommate(s). A student intentionally creating conflict is referred to as a hostile roommate. The "hostile" roommate(s) will be subject to relocation or removal from housing. In addition, the hostile roommate may be subject to student conduct action for a violation of the Code of Conduct.

SECURING YOUR ROOM: 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 the last four digits of your social security number. Students are also encouraged to participate in "Operation Identification" offered through Public Safety. "Operation Identification" is a program that allows students to engrave personal items and keep a log of these items in Public Safety. In the event that you are the victim of a theft, please notify the Residence Life staff and Public Safety immediately. Students/residents within a hall or building who prop open outside or internal fire doors maybe subject to fines and/or student conduct action for a violation of the Code of Conduct.

TEMPORARY HOUSING POLICY: Students are sometimes assigned to temporary living accommodations at the beginning of each semester until a permanent room assignment can be arranged.

TUITION and ROOM & BOARD FEES: All students will be required to have their balance paid in full by the stated College deadlines. If you have opted for the payment plan, the semester's fees must be paid by the identified deadline. Students who do not meet their institutional financial obligation by the stated deadline may be subject to withdrawal and a financial leave of absence. Students will be notified of the change in residence hall status via phone contact and electronic communication.

ALLEGHENY COLLEGE ALLCARD ID

Students will be issued their first All Card ID free of charge. The Allegheny College All-Card is for individual use only and provides access to dining and residential buildings with card access. The All Card ID also provides access to meals in McKinley dining facility and offers dining dollars for use at select off-campus locations. The All Card ID can also be used at local PNC Bank operations if activated as a bank card. It is a security risk and against campus policy to loan your All Card ID to another individual.

IDENTIFICATION: The All Card ID must be carried at all times and is to be presented at the request of any college official. The All Card ID also serves as a meal access card for the meal plan, and provides building access for those students living in buildings with card readers. The All-Card (ID) is the property of Allegheny College, and expires when the cardholder is no longer enrolled at Allegheny College.

LOST/STOLEN CARDS: Lost or stolen Allegheny cards must be reported immediately to Public Safety at (814) 332-3357. 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 during the regular business hours of 8:00 am and 5:00 pm. 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 reprogrammed and/or replaced free of charge at Public Safety. Cards that are found/located will not be reactivated.

TAMPERING WITH MAGNETIC STRIP/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, please contact Public Safety at (814) 332-3357.

ACADEMIC RESOURCES

THE LEARNING COMMONS

Location: Pelletier

Hours of Operation: Monday - Friday 8 AM - 5 PM

Phone: (814) 332-2898

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

Learning Commons Staff

Rebecca Dickinson, Director rdickinson@allegheny.edu

Carly Masiroff, Assistant Director cmasiroff@allegheny.edu

Jennifer Fanz, Learning Specialist/TESOL Instructor jfranz@allegheny.edu

Teresa Pratt, Office Manager tpratt@allegheny.edu

The Maytum Learning Commons, located in the Gateway area of Pelletier Library, houses academic support and advising services to create a "one-stop shop" for all students. It is dedicated to helping students thrive at all stages of their college careers.

The professional staff consult individually with students on study strategies such as time management, effective reading, and test taking; facilitate summer entrance advising and new student orientation; support the academic advising program with four-year course planning and help declaring a major/minor; and arrange accommodations for students with documented disabilities. Trained peer consultants assist students with writing, public speaking, and study in a variety of academic subjects.

For more information about the Learning Commons, to pick up a tutoring schedule, or to make an appointment, stop by in person or call 814-332-2898.

DISABILITY SERVICES

Location: Pelletier- Learning Commons

Hours of Operation: Monday - Friday 8 AM - 5 PM

Phone: (814) 332-2898

Website: http://sites.allegheny.edu/disabilityservices/

Disability Services Staff

John Mangine, Director jmangine@allegheny.edu

Allegheny College is committed to affording students with disabilities full and equal access to services, facilities, programs and activities. As required by law, students requesting accommodations for a documented disability must initially self-identify as a student with a disability by registering with the Office of Disability Services. Only students who are registered with the Office will be eligible to request accommodations and be recognized by the institution as a student with a disability. Reasonable and appropriate accommodations for housing, classroom, dining and assistive technology are approved on a case-by-case basis, and may require additional or updated documentation to be submitted.

THE GATEWAY

The Allegheny Gateway provides opportunities for students to study, live and work abroad; become involved in defining and addressing real-world problems and challenges; engage in collaborative projects with other students, faculty, staff, alumni, and community partners; and articulate how their Allegheny experiences have prepared them for careers and graduate/ professional studies after they leave college. The Gateway also provides a means for faculty, students, staff and community partners to put classroom learning into practice by tackling complex problems facing society. Gateway programs foster intellectual enrichment, cross cultural and global engagement, civic and social responsibility, ethical development, career exploration and personal growth. Through collaborative work and shared goals, the offices within the Gateway offer students an integrated and interdisciplinary approach to experiential learning.

CAREER EDUCATION

Location: Pelletier Library

Phone: (814) 332-2381

Web site: http://sites.allegheny.edu/career/contact-us/

Career Education Staff

Jim Fitch, Director jfitch@allegheny. edu

Terri Carr, Associate Director, Employer Relations tcarr@allegheny.edu

Kristin Mook, Assistant Director & Pre-Law Advisor kmook@allegheny. edu

Christina Moreschi, Assistant Director cmoreschi@allegheny. edu

Rhonda Hershelman, Office Manager rhershei@allegheny.edu

Career Education partners with all students to help them identify, enhance and accomplish their career development, internship, job search and educational goals in their transition from college to career.

CENTER FOR POLITICAL PARTICIPATION (CPP)

Location: Pelletier Library

Phone: (814) 332-6202

Web site: http://sites.allegheny. edu/cpp/

CPP Staff

Brian Harward, Director bharward@allegheny.edu or cpp@allegheny.edu

The Center for Political Participation (CPP) partners Allegheny College students and faculty and local, state, national, and international communities to undertake interdisciplinary approaches to both learning about and addressing political, economic, and social challenges. The staff provides opportunities for learning about important issues, events, institutions, and patterns of behavior that relate to complex questions of local, regional, national, and international consequence. Through a diverse offering of collaborative research, community-based learning, conferences, undergraduate research, public lectures, seminars, workshops, and student fellows programs, the CPP is the region's preeminent resource for liberal arts programming for the public good.

CIVIC ENGAGEMENT

Location: Pelletier Library

Phone: (814) 332-5318

Web site: http://sites.allegheny.edu/commservice/

Civic Engagement Staff

Dave Roncolato, Director droncola@allegheny.edu

Charmaine Wilson, Assistant Director/Bonner Program Director cwilson@allegheny.edu

Ellen Bach, Bonner Program Coordinator ebach@allegheny.edu

Erin O'Day-Frye, AmeriCorps VISTA Project Coordinator eoday@allegheny.edu

Heather Fish, Davis Program Coordinator hfish@allegheny.edu

Jennifer Kessner, Office Manager jkessner@allegheny.edu

Civic Engagement works to incorporate community service and service-learning into the curriculum an co-curricular experience as part of a campus-wide effort to foster student commitment to a life of civic responsibility. Civic Engagement collaborates with student leaders, community partners, faculty and various campus departments to facilitate meaningful and effective service. The staff work with local, national and international partners to inspire social responsibility through experiential learning.

Through partnerships with local agencies, Civic Engagement sponsors diverse programs based on student interests and motivation.

Students can participate in one-time service projects such as Make a Difference Day, week-long service experiences during Spring Break, or on-going service opportunities in our local community. More than 80 student service leaders are trained each year to lead on-going service with our agency partners in the Meadville community. These students organize and facilitate programs at their site, and recruit, orient, and train other Allegheny volunteers. Peer-to-peer recruitment and student leadership are two unique aspects of the service movement at Allegheny College.

INCLUSION, DIVERSITY, EQUITY, ACCESS & SOCIAL JUSTICE (IDEAS) CENTER

Location: Pelletier Library and Henderson Center

Phone: (814) 332-3332

Website: http://sites.allegheny.edu/ideas/

IDEAS Center Staff

justin adkins, Associate Dean & Director jadkins@allegheny.edu

Darnell Epps, Associate Director depps@allegheny.edu

Inclusion, Diversity, Equity, Access & Social Justice (IDEAS) Center provides advocacy and academic support for historically underrepresented populations including, African American, Asian American and Pacific Islander, Hispanic & Latino, Native American and Indigenous Peoples, as well as multiracial, low-income, first-generation, women, Muslim, Jewish, International, and LGBTQ communities. The staff works to facilitate awareness and community building, dialogue, collaboration and exploration of social current social justice issues for all members of the Allegheny College community. The staff collaborates with the Gateway offices to ensure that students from underrepresented groups have access to a wide range of curricular and co-curricular services and opportunities to ensure their personal and academic success.

INTERNATIONAL EDUCATION

Location: Pelletier Library

Phone: (814) 332-4891

Web site: http://sites.allegheny.edu/internationalprograms/

International Education Staff

Jenny Kawata, Director jkawata@allegheny.edu

Lenee McCandless, International Student/Scholar Advisor lmccandless@allegheny.edu

Jennifer Kessner, Office Manager jkessner@allegheny.edu

The International Education Office is committed to the internationalization of Allegheny College by providing students with the opportunity to study the world and enhance their intercultural competency. Our educational opportunities and services include study away, experiential learning travel seminars, international internships, international student/scholar support and advising along with intercultural programming.

NATIONALLY COMPETITIvE FELLOWSHIPS

Location: Pelletier Library

Phone: (814) 332-6270

Web site: http://sites.allegheny.edu/research/

National Competitive Fellowships Staff

Patrick Jackson, Director pjackson@allegheny.edu

The Nationally Competitive Fellowships staff helps to raise awareness about external scholarship opportunities, and assists students with applying and competing for scholarships and fellowships.

PRE-EDUCATION STUDIES

Location: Pelletier Library

Phone: (814) 332-4327 or (814) 332-2845

Web site: http://sites.allegheny.edu/education/

Pre-Education Studies Staff

Susan Slote, Director of Education Studies sslote@allegheny.edu

Kirsten Peterson, Director of Pre-Professional Studies kpeterso@allegheny.edu

Allegheny's Education Studies minor is designed to give our students just this kind of education: students major in an area of their choosing, developing much richer understanding of that area than an undergraduate certification program provides. The Pre-Education Studies staff provides an internship seminar, individual advising, and support the Pre-Education Club that is a student-led organization offering students interested in teaching an opportunity to meet other future educators and to participate in a wide variety of activities.

PRE-HEALTH PROFESSIONS

Location: Pelletier Library

Phone: (814) 332-2846

Web site: http://sites.allegheny.edu/health/

Pre-Health Professions Staff

Kirsten Peterson, Director of Pre-Professional Studies kpeterso@allegheny.edu

The Health Professions Office, located in the Allegheny Gateway, is dedicated to helping students interested in careers in human medicine, dentistry, veterinary medicine, podiatry, optometry, physical therapy, occupational therapy, chiropractic, physician assistant, nursing, medical technology, public health, and pharmacy. The Health Professions Advisor and Secretary are guided by a Committee comprised of four faculty and four students. Services include individual advising, workshops, panel discussions, lectures, and internship development. Assistance with the application process includes a formal interview, critique of written materials, a Committee Letter of Recommendation, and advice about specific programs. An extensive library includes medical literature (fiction and non-fiction), catalogues, career option books, and test prep materials.

PRE-LEGAL PROFESSIONS

Location: Pelletier Library

Phone: (814) 332-2381

Web site: http://sites.allegheny.edu/prelaw/

Pre-Legal Professions Staff

Kristin Mook, Assistant Director of Career Education & Pre-Law Advisor kmook@allegheny.edu

Allegheny graduates distinguish themselves in their law school studies and beyond, accustomed as they are to hard work, intellectual challenge, independent study and doing in-depth research. The Pre-Law Advisor services include individual advising, workshops, panel discussions, lectures, and internship development, intensive preparation for the Law School Admissions Test (LSAT) and assistance with the graduate school application process.

UNDERGRADUATE RESEARCH, SCHOLARSHIP & CREATIVE ACTIVITIES (URSCA)

Location: Pelletier Library

Phone: (814) 332-6270

Web site: http://sites.allegheny.edu/research/

URSCA Staff

Aimee Knupsky, Director aknupsky@allegheny.edu

Undergraduate Research, Scholarship, and Creative Activities office promotes student research, organizes on-campus presentations of students projects, and provides information and support to students who present their projects off-campus. The staff also works to support student travel to conferences to present and/or participate in the presentation of scholarly research.

CAMPUS RESOURCES

BOOKSTORE

Merriman Bookstore

Location: 208 Henderson Campus Center

Hours of Operation: Monday-Friday 9AM- 5 PM and Saturday 10 AM- 2 PM (when school in session)

Phone: (814) 332-5326

Web site: http://sites.allegheny.edu/bookstore/

Allegheny College's Merriman Bookstore is owned and operated by Allegheny College. The bookstore provides a convenient location for students to rent or purchase required textbooks and course materials and academic supplies. The bookstore is also your source for official Allegheny College apparel and merchandise. In addition to carrying all texts and manuals required or recommended for courses at the College, the bookstore has a large assortment of fiction and nonfiction books, and gladly accepts special orders at no additional charge. School supplies, magazines, newspapers, toiletries, sweatshirts, gift items, general greeting and contemporary cards, film, and a variety of snacks are also available.

CAMPUS CENTER

Location: Henderson Campus Center

Hours of Operation: Sunday-Thursday 6AM- 12 AM Midnight

Friday-Saturday 6 AM- 3 AM (Main Entrance)

24 Hour Access with All Card ID

The Henderson Campus Center exists to create space on campus for intellectual, social, and moral growth of students of Allegheny College through a variety of means. Additionally, the building serves as: a programming space for a variety of events, often housing multiple events simultaneously; an intersection for a multiple publics that include Allegheny student population, staff, faculty, administrators, alumni, parents of students, prospective students, the Meadville community, guests and outside performers; a gathering space for our community; a space for intellectual conversation and study to allow student's academic life and curiosity to meld with their out of classroom experiences; a place for student expression. As students develop throughout their four years this is a place where in cooperation with Student Involvement they can explore new opportunities and express themselves.

CATA TRANSPORTATION

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 and 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 alleghenystudentgov.org or call (814) 332-4364.

COMPUTING HELP DESK

Location:	Pelletier Library
Hours of Operation:	Monday - Friday 8 AM - 5 PM
Submit a Help Ticket:	http://webhelp.allegheny.edu
Phone:	(814) 332-2755
Website:	http://sites.allegheny.edu/its/contact-us/

The Help Desk offers a blend and balance between communications and problem-solving techniques. The staff offers technical support for computer hardware/software, e-mail, networking and audio/visual equipment in the classrooms.

CONFERENCE & EvENT SERviCES

Location:	Schulz Hall
Hours of Operation:	Monday - Friday8 AM - 5 PM
Phone:	(814) 332-3101

The Office of Conference and Event Services helps students, faculty, staff, groups and/or organization host meetings, trainings, conferences. summer camps. The Office also directs campus wide events such as Commencement, and coordinates special celebrations, cultural arts events, picnics, receptions, recognition programs, and residencies on campus.

COUNSELING CENTER

Location:	Reis Hall, 3rd Floor
Hours of Operation:	Monday - Friday8 AM - 5 PM Open Monday8 AM - 7 PM
Phone:	(814) 332-4368

The Counseling Center provides confidential counseling on an individual and group basis, in a caring and supportive atmosphere. Students are seen by appointment, Monday through Friday. In an emergency, no appointment is necessary. The staff includes professionally trained, licensed clinicians who provide focused, time-limited intervention and prevention, based on the students' needs. Students requiring or desiring long-term counseling will be referred to a community-based clinician, counselor and/or psychiatrist, utilizing their health insurance. For emergency concerns that occur after regularly scheduled business hours, please contact Public Safety at (814) 332-3357.

DEAN OF STUDENTS

Location:	Reis Hall, 2nd Floor
Hours of Operation:	Monday-Friday 8AM- 5 PM and Saturday 8 AM- 7 PM (when school in session)
Phone:	(814) 332-4356
Web site:	http://sites.allegheny.edu/deanofstudents/

The Dean of Students Office is responsible for planning, coordinating, and implementing a variety of programs and services which are designed to assist and support students in achieving academic and personal success. The dean of students staff provides general student advocacy and administration, assists with resolving college-related concerns, complaints, and administering the Code of Conduct and other selected policies and procedures which can be found in the Student Handbook. Questions about policies, violations, and/or the student conduct administration process are welcomed and encouraged. Students may also report any campus and/or community concerns involving the health, safety and welfare of a student to the dean by visiting the office, e-mailing deanofstudents@allegheny.edu or contacting the office at the phone listed above. For emergency concerns that occur after regularly scheduled business hours, please contact Public Safety at (814) 332-3357.

DINING SERviCES

Location: Bentley Hall, Lower Level

Catering: (814) 332-4387

Website: http://sites.allegheny.edu/studentlife/dining/

FOOD - It's how we relate, refresh, and connect with others on a daily basis! Allegheny College partners with Parkhurst Dining Services to provide you with nutritionally balanced food and high-quality meals prepared from scratch, using only the freshest ingredients. Students can enjoy an abundant variety of campus grown produce, fresh foods, and fresh prepared foods in a fun and engaging all-you-care-to-eat atmosphere! Treat yourself to traditional home-style meals, hot and hearty soups, freshly prepared salads, fruit, and sandwiches, create-your-own stir-fry, allergy free zones, flavorful vegetarian and vegan entrees, fresh stock soups and sauces, hand-tossed pizza and homemade desserts.

Hours of Operation

Mckinley's Food Court

Monday-Thursday: 7:30 AM- 12 AM midnight, Friday: 7:30 AM-3 PM

Saturday: 9 AM-3 AM, Continental Breakfast 10:45 AM-3 AM

Sunday: 9 AM -12 AM midnight

Brooks Dining Hall

Monday-Friday: Hot Breakfast 7:15 AM-9 AM, Continental Breakfast 9 AM- 10 AM
Lunch 11 AM -2 PM, Dinner 5 PM -8 PM

Saturday-Sunday Brunch 11 AM-2 PM, Dinner 4 PM-7 PM

Wrecking Ball Cafe (Pelletier Library)

Monday-Thursday 11 AM - 11 PM

Friday 11 AM - 5 PM

Saturday 11 AM- 5 PM

Sunday 2 PM - 11 PM

Allergens & Dietary Restrictions

Students with food allergies or special dietary needs are encouraged to reach out to the dining services general manager to ensure a safe and pleasant dining experience. We invite you to view our dining website where more detailed information can be found to help meet your needs and address general questions.

FINANCIAL AID

Location: Reis Hall, 1st Floor

Hours of Operation: Monday - Friday 8 AM - 5 PM

Phone: (814) 332-2701

Through generous support from our alumni, Allegheny is able to provide over $42 million in Achievement-Based Scholarships and Need-Based Grant Assistance to supplement over $21 million in aid awarded to students from federal, state, and private sources. Financial Aid provides scholarships, student employment, Federal College Work-Study, and manages general student employment. Allegheny College administers many types of financial aid to help students and their parents manage expenses resulting from the costs for higher education. Financial assistance is determined annually.

Students may expect to receive their financial assistance in subsequent years of undergraduate study, if they continue to remain in good academic and community standing and their computed financial need meets the federal, state, local, and Allegheny College financial aid guidelines. Each student must reapply for financial aid administered by Allegheny College by completing the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) with the federal government. Students will receive notification of their financial assistance award in the late spring.

Federal regulations require an institution to establish, publish, and apply reasonable standards of measuring whether an otherwise eligible student is maintaining satisfactory academic progress in their course of study. Students who fail to meet standards of progress automatically will be notified about their eligibility for continued financial assistance each semester after grades are released.

FINANCIAL SERviCES

Location: Schultz Hall

Hours of Operation: Monday - Friday 8 AM - 5 PM

Phone: (800) 376-7075

Website: http://sites.allegheny.edu/finserv/

Financial Services provides assistance to students in the management of their student billing account, meal plan and GatorCash. Allegheny offers a five month payment plan as well as credit card and electronic payments options through the TMS-Student Account Center. Students can modify their meal plan through the first two weeks of each semester. Students can also put money on their GatorCash which is a declining balance component of the AllCard.

GROUNDS FOR CHANGE

Location: Henderson Center, 2ndFloor

Grounds for Change (GFC) is the volunteer and student run coffeehouse on campus. This organization and space provides an alternative space on campus for socializing, studying, intellectual discussion and debate, community and campus events, and is an alcohol-free atmosphere. GFC strives to support environmentally sustainable practices including purchasing recycled materials, and organic, fair trade, and locally grown and produced products. GFC is a not-for-profit business and all proceeds support enhancement of the space and campus event offerings.

LIBRARY

Location:	Pelletier, corner of North Main Street and
Catering:	(814) 332-4387
Website:	http://library.allegheny.edu/home
Hours of Operation:	Monday-Thursday 7:30 AM- 2 AM
	Saturday 9 AM- 9 PM
	Sunday 11:30 AM- 2 AM
	*For Break and Holiday hours please refer to http://library. allegheny. edu/hours
Phone:	(814)332-3359

The library provides information resources and services in support of teaching and learning, scholarship and cultural preservation of Allegheny College history. Services include study spaces, research service, and book and course reserves. The Library is also home to the Wrecking Ball Cafe providing easy access to in building food services while studying.

POST OFFICE

Location:	Henderson Campus Center, 2nd Floor
Hours of Operation:	Monday-Friday 12 PM- 4 PM
Package Pick-Up:	Tuesdays & Thursdays 5 PM - 7 PM
	Saturday 12 PM- 2 PM
Website:	http://sites.allegheny.edu/postoffice/

The College Post Office provides First Class, Priority, Express/Overnight, Standard package mail services including certified, insured and registered mail. FedEx and DHL/Airborne deliver to the College Post Office; services are not offered for outgoing packages. The College Post Office also handles United Parcel Service (UPS). On weekdays, incoming UPS packages are delivered between noon and 2 p.m.; outgoing packages are collected after 2 p.m. Package tracking is available for USPS Express mail and all UPS packages.

If you receive a package, a notice will be placed in your assigned mailbox. To claim that package, you must present your All Card ID, driver's license, passport, or state photo ID. There will be no exception to this policy. Exceptions cannot be made to this policy).

When sending a package or a letter to someone at Allegheny College, this information should be included on the address:

Name of Recipient
Box#_____ Allegheny College
520 North Main Street
Meadville, PA 16335

IMPORTANT SECURITY NOTES: It is not advisable to send cash through the US Mail or through intercampus mail. Please use only checks or money orders if sending funds through the mail. Please note that campus mailboxes do not lock automatically after being closed. The box holder must spin the combination dial to clear the combination and reset the box to lock. Failure to do so means that anyone can open your box.

PRINTING SERvICES

Location: Oddfellows Basement

Hours of Operation: Monday - Friday 8 AM- 5 PM

Phone: (814) 332-4367

Website: http://sites.allegheny.edu/printingservices/

Printing Services offers full color and black and white quick printing, with high quality and reasonable prices for students, faculty and staff. The staff assist with projects from start to finish, including booklet making, book printing, certificates, labels, newsletters, brochures, flyers, note cards, and much more.

PUBLIC SAFETY (FORMERLY CAMPUS SAFETY & SECURITY)

Location: Newton Observatory

Office Hours: 24 Hours

Phone: (814) 332-3357

Website: http://sites.allegheny.edu/security/

Allegheny College is a safe and secure community protected by a competent and committed staff that represent the core of the Department of Public Safety's professional law enforcement, safety, and security team. The Public Safety Department works 24 hours a day patrolling the campus and adjacent streets and manages the emergency communications center, parking, safety programs, and numerous other duties. Our Public Safety Department staff are certified by the State of Pennsylvania ACT 120 program and have the same police authority as City of Meadville Police on the campus and within 1/4 mile. While the majority of our activities focus on crime prevention, we also provide educational programs.

Escort Services

The escort service provided by the Public Safety is designed to enhance safety and peace of mind for anyone who feels unsafe while walking alone on campus. Student Safety Staff will escort students to and/or from their location to ensure safe arrival on campus. To request an escort, call the Public Safety. The Escort Service is free. It is available 24-hours a day to all Allegheny College students, faculty, staff, and visitors. Campus Escort requires a College ID for assistance.

Emergency Transportation

When staffing allows, the Office of Safety and Security will provide student transportation to the Meadville Medical Center, doctors' offices, or other medical facilities, and the Winslow Health Center. All transports must be within the City of Meadville (city limits only). All escorts shall be for medical reasons and/or emergency situations only. Students should arrange their own transportation for regularly scheduled and ongoing medical appointments. Students with an acute or persistent medical condition should make special arrangements with the Winslow Health Center for additional accommodations. Other transportation options are available through CATA (bus) at 814-336-5600 or the Metro (taxi service) at 814-282-9695. If students are concerned about walking alone on campus, they should call Safety and Security at 814-332-3357 for an escort on campus property. Please give advance notice so that the Department has ample response time. All emergency transports require\ a College ID for assistance.

Vehicle Registration

All motor vehicles operated on Allegheny property by administration, faculty, students, and staff, whether resident or commuter, must be registered with Public Safety. 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.

Use of Motor Pool Vehicles

Students, faculty and staff must complete an accredited course on van safety in order to be issued a Gator License to be eligible to drive vehicles in the motor pool. Motor pool vehicles are for college business only.

REGISTRAR

Location: Bentley Hall, 2nd Floor

Hours of Operation: Monday-Friday 8 AM- 5 PM

Phone: (814) 332-2357

Website: http://sites.allegheny.edu/registrar/

The Office of the Registrar works closely with faculty, staff, and students to support the academic mission of Allegheny College. Our office is responsible for maintaining academic records for all current students and alumni. We are also responsible for transcript requests, verification of enrollments and degrees, registration, course management, classroom scheduling, grade posting, commencement certification, degree audits, transfer credit evaluation, athletic eligibility certification, student data reporting, and maintaining the Academic Bulletin. We also work to support the missions of the Curriculum Committee and the Academic Standards and Awards Committee.

RESIDENCE LIFE

Location: Reis Hall, 2nd Floor

Hours of Operation: Monday - Friday 8 AM- 5 PM

Wednesday 8 AM- 7PM

Phone: (814)332-3865

Website: http://sites.allegheny.edu/residencelife/housing-information/

Living on campus is a big part of your education at Allegheny College. The Residence Life staff is responsible for general operations and administration of housing, residential education, and living and learning programs that contribute to developing community on campus. Our residence halls are staffed with resident advisors who live on each floor and work diligently to support students in all aspects of their college lives. The resident advisors are paraprofessional staff members who encourage student engagement through a variety of innovative and creative, social, educational, and cultural programs designed to support the personal, social, spiritual, academic, and emotional development of students.

RIDE BOARD (ALTERNATIVE TRANSPORTATION)

Location: Henderson Campus Center, 3rdFloor

The Allegheny College Ride Board is a forum through which Allegheny students may post requests for rides that are needed and also for rides they are offering. The Ride Board is located outside of the Office of Student Involvement.

SHUTTLE TRANSPORTATION SERVICES

Transportation is offered to/from the Pittsburgh airport for all breaks and to/from the Pittsburgh Megabus stop located at the David L. Lawrence Convention Center for the majority of breaks. For other transportation needs, please refer to the Alternative Transportation Options listed below.

Pittsburgh Airport Shuttle

Transportation is offered to the Pittsburgh (PIT) airport and also to the Pittsburgh Megabus stop (see below). Shuttle sign-up is available on the Student Involvement web site http://studentinvolvement.allegheny.edu under Shuttle Transportation.

Reservations

When making airline reservations, please allow ample time for travel to the airport, 2 hours to PIT plus the time needed for airport security checks. When arranging for your return flight, take into consideration flight delays that may occur. Drivers are instructed to leave the airport at the scheduled pick-up time regardless of flight delays. Shuttle passengers are expected to be at the pick-up location fifteen minutes prior to pick-up. If the College's transportation schedule does not meet your travel needs, refer to the Alternative Transportation Resources.

Fees

A completed reservation form and non-refundable payment of $30 for each way are required to reserve your space. Deadlines of four business days in advance of departure and/or pick-up are strictly adhered to for vehicle reservation purposes and the $30 rate. On-line reservations received after the deadline are $30 for each way and will only be accepted if seats are available. If you have a question regarding the Airport Shuttle Schedule, please contact the Office of Student Involvement at (814) 332-2754.

PITTSBURGH AIRPORT SHUTTLE SERVICES

Beginning of Semester Fall 2016

Sat, August 27: pick up at airport 11 AM

Sun, August 28: pick up at airport 7:30 PM

Fall Break: October 8-11, 2016

Fri, October 7: depart Allegheny at 2 PM.

Tues, October 11: pick up at airport 7:30 PM

Thanksgiving Break: November 23-26, 2016

Tues, November 22: depart Allegheny at 12 PM

Wed, November 23: depart Allegheny at 7 AM

Sun, November 27: pick up at airport 5 PM

Sun, November 27: pick up at airport 7:30 PM

End of Semester December 20, 2016

Tues, December 20: depart Allegheny at 9 AM

Wed, December 21: depart Allegheny at 7 AM

Wed, December 21: depart Allegheny at 8 AM

Wed, December 21: depart Allegheny at 10 AM

Beginning of Semester Spring 2017:

Sat, January 14: pick up at airport 7:30 PM

Sun, January 15: pick up at airport 5:00 PM

Mon, January 15: pick up at airport 7:30 PM

Spring Break: March 18-26, 2017

Fri, March 17: depart Allegheny at 12 PM

Sat, March 18: depart Allegheny at 7AM

Sun, March 26: pick up at airport 5 PM

Sun, March 26: pick up at airport 7:30 PM

End of Year: May 9, 2017

Wed. May 10: depart Allegheny at 7:30 AM

MEGABUS SHUTTLE SCHEDULE

The break transportation schedule includes the Pittsburgh Megabus stop located at the David L. Lawrence Convention Center. The Pittsburgh Greyhound Station and Amtrak Station are also within walking distance of the Megabus stop. Shuttle sign-up is available on the Student Involvement web site http://studentinvolvement.allegheny.edu under Shuttle Transportation in the column at the left.

Reservations

Review the shuttle offerings below and reserve your Megabus ticket at Megabus.com. You must schedule your Allegheny College Shuttle to/from the Pittsburgh Megabus stop. Shuttles departing Allegheny will first stop at the PIT airport and then at the Convention Center's Megabus stop. The approximate Megabus stop arrival time is between 9:40 a.m. and 10:10 a.m. Please schedule accordingly to avoid missed connections. Shuttles returning to campus will pick-up from the Convention Center and then from the PIT airport. Please pay attention to the Convention Center pickup time when making your Megabus reservation.

Fees

A completed reservation form and non-refundable payment of $20 for each way are required to reserve your space. Deadlines of four business days in advance of departure and/or pick-up are strictly adhered to for vehicle reservation purposes and the $20 rate. On-line reservations received after the deadline are $30 for each way and will only be accepted if seats are available.

MEGABUS TRANSPORTATION SERVICES

Thanksgiving Break: November 23-27, 2016

Wed, November 23: depart Allegheny 7 AM

Sun, November 27: pick up at Megabus 4:15 PM*

End of Semester: December 20, 2016

Wed, December 21: depart Allegheny 7 AM

Beginning of Semester Spring 2017

Sun, January 15: pick up at Megabus 4:15 PM*

Spring Break: March 18-26, 2017

Sat, March 19: depart Allegheny at 7 AM

Sat,, March 26: pick up at Megabus at 6:45 PM*

*Indicates shuttle stopping at the David L. Lawrence Convention Center and then PIT airport

SPIRITUAL & RELIGIOUS LIFE

Location:	Reis Hall, 1st Floor
Hours of Operation:	Monday-Friday 8 AM- 5 PM
Phone:	(814) 332-2800
Website:	http://sites.allegheny.edu/religiouslife/

The Office of Spiritual and Religious Life supports members of the Allegheny community in learning, growing in leadership, and developing as whole persons. We seek to nurture and encourage persons of faith to deepen their engagement with their own faith traditions, while developing respect for difference. We work with other constituents to enhance the spiritual dimension of all persons' lives, reach out in service to the local and global community, and address spiritual issues of concern that will lead to positive transformation of individuals, the institution, and the world. We strive to engage people of faith, whether they are Catholic or Jewish, Hindu or Presbyterian, as well as those who seek spiritual enrichment in less formal experiences, or aren't sure what they believe. We recognize that intellectual development must be balanced by opportunities to explore questions of meaning, purpose, and values, and to grow in compassion and connection to others. Students of faith can deepen roots in their own tradition through:

- Protestant, Catholic, and Jewish worship services on campus
- Observance of important Islamic and Hindu holy days
- Fellowship groups that gather to pray, study, and worship
- Retreats to steal a few hours away from it all
- Bible studies and prayer groups
- Shabbat dinners
- Mission trips and service projects
- Movie nights, cookouts, and other activities that help form lasting friendships

STUDENT LEADERSHIP & INVOLVEMENT

Location: Henderson Campus Center, Room 310

Hours of Operation: Monday - Friday 8 AM - 5 PM
Wednesday 8 AM- 7 PM

Phone: (814) 332-2754

Website: http://sites.allegheny.edu/studentinvolvement/

Student Leadership & Involvement provides a variety of out-of-classroom activities that enhance the Allegheny College academic experience. The staff offers programs, events, activities and over 100 clubs, organizations, fraternities and sororities that give students a variety of opportunities to get involved. Student leaders share responsibility for coordinating campus movies and concerts, planning Homecoming, Family Weekend, late-night programs, and many other exciting activities! Student Leadership & Involvement also works closely with academic and other departments to offer a range of programs that include cultural heritage months, lectures, film screenings, art exhibits, and co-sponsorship of a variety of campus programs including concerts, conferences and workshops. We encourage all Allegheny students to get engaged in campus life!

TITLE IX OFFICE

Location: Bentley Hall, 3rd Floor

Hours of Operation: Monday - Friday 8 AM - 5 PM

Phone: (814) 332-3085

Website: http://sites.allegheny.edu/titleix/

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Title IX concerns sexual harassment and sexual assault in all forms, including rape, sexual violence, dating violence, stalking and domestic violence. It applies to all members of the Allegheny College Community. The Title IX Office provides educational, intervention and programs to prevent sexual harassment and sexual violence. The office assists individuals involved in complaints of sexual harassment, and assists survivors of sexual assault, domestic violence, dating violence, and stalking with confidential resources. The Office is responsible for investigating and resolving complaints of sexual harassment and sexual violence.

WINSLOW HEALTH CENTER

Location: Schulz Hall

Hours of Operation: Monday - Friday 8 AM- 5 PM
Wednesday 8 AM - 7 PM
Open Once A Month On Saturday TBA

Phone: (814) 332-4355

Website: http://sites.allegheny.edu/healthcenter/

Allegheny College offers comprehensive health care services for all students. Students may obtain urgent care from Winslow Health Services. For more routine or less serious health problems, physical exams, gynecological exams, breast exams, pregnancy tests and contraceptive refills, the student should schedule an appointment with the medical provider. All services performed in Winslow Health Services are free of charge to the student with the exception of immunizations and laboratory services (which are processed through the student's health insurance plan). Winslow Health Services maintains strict confidentiality of our students' health records. Information will be disclosed only to the extent necessary to protect the health and safety of the student. Students should contact Public Safety at (814) 332-3357 for any and all after hours urgent and emergent situations for transportation to the nearest hospital for emergency services and are encouraged to follow-up with Winslow Health Services during regular hours.

WISE CENTER

Hours of Operation:	Monday - Friday 6:30 AM- 10:30 PM
	Saturday and Sunday 10 AM- 10 PM
Phone:	(814)332-3350
Website:	http://alleghenygators.com/

The Wise Center provides a variety of programming to support the holistic development of students. Services include an aquatic center, multipurpose gymnasiums, club sports, conditioning/fitness classes, intramural sports, basketball/volleyball courts, indoor track, free weights, aerobics, and meeting rooms.

CAMPUS LIFE

Campus life takes many forms, the greatest of which is academic excellence, community and the enduring friendships that are at the core of the Allegheny College experience. Allegheny College is a dynamic and inclusive environment with 2,100 students from 34 states and 26 countries. Our community empowers students to engage the many cultures of the world and inspires a commitment to positive social change through service. Allegheny intentionally inspires engaged citizenship through service on campus and in the community. Each year, students participate in community service projects, with many gaining valuable leadership skills while building community on campus and in greater Meadville community and global society. Students are also at the forefront of making Allegheny a greener and more sustainable campus as they have spearheaded the creation of a community garden, worked to use energy more wisely, composted food waste, and developed a farmers market to encourage a more sustainable Allegheny College.

There are approximately 100 student-led organizations in the Allegheny community. In addition, there are opportunities to audition and become a member of academic clubs, organizations, and experiences such as drama and dance, choirs, ensembles, all of which create a laboratory for exploring the theories and concepts learned in class. GET INVOLVED - DISCOVER, CONNECT, and LEAD!

HENDERSON CAMPUS CENTER

The Henderson Campus Center exists to create space on campus for intellectual, social, and moral growth of students of Allegheny College through a variety of means. Additionally, the building serves as: a programming space for a variety of events, often housing multiple events simultaneously; an intersection for a multiple publics that include Allegheny student population, staff, faculty, administrators, alumni, parents of students, prospective students, the Meadville community, guests and outside performers; a gathering space for our community; a space for intellectual conversation and study to allow student's academic life and curiosity to meld with their out of classroom experiences; a place for student expression. As students develop throughout their four years this is a place where in cooperation with Student Involvement they can explore new opportunities and express themselves.

ALLEGHENY STUDENT GOVERNMENT (ASG)

The Allegheny Student Government is a group of elected student representatives who serve as a liaison between the student body and the Allegheny faculty, staff, and administration. The purpose of ASG is

- To provide an opportunity for members of the student body to develop and maintain College programs that support their intellectual, physical, social, economic, and spiritual welfare.
- To assist in the coordination of activities and services for the benefit of the student body and the entire College.
- To promote better understanding and cooperation between students, faculty, administration, and others.
- To manage the Student Activity Fees. Funds are distributed to student clubs and organizations and annual major events and activities sponsored by ASG.

Please visit the Student Government Offices in the 316 Henderson Campus Center. You may also reach us at (814) 332-4364.

STUDENT ORGANIZATIONS

All Allegheny student clubs and organizations are required to officially register with the Office of Student Leadership and Involvement to receive the full benefit of campus and community resources. For more information, please contact the Office of Student Leadership and Involvement at (814) 332-2754 or visit the Henderson Campus Center, Room 310.

STUDENT ORGANIZATIONS

To receive an organization directory and contacts, please contact the Office of Student Leadership and Involvement at (814) 332-2754 or visit the Henderson Campus Center, Room 310.

ACADEMIC

Astronomy Club
Chemii Club
Clinical Careers Club
Dimensions
Entrepreneurs
Geology Club
Global Medical Brigades
Mock Trial Team
Model United Nations
Neuroscience Club
Philosophy Club
Pre-Dental Club
Pre-Education Club
Pre-Health Club
Pre-Law Club
Pre-Vet Club
Psychology Club
Society of Physics Students

ATHLETICS

Aikido Club
Cheerleading
Equestrian Club
Fencing Club
Field Hockey
Ice Hockey
Lacrosse, Men's
Outing Club
Rugby, Men's
Rugby, Women's
Ski and Snowboard Club
Student Athlete Advisory Committee (SAAC)
Ultimate Frisbee
Volleyball, Men's
Water Polo

DIVERSITY

African Students Association (ASA)
Association for Asian & Asian American Awareness (A5)
Association for the Advancement of Black Culture (ABC)
Association of Caribbean Students (ACS)
Gender and Sexuality Alliance
International Club
South Asian Club
Union Latinx

GREEK (SOCIAL)

Interfraternity Council
Panhellenic Council
Alpha Chi Omega
Alpha Delta Pi
Delta Delta Delta
Kappa Alpha Theta
Kappa Kappa Gamma
Delta Tau Delta
Phi Delta Theta

Phi Gamma Delta

Phi Kappa Psi

Theta Chi

GREEK (HONORARY)

Beta Beta Beta (Biology)

Lambda Pi Eta (Communication)

Lambda Sigma (Sophomore Honor Society)

Phi Alpha Theta (History)

Phi Sigma Iota (Foreign Language)

Pi Mu Epsilon (Mathematics)

Pi Sigma Alpha (Political Science)

Psi Chi (Psychology)

Sigma Tau Delta (English)

MEDIA

Kaldron (Yearbook)

The Campus (newspaper)

The Krampus

Overkill

WARC (radio FM 90.3)

PERFORMING ARTS

Chamber Choir

Civic Symphony

College Choir

College Chorus

Dance Team

JaDE (Jazz and Dance Ensemble)

Jazz Band

Orchesis Dance Company

Student Experimental Theater

Swing Dance Club

Wind Ensemble

Wind Symphony

POLITICAL ACTIVISM

Allegheny Reproductive Health Coalition (ReproCo)

Amnesty International

Animal Welfare ofAllegheny

College Democrats

College Republicans

I Heart Meadville

Student Alliance for Prison Reform

Students for Environmental Action

Young Feminists Leadership Alliance

RELIGIOUS & SPIRITUAL

Allegheny Christian Outreach

Allegheny Community for Earth-based Spirituality

Fellowship of Christian Athletes

Hillel

Interfaith Fellowship

Newman Association

Project Nur

Society for Buddhist and Hindu Students (SBHS)

Sojourners Christian Fellowship

SERVICE

Allegheny Ambassadors

Allegheny Volunteer Service Leaders

Alpha Phi Omega (APO)

Alternative Spring Break

Bonner Leader Program

Computer Literacy Program

Edible Allegheny

Gators for Kids (G4K)

Growing Hearts, Growing Minds

Relay for Life

UNICEF Campus Initiative

Up Til Dawn

GENERAL

Active Minds

Allegheny College Bike Share

Allegheny Student Government (ASG)

Anime Role-Playing and Gaming Organization (ARGO)

Bridge Club

Chess Club

Comix Club

Dumbledore's Army

Gator Activities Programming (GAP)

Grounds for Change (GFC)

Knitting Club

Legion ofAllegheny Gamers (LAG)

Meditation Club

Student Art Society

STUDENT ORGANIZATION EXPECTATIONS

1. Maintain a current charter document including a constitution, bylaws, and rosters
2. Provide updated advisor and student contacts with the Office of Student Leadership and Involvement
3. Develop and submit an annual operating plan to the Office of Student Leadership & Involvement
4. Provide a monthly update of all meetings, budgets, and organizations activities
5. Participate in the Annual Student Involvement Fair and Service Project
6. Ensure that members and guests comply with all local, state, and federal laws
7. Ensure sufficient financial resources to meet all financial obligations for programs and events
8. Assume responsibility for any damage or theft in campus facilities immediately before, during, and after an event or program
9. Practice risk management by developing appropriate precautions to ensure the health, safety, and welfare of participants
10. Consult with Public Safety in advance to develop a plan that minimizes the risk incidents
11. Provide appropriate security at on- and off-campus parties, dances, and other major social events. One officer is required for every 100 guests. Security officers must be present from the beginning of the activity until all participants have left the premises. If the activity is one where males will be on campus after midnight (e.g., a dance or party), more than two security officers are required at the event, and the sponsoring organization may be required to assume all associated costs.

REGISTERED STUDENT ORGANIZATIONS BENEFITS

A. Leadership training and development
B. Opportunity to sponsor on-campus events and programs
C. Access to funding from Allegheny Student Government
D. Use of the campus facilities
E. Use of the campus equipment and other resources through Student Leadership & Involvement

STUDENT CONDUCT POLICIES

Approved by Faculty and ASG in 2016

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 in which we live, 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 honest while they participate in informal or formal aspects of the Student Conduct System.

The conduct system reflects and responds to violations of the College's mission, the Statement of Community, and the Philosophy ofAllegheny 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 violation of College rules, regulations and/or policy. The College Student Conduct process is distinct from the civil or criminal law legal process. 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, and the Campus Life and Community Standards Committee will use the standard of proof that it is more likely than not a violation of Allegheny College policy occurred. This means there is 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, and unless otherwise required by law, the jurisdiction of the College shall be limited to conduct that occurs on College premises or that 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 (or designee) in consultation with the Student Conduct Officer. In cases involving alleged violations of the College's Policy Against Discriminatory and Sexual Harassment, including Sexual Assault And Other Forms of Sexual Violence, Dating Violence, Domestic Violence And Stalking (sometimes hereinafter referred to as "Policy Against Discriminatory and Sexual Harassment"), decisions about whether to assert College jurisdiction over matters occurring off campus shall be made by the Title IX Coordinator. Any student found in violation of the Honor Code or College rules, regulations or policies is subject to disciplinary action according to the procedures outlined in this student conduct system. This includes misconduct during EL Seminars, Study Abroad experiences, college-sponsored events (both on and off campus), and off campus gatherings.

B. All Allegheny College Safety and Security officers are Act 120 trained and certified under the Commonwealth's Municipal Police Officers' Education and Training Commission (MPOETC) and/or Act 501 as Special Police and are empowered to make arrests. The Department of Campus Safety and Security also has the authority to investigate and issue citations for summary offenses and misdemeanors such as certain alcohol and drug offenses, disorderly conduct, etc., and generally will refer more serious offenses to the Meadville City Police Department for handling.

C. A College inquiry may be initiated if a student is charged with violation of a law that also would be a violation of College policy. The College may take separate disciplinary action prior to, during, or after the disposition from a civil or criminal law legal process.

D. The College will cooperate fully with federal, state and/or local authorities and other agencies in the enforcement of criminal laws. If the alleged criminal offense is also being considered for action within this student conduct system, the College may inform off-campus authorities of how such matters will be handled within the College community.

E. 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 review before permission to re-enroll would be 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 Measures

F or incidents that pose immediate concerns for the safety and welfare of the campus community, during pending College disciplinary proceedings, the Dean of Students (or designee) may take summary action or implement interim measures that limit a student's ability to be present on campus, engage in coursework, and/or interact with specific members of the College community until resolution is reached.

Section 3: Extraordinary Circumstances

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

Section 4: Withholding and Revoking 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. The College also reserves the right to revoke a degree if the circumstances so warrant.

Section 5: Authorization for Search

The members of the Dean of Students Office, other professional employees on call for the Dean of Students Office, members of the Office of Residence Life, professional staff members of the Department of Athletics, and/or Security Officers of the College 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, including possible criminal activity.

A. All searches of a student room, athletic locker, or other College property in use by a student will comply with the following rules:

   1. Plain View Rule: The rule that allows a security officer, members of the Dean of Students Office, other professional employees on call for the Dean of Students Office, members of the Office of Residence Life, and professional staff members of the Department of Athletics to seize evidence of a violation of college policy, without obtaining a search warrant, when that evidence is in plain view. Only security officers may seize evidence of a crime, without obtaining a search warrant, when that evidence is in plain view.

   2. Consent to Search: Consent searches are searches made by security officers, Dean of Students Office, other professional employees on call for the Dean of Students Office, members of the Office of Residence Life, professional staff members of the Department of Athletics based on the consent of the individual whose person or property is being searched. Without consent to search, security officers, Dean of Students Office, other professional employees on call for the Dean of Students Office, members of the Office of Residence Life, and professional staff members of the Department of Athletics may not conduct a search of a room beyond plain view unless they have secured a search warrant.

B. Room inspections. Both types of room inspection are bound by the rules stated in section A above.

   1. A room inspection is conducted for the purposes of safety and maintenance. These regularly scheduled inspections will occur after students have been notified by the Office of Residence Life by email 7 days in advance of the routine inspection.

   2. Violation of College Policy. A room inspection occurs when there is reason to suspect that college policies may have been violated. In such cases, the Dean of Students (or designee) or professional Residence Life staff (non-students), upon hearing the initial facts, may authorize the search. Once authorization is given, the designated representative(s) of the Dean of Students Office may enter a student room without permission of the residents when suspected conduct in the room appears to violate state, federal or local law or College policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, safety concerns, suspicion of illegal activity, loud and boisterous conduct which can be heard outside the room).

If a student believes a search in violation of these rules has occurred they are encouraged to file a complaint with the Dean of Student's Office. If the student believes that they were targeted for inspection because of bias based on age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation they are encouraged to contact the Dean of Student's Office and to file a Bias Response Form.

C. Health & Wellness. A staff member may enter a room when there is a concern for a student's safety. In such cases, the Dean of Students (or designee) or professional Residence Life staff (non-students), upon hearing the initial facts, may authorize entry into the room. Once authorization is given, the designated representative(s) of the Dean of Students Office may enter a student room without permission of the residents and take appropriate action to intervene in support of the student.

Section 6: Campus Life and Community Standards Committee

The Campus Life and Community Standards committee has absorbed the duties of the former Academic Integrity Board and Community Standards Board. The following describes the board functions of the Committee.

A. The Campus Life and Community Standards Committee is the hearing committee for cases of alleged violations of the Honor Code, as well as appeals for non-academic violations.

B. The Campus Life and Community Standards Committee consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of the College, and six 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 committee. Additionally, student members who are on Probation during the time of service will not be eligible to serve on the committee. While other faculty, staff, and students not listed here serve on the Campus Life and Community Standards Committee, they are not eligible to serve on boards. The Assistant Dean of Students (or designee) will provide administrative support to the Campus Life and Community Standards Committee for the conduct of hearings.

C. At the start of Fall Semester, the Campus Life and Community Standards Committee members elect a chairperson from among the faculty members of the committee to serve for one year. If unable to serve for a particular meeting, the chairperson appoints a substitute chairperson from among the faculty members.

D. At least four members of the committee must be present to conduct a hearing, except for cases involving the College's Policy Against Discriminatory and Sexual Harassment.

1. An equal number of student and faculty members must be present to hear cases of alleged violations of the Honor Code. If a sufficient number of the committee 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.

2. The quorum for a non-academic conduct hearing shall consist of three members (at least one of whom is a student). The hearing committee chair shall be a College employee selected by the members of the committee on a case-by-case basis. If a sufficient number of committee members cannot be present to conduct a hearing, substitutes may be appointed by the Assistant Dean of Students.

E. In cases involving alleged violations of the College's Policy Against Discriminatory and Sexual Harassment, students shall not be eligible to serve on the hearing committee, and a quorum for a hearing in such cases shall consist of three faculty and/or staff members.

F. If a member of the committee 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 shall be excused from participating in that case. If the accused student believes that a member of the committee is unable to render an impartial decision, the student may request that the committee member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

G. The Dean of Students, a designee of the Dean of Students, or the Title IX Coordinator coordinates the administrative functions of the Campus Life and Community Standards Committee conduct hearings as appropriate for the particular hearing.

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 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 Campus Life and Community Standards Committee.

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 5 of the Honor Committee Constitution.

Section 3: The Campus Life and Community Standards Committee Hearings for Alleged Violations of the Honor Code.

A. The Honor Committee informs the Assistant Dean of Students of its intention to refer the alleged violation of the Honor Code to the Campus Life and Community Standards Committee. Within 5 calendar days, the Assistant Dean of Students will inform the accused student of the following information regarding the hearing process:

- the time, date and place of the 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 who 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 the student's involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for hearings and to attend 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 for cases involving alleged violations of the Honor Code 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 hearing. During this meeting, the student will be provided the opportunity to review the Honor Committee Report which is developed by the Honor Committee Review Panel after the Panel meets with the student. The Report is provided for review only, and is 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 committee;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.

B. The committee will conduct a hearing to receive and 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. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal.

D. Only the Office of the Provost 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 are the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

E. During the hearing, members of the Campus Life and Community Standards Committee, the Honor Committee representative, the accused student and Community Support Person will be present, along with the Assistant Dean of Students.

F. The committee 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.

G. 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 committee may determine the relevance of information and reasonably limit the participation of the witness accordingly.

H. 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 committee.

I. When the committee has heard and/or received all relevant information and documents, the committee will enter executive session where only committee members may be present. After reviewing the information presented during the hearing, the committee will decide whether the Honor Code has been violated and will assign sanctions, if appropriate. The committee'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 committee are by simple majority vote. In the case of a tie vote, the matter will be considered to be concluded with no finding of a violation of the Honor Code.

J. After a decision has been reached, the committee will reconvene the hearing to inform the accused student of the decision. Additionally, the committee 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 hearing.

K. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 4: Appeal to the Provost

A. The decision of the committee may be appealed to the Provost of the College by the accused student within 5 calendar days from the date of the letter notifying him/her of the decision of the committee.

Such appeals shall be in writing and delivered to the Provost, 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 hearing. If the facts were withheld at the original hearing by the person presenting the appeal, those facts may not be brought forward as grounds 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 Campus Life and Community Standards Committee.

C. The Provost may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce or affirm any sanction.

D. The decision of the Provost is final.

ARTICLE IV: NON-ACADEMIC CONDUCT

Any member of the College community may report an alleged violation by a student of the college's non-academic policies and/or standards of conduct. Such reports shall be prepared in writing and directed to the student conduct officer. (Reports of alleged violations of the college's Policy Against Discrimination and Sexual Harassment, however, should be made and submitted as described in that policy. Reports should be submitted as soon as possible after the alleged violation occurs, by submitting an incident report form (accessible from the Dean of Students Webpage) or by filing a report with the office of Safety and Security.

Section 1: Investigation and Administrative Resolution

[Note: For cases involving alleged violations by a student of the College's Policy Against Discriminatory and Sexual Harassment, the provisions of the following Section 1A of Article IV do not apply. Rather, see Article IV, Section 6 below for the applicable process for such cases.]

A. The student respondent will be contacted by the Student Conduct Officer (or designee) and will be presented with the allegation(s) against him or her. The student, after notification, may accept or deny responsibility for the infraction. If the student accepts responsibility, no further inquiry or investigation is generally necessary and the Student Conduct Officer will recommend a sanction and/or other appropriate corrective action to the Dean of Students.If the student respondent does not accept responsibility, the Student Conduct Officer (or designee) will undertake an appropriate investigation of the matter and make a recommendation regarding responsibility. As part of this process, the Student Conduct Officer will schedule an administrative resolution conference with the student respondent. During this conference, the student respondent is permitted to have access in the office to the information related to the incident, to respond to the information and offer additional relevant information and witnesses. Incident reports and information related to the conference cannot be duplicated or removed from the office. The Student Conduct Officer (or designee) will inform the accused student of the recommended finding regarding responsibility and recommended sanctions either at this conference or promptly following the conference. Resolutions for students found to be responsible for violating College policy can include sanctions described in Articles VI and IX of this Code of Student Conduct. Sanctions will be recommended by the Student Conduct officer (or designee). For incidents in which the behavior would not likely result in suspension or expulsion, a recommendation may be made without an administrative resolution conference. In these cases, the student, upon reviewing the recommendation, may request a conference to discuss the incident or the recommendations. If the student chooses not to request a conference after reviewing the recommendations, the student will not be allowed to contest the decision.

B. During all phases of this process, the accused student (as well as student complainants) are 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 from the convener. Except in cases involving alleged violations of the Policy Against Discriminatory and Sexual Harassment, a Community Support Person must be a current student or employee of the College.

C. Any student failing to attend or reschedule a scheduled investigatory/administrative resolution conference with the Student Conduct Officer or designee does so with the understanding that the conference may be held in his/her absence and that the student may be additionally charged with a violation of College policy for abuse of the student conduct system.

D. For alleged behavior that may result in suspension or expulsion from the College, the student will be notified in writing about the date and time of the investigatory/administrative resolution conference. The notice will also include the nature of the specific alleged violations of College policy.

Section 2: Contesting the outcome of the Investigatory/Administrative Resolution Process

Any student wishing to contest the outcome of the matter following the investigatory/administrative resolution phase of the process may do so by notifying the Student Conduct Officer, in writing, within 5 calendar days after receiving written notification of the findings and recommendations of the Student Conduct Officer or designee. The matter would then be referred for hearing to the Campus Life and Community Standards Committee.

Section 3: The Campus Life and Community Standards Committee Hearing

A. Once a matter has been referred to the Campus Life and Community Standards Committee, the Assistant Dean of Students will contact the accused student and the complainant within 5 calendar days and inform them of the following as it relates to the hearing:

- time, date and place of the hearing;
- specific College policies that have allegedly been violated;
- that student complainants and respondents are permitted and encouraged to have a Community Support Person accompany them to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during a student's 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. As discussed below, in cases involving alleged violations of the College's Policy Against Discriminatory and Sexual Harassment, the student may be accompanied by an advisor of his/her choice. In other types of cases, the 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 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 committee;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.

A. The committee will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether College policy, rules and/or regulations have been violated, and to determine sanctions, if appropriate.

B. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal. Only the Dean of Students Office and the Office of the Executive Vice President will have access to the tape, and it will be used only for the College appeal process. No recording devices, other than the official audio recording, 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 audio recording and documentary file are the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

C. During the hearing, members of the committee, the complainant, the accused student, the Student Conduct Officer, and Community Support Person(s) may be present to hear all facts and other information related to the alleged violations. The Assistant Dean of Students will also be present. The committee will listen to all relevant information from:

- The complainant;
- The accused student; and
- Other relevant witnesses.

D. 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 committee 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 committee.

E. When the committee has heard and received the relevant information and documents offered by the parties during the hearing, the committee will adjourn the hearing and move to executive session when only committee members may be present. In executive session, the committee will deliberate and decide whether they believe the accused student is responsible for violating the Code of Student Conduct and, if so, will assign sanctions, if appropriate.

F. The committee's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct. All decisions of the committee are by simple majority vote.

G. After a decision has been reached, the committee will report the outcome to the Assistant Dean of Students, who will notify the accused student and the complainant of the decision in writing within 5 calendar days from the date of receiving the report from the committee.

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 4: Appeal to the Executive Vice President

A. The decision of the committee may be appealed to the Executive Vice President of the College by any party to the case within 5 calendar days following receipt of written notification of the decision of the Campus Life and Community Standards Committee. Such appeals shall be in writing and delivered to the Executive Vice President, with a copy to the Student Conduct Officer. In cases involving alleged violations of the College's Policy against Discriminatory and Sexual Harassment, a copy of the appeal shall also be delivered to the Title IX Coordinator.

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 hearing. If the facts were known but withheld during the original hearing by the person presenting the appeal, those facts 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 committee.
- The committee's decision was unsupported by any substantial evidence at the hearing.

The Executive Vice President may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce or affirm any sanction.

C. The decision of the Executive Vice President is final.

Section 5: Process for Cases Involving Alleged Violations of Policy Against Discriminatory and Sexual Harassment Including: Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking

A. For cases involving alleged violations of the College's Policy Against Discriminatory and Sexual Harassment, the above-described processes in Article IV will be followed, with the following modifications:

1. Usually with the Complainant's consent, the Title IX Coordinator (or designee) will initiate the process by notifying the accused student ("respondent") that a complaint has been filed against him/her and will inform the respondent of the nature of the complaint, providing a written notice or a summary of the complaint to the respondent at the outset of the investigation.
2. Throughout all phases of this process, student complainants and student respondents may be accompanied by an advisor of their choice, to support and advise the student (but not to advocate on the student's behalf or to examine/cross-examine other parties or witnesses). If the advisor for any party is an attorney, the College reserves the right to have an attorney present.
3. The Title IX Coordinator (or designee) will conduct an investigation of the matter. The investigation generally would include interviews of the complainant, the respondent and available witnesses as needed and review of relevant documents and physical evidence as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
4. Both the complainant and the respondent will be given an opportunity to be heard, to provide documentation and other evidence, and to suggest names of other persons who they believe might have relevant information. The complainant and respondent will be provided equal access to relevant information and documents and will be allowed to review the case file at the conclusion of the investigation, prior to issuance of the written report of findings and recommendations.
5. After concluding the investigation, the Title IX Coordinator (or designee) will record findings and recommendations in a written report. In making findings, the "preponderance of the evidence" standard (i.e., more likely than not) will be used. The written report will also include recommended disciplinary and corrective actions (including remedial and protective actions) if and as deemed necessary. The complainant and respondent will be informed that the investigation has been completed and will receive a copy of the written report simultaneously from the Title IX Coordinator.
6. If either the complainant or the respondent wish to contest the findings and/or recommendations of the written report, they may do so by notifying the Title IX Coordinator in writing within 5 calendar days after receiving the written report. The matter would then be referred for hearing to the Campus Life and Community Standards Committee. If no hearing is requested, the Title IX Coordinator (in consultation with the Dean of Students) will make the final decision, including the imposition of disciplinary and remedial actions. Final decisions shall be communicated in writing to the complainant and the respondent simultaneously.
7. If a hearing is requested, the committee hearing would then be conducted as described in Section 4 above, with the following modifications: (i) the complainant and the respondent will receive at least 5 calendar days' written notice of the date, time, and place of the hearing; (ii) both parties and the committee members will be given equal access to review the investigative file; (iii) the Title IX Coordinator (and/or designated investigator) may attend and may offer evidence deemed pertinent to the case; (iv) there shall be no direct questioning between respondents and complainants and/or victims, and the parties need not ever be in the same room if either party so requests; and (v) there shall be no questioning of the complainant regarding prior sexual conduct with anyone other than the respondent and then only if there is a prior sexual relationship between the parties that would be relevant to the issue of consent in the pending case.

The role of the Title IX Coordinator is to oversee the process in cases involving the Policy Against Discriminatory and Sexual Harassment. The Chair of the appeal hearing will be a faculty or staff member separate from the Dean of Students office.

8. Following completion of the hearing, the committee will prepare a written decision using the preponderance of the evidence standard and explaining its rationale for the decision. The committee shall submit its written decision to the Title IX Coordinator. Barring extenuating circumstances, the committee's written decision should be delivered to the Title IX Coordinator within five business days after completion of the hearing. The Title IX Coordinator will then promptly deliver a copy of the decision simultaneously to the complainant and the respondent, and will also deliver a copy of the decision to the Dean of Students.
9. The Title IX Coordinator shall be the custodian of the audio tape of the hearing as well as custodian for all other documents and materials pertaining to the case.
10. Appeals to the Executive Vice President may be filed by the complainant, the respondent, or the College itself (i.e., the College's Title IX Coordinator).
11. In cases where an alleged victim of sexual harassment, sexual assault, domestic violence, dating violence or stalking chooses not to serve as a complainant in a proceeding under this Student Conduct process, the College may act as a complainant when there exists a concern for the safety and welfare of the campus community or community at large. In such cases, the College will afford to the alleged victim all of the rights customarily afforded to a complainant. The alleged victim cannot be compelled to testify when the College acts as the complainant.

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 condoning 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 provisions of the "Allegheny College Greek Supplement" located at http://sitesmedia.s3.amazonaws.com/studentinvolvement/files/2014/08/compass-supplement.pdf/.

ARTICLE VI: SANCTIONS

For academic and non-academic conduct matters, the following sanctions may be assigned. Types of Behaviors and Sanctions are outlined in Article IX.

A. Restrictions and Loss of Privileges: Examples include, but are not limited to, restriction from visiting a specific residence hall, dining facility, or other specific areas on campus; restrictions from attending or participating in extracurricular activities, Greek formals or other social events, athletic events, concerts, or other campus programs; loss of off campus housing privileges. A copy ofthe restriction sanction is placed in the student's file and copied to the appropriate College officials. Notification may be given to parents or guardians.

B. Warning: A written 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, usually not to extend beyond two years 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 has expired, the Warning generally would not be externally reported outside the College community as part of the student's disciplinary record. In certain instances, parents (guardian) or advisors may be notified.

C. Probation: Probation is notice that the student is no longer in good standing with the College community. Probation is for a specified period of time and may be accompanied by restrictions on activities or the requirement that specific activities be performed and/or other conditions be met, as deemed necessary and appropriate. 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 the College's policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is placed on probation, so long as permitted by FERPA. The student's academic advisor is notified when a student is placed on probation.

D. 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 requirements have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion from the College. 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 the College's policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is suspended, so long as permitted by FERPA. The student's academic advisor is notified when a student is suspended.

E. 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. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event the student seeks re-admission at some point in the future. In accordance with the College's policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is expelled, so long as permitted by FERPA. The student's academic advisor is notified when a student is expelled.

F. Withholding Degree: Because a degree from the College signifies not only successful completion of academic requirements but also compliance with the College's standards and good standing as a member of the College community, the College may withhold a degree entirely as a sanction for a violation of its policies, rules, or regulations, or may impose further conditions on the certification of a degree (e.g., compliance with other sanctions imposed as a prerequisite to the certification of the degree).

G. Revocation of Admission and/or Degree: Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

F. Notations on Transcripts: Sanctions are not typically placed on a student's transcript. Due to certain circumstances, if a conduct officer or committee determines that a sanction should be placed on a student's transcript, and the Executive Vice President or, for honor code violations the Provost, agrees, then notation of the sanction will appear on the transcript and in the Dean of Students Office file.

G. Other 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 such 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.

H. Academic course work: The following sanctions are recommendations to an instructor who may assign them after the decision of the conduct committee in cases involving alleged violations of the Honor Code:

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. Disciplinary records regarding violations of the College's Policy Against Discriminatory and Sexual Harassment are also maintained by the Title IX Coordinator. Please refer to the Policy regarding 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 other sanctions are maintained for at least three years following a student's graduation, permanent withdrawal, or other form of permanent departure from the College unless required by law to be maintained for a longer period of time.

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, except that questions about the administration or interpretation of this system as it pertains to alleged violations of the College's Policy Against Discriminatory and Sexual Harassment should be referred to the Title IX Coordinator.

Section 2: Revision

This student conduct system shall be reviewed periodically and at least every three years under the direction of the Student Conduct Officer and the Executive Vice President. Allegheny Student Government and the Campus Life and Community Standards Committee will be consulted when the student conduct system is reviewed. Any material amendments to the disciplinary system (unless required by law) require a simple majority vote of the ASG Senate and the Allegheny faculty and the approval of the President.

ARTICLE IX: TYPES OF BEHAVIORS AND SANCTIONS

As an educational institution, Allegheny College has the authority to establish and enforce reasonable policies, rules and regulations regarding the conduct of its students for purposes of protecting the integrity of its educational program and the safety and security of the campus community and its constituents. Upon admission to Allegheny, students acknowledge both the authority of the College and that they will be held accountable for their behavior. Set forth below are types of behaviors that constitute misconduct for which students ofAllegheny may be held accountable under the Student Conduct System. This list is not intended to be exhaustive, and any violation of College policies, rules, or regulations, or violation of applicable federal, state, or local laws necessarily violates the community standards of Allegheny College.

Type A Behaviors and Sanctions

Type A behaviors are those that would be considered relatively minor violations of the Code of Student Conduct, particularly if they have not caused serious harm or been detrimental to the College community in significant ways. Type A behaviors may include, but are not limited to the following: minor violations of College and residence hall regulations, disorderly conduct, public intoxication, and providing false information to a College official or faculty member. Typical sanctions are primarily to educate the student regarding the inappropriateness of his/her behavior, resolve issues that may have resulted in problematic behavior, and restore relationships with other members of the community. Sanctions may include, but are not limited to: Letters of warning/reprimand, educational sanctions, restitution, letters of apology, and community service.

Type B Behaviors and Sanctions

Type B behaviors include repeated or more serious instances of Type A behaviors. In addition, these behaviors tend to have a greater impact on the community as well as broader implications for the individual, resulting in a more significant violation of the Code of Student Conduct. Type B behaviors may include, but are not limited to, the following: violations of the College's drug and alcohol policies, theft of College property or another person's property, violations of the College's computer use policies, verbally abusing another person, major violations of residence hall policies, and harassing another person. Sanctions imposed attempt to correct the behavior and prevent further violations. While sanctions described in Type A may be used at this level, additional sanctions could include, but are not limited to, the following: probation, restrictions and/or loss of privileges (contact, residential visitation, attendance, and/or participation in activities, events, programs, etc.), restitution, counseling, and letters of apology.

Type C Behaviors and Sanctions

Type C behaviors are more serious violations of the Code of Student Conduct. They include repeated and/or more serious instances of actions described as Type A and B behaviors. In addition, these behaviors are more intentional, malicious and/or have a greater likelihood of causing harm. Behavior that would be considered Type C behaviors would include, but are not limited to, the following: violations of the College's Policy Against Discriminatory and Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking ("College Policy No. 4"); engaging in behaviors that target individuals and/or groups in harmful ways based on race/ethnicity, sexual orientation, etc.; injuring another person, hazing, providing alcohol to underage students or guests, and other violations of the College's drug and alcohol policies or applicable state, federal or local laws regarding drugs and alcohol. Sanctions at this level address behavior which is of an elevated concern regarding the individual and may signify behavior considered to pose a threat to the campus community and/or the individual. While many of the sanctions described in Type A and B may apply, sanctions at this level could include, but are not limited to, the following: residential relocation, suspension, or ban; restitution, and suspension from Allegheny College for a specified period of time, likely to include conditions for return.

Type D Behaviors and Sanctions

Type D behaviors are actions that would be considered the most major violations of the Code of Student Conduct. These include repeated and/or more serious instances of actions described as Type A, B, and C behaviors, but also are individual actions that are particularly egregious and are of most concern for the Allegheny College community. Behaviors that would be considered Type D behaviors include, but are not limited, to the following: having nonconsensual sexual contact with another person; rape (or attempted rape) and other forms of sexual assault/sexual violence; serious violations of the Honor Code; threatening or using any type of weapon; manufacturing, selling or distributing illegal drugs; arson. At this level, the primary focus of the disciplinary system is concern for the safety and security of the College community. While some sanctions described in Levels A, B, and C may be imposed, the following types of sanctions are likely to result at this level: ban from Allegheny College campus and all College events/activities; withholding degree; revoking admission and/or degree; expulsion from Allegheny College.

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; in laboratory and computing exercises; and in any other assigned coursework: any attempt to receive or give unauthorized assistance from written, printed, or recorded aids, from any person, or from another's work. Any attempt to receive or give unauthorized assistance by means of an electronic device (cell phones, PDAs, etc.) is also a violation of the Honor Code.

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 their 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 signature appears. The lack of a signature does not exempt any work from the Honor Code. For electronically submitted assignments, each professor may determine how their students will recognize the pledge.

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 Campus Life and Community Standards Committee 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 Campus Life and Community Standards Committee 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. A modified review panel will be assigned in cases referring to Article IV; Section 5. 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 Campus Life and Community Standards Committee. 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 ofAllegheny 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.

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 Campus Life and Community Standards Committee. 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 Honor 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 Campus Life and Community Standards Committee - 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 Campus Life and Community Standards Committee, 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 Campus Life and Community Standards Committee hearing to present the facts and information gathered by the Panel.

Section 5

If the accused student voluntarily acknowledges to the modified review panel 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 Campus Life and Community Standards Committee. 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 Campus Life and Community Standards Committee.

1. A meeting will be set up between the accused, the professor of the course, a member 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 Honor Committee representative, will place a sanction on the student. The course and the college sanctions can be appealed by the student to the Honor Committee, which will begin the review process anew.

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 April 2010)

GENERAL COLLEGE POLICIES

The following is a list of examples of prohibited behaviors/violations of College policies applicable to students ofAllegheny College. This list and/or examples of prohibited behaviors is not intended to be a fully exhaustive list of all policies and procedures.

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty as outlined in the Honor Code.
   b. Furnishing false information to any College official, faculty member, or office.
   c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, or other conduct which threatens or endangers the health or safety of any person.
4. Violation of the College's Policy Against Discriminatory And Sexual Harassment, Including: Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking.
5. Hazing as described in the Pennsylvania State Hazing Laws section of this publication.
6. Attempted or actual theft of and/or damage to property of the College or personal property of a member of the College community or other personal or public property, on or off campus, as well as theft of services.
7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises, including Residence Halls.
9. Use, possession, manufacture, or distribution of marijuana, cocaine, heroin, narcotics, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
10. Use, possession, manufacture, 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 persons under the age of 21.
    b. Public intoxication by persons of any age.
    c. Providing alcohol to persons under the age of 21.
    d. Possession of a common source (keg, mini-keg, etc. - empty or full).
    e. Hosting an unregistered event with alcohol present as described in Section 6 for the "Allegheny College Alcohol Policy."
11. Any possession and/or use of firearms, explosives, other weapons, or dangerous chemicals while on College premises, unless properly authorized. The definitions are list below.

    Firearm - Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

Weapon - Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: (1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; (2) any object that could be reasonably construed as a weapon; or (3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.

Explosives - Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

12. Participation in on-campus or off-campus activities that disrupt the normal operations of the College and/or infringe on the rights of other members of the College community; inciting others to disrupt scheduled and/or normal activities within any campus building or area.
13. Obstruction of the free flow of pedestrian or vehicular traffic on campus or at College-sponsored or supervised functions.
14. Conduct which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the College. This includes misconduct during EL Seminars, Study Abroad experiences, entertainment groups, and off campus gatherings.
15. Action or inaction by a witness and/or bystander which fails to discourage a violation of College policy, causing damage to College property or harm to an individual(s).
16. 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; and (e) use of open flames. A complete copy of the College's Fire Regulations is available with the Safety Officer in the Security Department.
17. Smoking is prohibited in all College buildings. (Refer to Residence Life hall policies for guidelines for residential areas.)
18. Bringing pets or other animals into College buildings, except assistance or service animals used by persons with disabilities. Some exceptions exist in residential areas. See applicable Residence Life policies.
19. 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 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 or additional technologies 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. Sending anonymous or forged network news articles or email messages.
    f. Usage over the allotted limit without prior approval.
    g. Unauthorized transfer of a file;

h. Use of computing facilities in violation of the Digital Millennium Copyright Act or other copyright laws.

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. http://sites.allegheny.edu/computingservices/.

20. Abuse of the student conduct system, including but not limited to:
    a. Failure to attend meetings scheduled for disciplinary purposes.
    b. Falsification, distortion, or misrepresentation of information.
    c. Attempting to discourage an individual's proper participation in, or use of, the conduct system.
    d. Harassment (verbal or physical) and/or intimidation of a member of the community standards board prior to, during, and/or after a conduct proceeding.
    e. Failure to comply with the sanction(s) imposed within the Conduct System.
    f. Influencing or attempting to influence another person to commit an abuse of the conduct system.
21. Violation of other published College policies, rules, or regulations.
22. Violation of federal, state, or local law, whether on or off campus.

ADVERTISING

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

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 a supportive community conducive to academic success, personal growth, and healthful lifestyles. The misuse of alcohol significantly interferes with the mission of the College and can adversely affect students' ability to learn in the Allegheny community. 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 through its emphasis on wellness will educate members of the community regarding responsible alcohol use and the dangers of problematic use, and seeks to teach students how to live healthy and balanced lives. Alcohol is one of the ongoing challenges to health and welness in the lives of students. Alcohol influences people regardless of their choice to use or to abstain. At Allegheny, we expect students to manage their use of alcohol in responsible ways. Our goal is to minimize high risk drinking and to support and respect students who choose not to drink.

Members of the community who are concerned about other students who misuse alcohol, whether in crisis or not, are encouraged to talk with a professional staff member.

- Counseling Center: 814-332-4368
- Health Center: 814-332-4355
- Dean of Students Office: 814-332-4356
- Office of Safety and Security: 814-332-3357

Concerns about a faculty or staff member can be directed to the Provost or the Director of Human Resources.

All situations are evaluated on a case by case basis. The facts or policy violations of each case are reviewed individually and contribute to different outcomes and/or different sanctioning.

Restorative sanctions by service or education to the community may be utilized as an option in the community to address behaviors related to the misuse of alcohol. Examples of restorative sanctions include but are not limited to referral to our college counseling center, referral to alcohol.edu (online educational program), requiring reflection papers, community service, meeting with parent/guardian or athletic coach, participation in an off campus alcohol treatment program or removal from residence hall.

Section 2: Statement of Principles

- The College recognizes explicitly that students are adults, and 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, or their obligations under local, state and federal laws.
- 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 additional accountability because of that organization's own policies concerning alcohol use. If an event is sponsored by an organization that is affiliated with a national organization with its own risk management policies and event guidelines, the group is expected to be in full compliance with the policies and guidelines of that national organization. Students will be held accountable for violations of those risk management policies.
- It is the aim of the College to support and respect those members of our community who choose not to use alcohol or and 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 suspicious circumstances.
- The College disclaims any intention to assume duties to protect its students from their own abuse of alcohol.

Section 3: Jurisdiction

The jurisdiction of this policy is covered by ARTICLE II: COLLEGE AUTHORITY, Section 1A: Jurisdiction. Examples relevant to the Alcohol Policy include:

- The College expects all students to observe these regulations, including those living and gathering 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 EL Travel Seminar: Student Participation Agreement Form.
- 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 are responsible for the conduct of any of their guests on campus. All employees of the College are bound by the Drug Free Workplace Policy available through Human Resources.
- Students gathering in off campus locations are expected to observe these regulations.

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 the number one drug used in sexual assaults. The majority of sexual assaults occur when an individual is incapacitated due to the use of substances, primarily alcohol. Being incapacitated by alcohol, or other drugs, makes a person unable to freely consent to sexual activity. Use of alcohol does not mean someone is willing to participate in sexual activity, and the victim of sexual assault is never to blame, regardless of the use of alcohol.
- Alcohol is a depressant, although it may initially stimulate emotions, it 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 prescribed medications or recreational 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.
- There are long-term health risks associated with drinking over time. These risks include damage to the heart, liver, and brain. However, it should be noted that the vast majority of our health risks occur over the course of a single evening, not after decades of abuse. A college-aged student has a much higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc. than developing cirrhosis of the liver. Source: http://www.bacchusnetwork.org/alcohol-health.html

Signs of Alcohol Poisoning:

- If someone becomes unconscious or slipped into a state of semi-consciousness
- Their breathing has slowed to eight or less breaths/minute or lapses of longer than eight seconds between breaths
- They have cold, clammy, pale or bluish skin
- Vomiting or gagging has occurred

Consistent with our commitment to encourage proactive bystander intervention, students who seek assistance for another student in need of help for drug or alcohol intoxication/poisoning or who seek help for a student who has been a victim of assault or other form of violence will not be sanctioned by the College for a drug or alcohol violation, nor will the student in need of assistance. Additionally, students who report being a victim of physical or sexual assault while intoxicated through voluntary or involuntary means will not receive disciplinary sanctioning by the College for an alcohol violation even if they are underage.

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. 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. Parents are generally notified if a student is hospitalized due to alcohol consumption.
- Open containers, carriers, or cups of alcohol are strictly prohibited outside of residential rooms/houses or approved registered events.
- Alcohol is not permitted at Robertson Field Complex during College sponsored events.

  Consistent with NCAA regulations, alcohol is not allowed in the stadium, Wise Center, or on any playing fields. Allegheny College tailgating policy can be found here: http://www.alleghenygators.com/documents/2012/8/15/Tailgating_Policy.pdf?&tab=2

- As student health and 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 (750ml) bottles of wine OR one (750ml) bottle of spirits OR a reasonable combination of these types.
- 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 unless at least one of the residents living in the room/house is of legal drinking age.
- 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, outside, and in any public areas of residential buildings including porches, corridors, lounges, study rooms, and bathrooms except when written approval is received in advance.
- Common sources of alcohol (e.g., kegs, punch bowls, shared containers), empty or full, are prohibited, Exceptions may be made for approved College functions. Information on the approval process is available through the Office of Student Involvement or the Office of Student Life.
- 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 student conduct system and may be referred to the criminal justice system. Information about the College student conduct system and sanctions can be found in the relevant section of *The Compass. Questions or concerns about any part of this policy should be directed to the Office of Student Involvement or Office of Student Life.*

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 Office of Student Involvement for outdoor events and from the Office of Residence Life for events in a college owned residence. Approval of all events involving alcohol must be accompanied by a planning meeting with a representative of the Office of Student Involvement or the Office of Residence Life, thus sponsors who are seeking event approval for the first time must submit a completed registration form at least fourteen days in advance. Final approval will be given by the appropriate office. Event Registration forms can be obtained online https://alleghenycollege.wufoo.com/forms/event-planning-worksheet-with-alcohol/

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 Office of Safety and Security.
- 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 two sponsors 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 (e.g., kegs, punch bowls, shared containers), empty or full, are prohibited, Exceptions may be made for approved College functions. Information on the approval process is available through the Office of Student Involvement or the Office of Student Life.
- 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 involving alcohol or the presence of alcohol 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 in quantity according to the number of guests age 21 or older. Alcohol is limited to one drink per hour per guest of legal drinking age. Specific quantities of food, non-alcoholic beverages and alcohol will be defined upon approval of the events.
- Persons who appear intoxicated should not be admitted into the event and should not be served alcohol. Students found responsible for providing alcohol to intoxicated persons can be held accountable through the college disciplinary process.
- Proof of age (driver's license, other valid ID) must be required to be served alcohol.
- Party sponsors must consult with the Office of Student Life or Office of Student Involvement to determine a plan for verifying that intoxicated event attendees have safe transportation home. In all instances, arrangements should be made to help the intoxicated person return safely home and receive the appropriate assistance.
- Alcoholic beverages may not be sold on campus to raise funds for any organization.
- With the approval of the Office of Spiritual and Religious Life, alcoholic beverages may be served at religious events on campus as part of religious rituals.

PENNSYLVANIA STATE ALCOHOL LAWS & 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 Safety and 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 $500 fine. A person committing a 2nd offense will be sentenced to pay a fine of not more than $1,000 and 1 yr. license suspension. A person committing a 3rd offense will face the same fines, plus a 2 yr. license suspension.
- Selling or furnishing alcohol to minors (those under 21 years) carries a minimum of $1000 - $2500 in fines and court costs.
- For a 1st offense: Carrying or using a false ID results in a 90 day license suspension, fines up to $1000 500. Manufacturing or selling a false ID is punishable by fines of $1000 - $2500 and court costs.
- The legal limit for Driving Under the Influence in Pennsylvania is under 0.08 % (.02% for minors under age 21). A first DUI offense (at the general impairment level) will result in $300 in fines, up to six months probation , 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,. All convictions result in drug and alcohol treatment requirements and terms of supervision.

- Public drunkenness results in fines up to $500 1000 and court costs. Offenders are placed in a “holding tank” until sober. Additional jail costs may apply depending on the individual situation.
- By law, police (including officers in the College’s Office of Safety and Security) 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. For alcohol related laws, Pennsylvania defines a minor as someone under 21 years of age.

Drugs & Drug Paraphernalia

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 federal or state conviction of possession or sale of drugs during a period of enrollment for which the student was receiving federal aid results in the loss of federal aid for at least 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 - minimum of 5-20 years in prison, $5000 in fines.
- Manufacture, distribution, importation of any designer/club drug, such as ecstasy - up to 20 years in prison and $250,000 in fines.

EDUCATIONAL RESOURCES & 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
- Mercy House, (814) 337-6180
- Narcotics Anonymous, 814-337-4529, 24 hour crisis line, 888-251-2426

EDUCATION & AWARENESS WEBSITE

- 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
- AlcoholEdu for college students:

  http://college.alcoholedu.com/ReviewInfo.aspx

  www.everfi.com

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 2015)

CHOSEN NAME POLICY

The Chosen Name Policy at Allegheny College supports students seeking to change their first name without pursuing a legal name change. Students who list a preferred or familiar name on their admissions application automatically have their preferred names entered into the college system.

We also believe that empowering students with the option to change their name contributes to a safe and non-discriminatory college experience. Reasons for name changes may include transgender or gender non-conforming identities and international students who wish to adopt an English language name. Please note that some records may require the use of legal names only, such as federal and medical documentation.

Legal Names

In order to change the name on your official college records such as transcripts and employment records, you must legally change your name. A legal name change is recognized by submitting a court order, driver's license, social security card, and/or passport. If you are a graduate, you can also request an updated transcript with your current legal name. Although your name will be changed on your transcript, your prior name will continue to be listed as a previous identity in the college's database in order to ensure that any searches of your former name will access the correct files.

Initiating a Chosen Name Change

Any student wishing to initiate a first name change should contact the Office of the Dean of Students, in Reis Hall, Room 201 or via e-mail at deanofstudents@allegheny.edu.

If the student wishes to alter their first name by which they are known by for directory purposes as their institutionally recognized name, the Dean of Students office will request a chosen name change on the student's behalf. Students who make this request will receive a new email address that utilizes their chosen name's first initial. If changing from a pre-existing Allegheny email address, all files and correspondence from your previous address is transferred to your new one, and your previous address becomes an alias to your new one. This means that all correspondence sent to your previous email address will be automatically forwarded to your new one.

In addition to a change in first name, your chosen first name will show up on the internal Google directory, Sakai class rosters, in addition to places where an office indicates a name other than your legal name. Faculty and staff will be able to see the student's full legal name and the preferred name to ensure consistency of application in rosters, grading and other business of the College.

Classroom and Letters of Recommendation

Members of the faculty and staff are encouraged to ask students which names and pronouns they would like to use in the classroom and in letters of recommendation. The IDEAS Center, Office of the Dean of Students and Registrar/Associate Dean serves as a resource for education, support, questions or concerns for all students, faculty and staff.

Family Educational Rights and Privacy Act (FERPA)

Students who desire to prevent any identifiable information from being released for any reason must contact the Office of the Dean of Students. This means that your name, address, phone numbers, campus e-mail, ID photograph, date and place of birth, major, enrollment status, dates of attendance, degrees awarded, honors received, previous schools attended, and participation in activities will not be released except as required by law.

Disclaimer

Allegheny College will display chosen first names to the college community where feasible and appropriate, and it will make a good faith effort to update the reports, documents and systems designated to use preferred names. Inappropriate use of the chosen name policy, including but not limited to avoiding legal obligation or misrepresentation, may be cause for denying use of chosen names. Allegheny College reserves the right to remove any chosen name that is deemed inappropriate.

This policy is approved by the Vice President for Student Affairs, Campus Life & Community Standards Committee and Administrate Executive Council in March 2016.

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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 Help Desk at (814) 332-2755.

CORD & STOLE POLICY

Commencement is a special ceremony, officiated by the President of the College, where faculty, staff, parents/families and alumni share the excitement and importance of student's academic accomplishments. It is also a time for the College and Board of Trustees pay special tribute to students who have achieved the distinct honor of the Allegheny College degree. In addition to the traditional cap and gown regalia, students wear academic honor cords and stoles.

The College supports the wearing of honors cords, medallions, stoles, insignia and/or pins at Commencement ceremonies by students who have earned these privileges through achieving academic honors, completing honors programs, as recipients of designated academic scholarship funds, academic unit or departmental honors, military service, induction into Allegheny College-recognized honors societies, athletic distinction, or membership in good standing in college-recognized professional or service organizations. All honors cords, medallions, stoles, pins and insignia must be approved by the Office of the Dean of Students at least two (2) weeks prior to Commencement.

Approved cords, stoles, medallions, sashes, insignia and/or pins are worn in recognition of the student's identity, cultural heritage and membership in student organizations. Students may wear only one stole of their choice during official commencement activities.

DISABILITY ACCOMMODATIONS

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 Director of Disability Services (DDS) Coordinator is responsible for arranging reasonable, specific accommodations for students with disabilities. The DDS Coordinator (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 DDS Coordinator, Pelletier Library Box 6 Allegheny College. Students are responsible for cooperating with the DDS Coordinator 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 DDS Coordinator 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 DDS Coordinator 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:

Dean of Students
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 & SEXUAL HARASSMENT POLICY

Sexual Assault and Other forms of Sexual Violence, Dating Violence, Domestic Violence & Stalking

No member of the Allegheny College community should tolerate discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence or stalking. Allegheny College prohibits all forms of such conduct (defined more specifically below) by any member of the Allegheny College community or by any guest or visitor to Allegheny. Individuals experiencing, observing, or otherwise having information regarding any of these types of misconduct are urged to report the information immediately to one of the persons listed in Part IV below. If a hostile environment has been created, the College will take steps to end such an environment. The College takes all such reports seriously and will respond promptly.

PART I: STATEMENT OF POLICY

All members of the Allegheny Community have a right to learn and work in an environment free from unlawful discrimination and harassing conduct, including sexual harassment. Allegheny College policy expressly prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability and other criteria protected by applicable law. Allegheny also prohibits discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College is dedicated to furthering the potential of each member of its community through education and advocates a diverse community that is not hampered by intimidation, hostility, violence or other types of injurious or offensive behavior. As affirmed in the Statement of Community, members of the College community will respectfully confront and proactively seek to prevent all forms of discriminatory and sexual harassment and sexual violence in the Allegheny College community, when it is safe to do so. In establishing this policy, the College's purposes include:

1) to make clear that no member of our College community shall be subject to any harassment, abuse or violence based on the individual's race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, or disability;
2) 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; and
3) to set forth the processes available for reporting, investigating and resolving alleged instances of discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College will respond promptly and appropriately to any form of alleged misconduct under this policy occurring in the College community.

Allegheny also 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, discriminatory harassment, and sexual harassment 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 alleged discriminatory harassment or sexual harassment.

PART II: DEFINITIONS

A. 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's or group's membership (or perceived membership) in a particular demographic group, including race, color, religion, age, gender, gender identity, gender expression, national origin or 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, name-calling, gestures, demeaning jokes, derogatory stereotypes, bullying, or conduct that may be physically threatening, harmful or humiliating or cause a person to feel unsafe. Examples of forms of discriminatory harassment are included in Appendix A of this policy.

B. Sexual Harassment: For purposes of this policy, sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature. Sexual harassment may be found in a single episode as well as in persistent behavior. Sexual harassment also includes unwelcome sexual conduct when:

   a. 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 living, learning or working environment; or

   b. 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.

C. Sexual Violence: Sexual violence is a form of sexual harassment and it includes rape, sexual assault, sexual battery, and sexual coercion. Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused.

D. Sexual Assault: Sexual assault is also a form of sexual harassment, and it includes any type of sexual activity perpetrated against a person's will, where that person does not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities. Examples of sexual assault, sexual violence and other forms of sexual harassment are included in Appendix A.

E. Dating Violence: Dating violence is violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

F. Domestic Violence: Pennsylvania law defines domestic violence as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between family or household members, current or former spouses, sexual partners or those who share biological parenthood in order to qualify as domestic violence or abuse.

G. Stalking: The term "stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress. Cyber-stalking, or the repeated use of electronic communications to harass or cause fear, is also included in this definition.

H. Consent: Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

I. Retaliation: Retaliation is treating someone differently because they in good faith made a report under this Policy or participated in/cooperated with an investigation of a complaint under this Policy and/or otherwise opposed conduct or practices prohibited by this Policy. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment, threatening, intimidating, or coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy. Retaliation under this policy may be found whether or not the complaint is ultimately found to have merit.

J. Responsible Employee: A "responsible employee" for purposes of this policy includes all Allegheny College employees except the professional counselors in the College Counseling Center, professional staff in the Winslow Health Center, and the College Chaplain and Catholic Campus Minister. Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by this policy to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. The report should include all relevant details about the alleged incident that a student or another person has shared with the responsible employee, including the name of the alleged perpetrator (if known), the student or other member of the campus community who experienced the alleged misconduct, others involved in the incident as well as the date, time and location of the incident. Before a student reveals this type of information to a responsible employee, the responsible employee should make every effort to ensure that the student understands the employee's reporting obligation and the student's option to request that the College maintain his or her confidentiality (which request would be considered by the Title IX Coordinator), and the student's ability to share the information confidentially with certain individuals on campus or with off-campus sexual assault resource centers, advocates, and health care providers.

PART III: RIGHTS AND RESPONSIBILITIES UNDER THIS POLICY

Members of the College community who are aware of conduct that violates this policy, whether they observe the conduct directly or otherwise learn about it, should report it to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. Responsible employees (as defined in Part II above) are obligated by this policy to report such conduct to assure that the matter is handled promptly and appropriately by trained personnel and that appropriate corrective and remedial actions may be taken as warranted, including interim measures. Violations of this policy can occur regardless of gender identity or sexual orientation. Although sexual harassment often involves a supervisory employment relationship or faculty/student relationship, it can also be committed by a student against a faculty member, by an employee against a supervisor, by a member of one's peer group (such as by a student against another student), or by a contractor, vendor or other visitor to the College. A hostile environment can also be created by the actions of more than one person or a group. Every member of the Allegheny College Community has both rights and responsibilities under this policy. 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.

Student Requests for Confidentiality: Students reporting incidents of alleged sexual violence sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that his or her name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the College can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence.

PART IV: TITLE IX COORDINATOR & DEPUTY COORDINATORS

The Title IX Coordinator and Deputy Coordinators listed below are responsible for, among other things, overseeing reports and complaints brought forward under this policy to assure that these matters are handled appropriately and effectively, and for identifying and addressing patterns of misconduct and systemic problems. They also serve as resources available to anyone seeking additional information about the processes and procedures under this policy, about other resources that may be available to victims of misconduct covered by this policy, or who wish to file a complaint of an alleged violation of this policy.

Gilly Ford, Title IX Coordinator /EO Officer
Email: gford@allegheny.edu
Phone: (814) 332-3085
Office Address: 201 Bentley Hall

The following individuals serve as Deputy Title IX/EO Coordinators for purposes of this policy:

Patricia Ferrey, Director of Human Resources and EEO Officer
Email: pferrey@allegheny.edu
Phone: (814) 332-2312
Office Address: Bentley Hall

Mandy Prusia, Associate Athletics Director, Compliance and Internal Operations
Email: mprusia@allegheny.edu
Phone: (814) 332-3367
Office Address: Wise Center

Angelo Panzetta, Men's Soccer Coach
Email: apanzett@allegheny.edu
Phone: 814-332-5208
Office Address: Wise Center

Ed Raby, Assistant Football Coach
Email: eraby@allegheny.edu
(814)332-2814
Office Location: Wise Center

Brittany Davis, Visiting Assistant Professor, Environmental Science
Email: bdavis@allegheny.edu
(814)332-2797
Office Location: Carr Hall

Ashley Hughes, Head Women's Lacrosse Coach
Email: ahughes@allegheny.edu
(814)332-2828
Office Location: Wise Center

In addition to the above, the Office of the Dean of Students staff is available for students with concerns related to this policy. The Title IX Coordinator and Deputy Coordinators listed above also coordinate the College's compliance efforts and carry out the College's responsibilities under this policy and under Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, as well as various other federal and state non-discrimination laws and regulations.

Inquiries may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at OCR@ed.gov.

PART V: OPTIONS AND PROCESSES FOR RESOLUTION

Any student, prospective student, employee, applicant for employment, or campus visitor who believes that he/she has been subjected to conduct in violation of this policy or who has observed, knows of, or suspects an occurrence of discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence, or stalking should immediately contact the Title IX Coordinator or one of the Deputy Title IX Coordinators listed above. Students who report being a victim of physical or sexual assault while intoxicated through voluntary or involuntary means will not be subject to disciplinary sanctioning by the College for an alcohol violation even if they are underage. Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the College to take prompt and appropriate action regarding a complaint or report, including the ability to undertake appropriate interim measures. Although the College does not impose a limitations period for reviewing internal complaints of alleged violations of this policy, the College recognizes that to conduct a meaningful investigation and take prompt remedial action as appropriate, a timely report or complaint is important. Individuals who believe they have been subjected to alleged violations of this policy will be informed about options for resolving potential violations. Those options include informal dispute resolution, referral to other college offices (where appropriate), and formal resolution pursuant to this policy. Certain forms of misconduct under this policy may constitute criminal conduct. Whether or not someone who has been subjected to such conduct chooses to pursue criminal charges externally, they have the right to pursue an internal complaint under this policy, regardless of the status of any external proceedings. Further, the College may have an obligation to pursue an investigation, make a complaint, and take corrective action directly even if a victim chooses not to pursue the matter internally at the College. See also Part III above, under the subheading "Students Requests for Confidentiality." Students are also offered the opportunity to report to local law enforcement. For more information about reporting a matter to law enforcement, see Part VI - A, below.

A. INITIATION OF THE PROCESS

The Title IX Coordinator (or designee) will initiate the process under this policy by notifying the accused party ("respondent") that a complaint has been filed against him/her and inform the respondent of the nature of the complaint, providing a written copy or a summary of the complaint to the respondent. The Title IX Coordinator (or Deputy Coordinator) shall explain to both parties the avenues for informal and formal action, including a description of the process and the relevant avenues of redress to the complainant and the respondent and provide each of them with a copy of this policy.

Interim Measures. During the pendency of an investigation or other proceedings under this policy, the College may be required to take reasonable and prudent interim measures to ensure equal access to its education programs and activities, to protect the parties, and/or to safeguard the College community, including interim disciplinary measures if necessary and appropriate. In cases of alleged sexual violence, sexual assault, dating violence, domestic violence or other forms of sexual misconduct, the Title IX Coordinator will notify the complainant of his/her options to avoid contact with the alleged perpetrator and allow the complainant to change academic and extracurricular activities or his/her living, transportation, dining, and working situation as appropriate. In such cases, the Title IX Coordinator will also notify the complainant of available resources (such as counseling services, medical and mental health services, victim advocacy services) and of the right to report a crime to local law enforcement

Confidentiality. The College will respect the wishes of the victim to maintain confidentiality to the greatest degree possible consistent with the College's legal obligations to take all reasonable steps to protect the welfare of the campus community and to otherwise comply with applicable law. See also Part III above under the subheading "Student Requests for Confidentiality."

B. INFORMAL RESOLUTION PROCESS

The College provides an informal resolution process when the parties desire to resolve the situation cooperatively. Informal resolution may include inquiries into the facts, but does not typically rise to the level of a formal investigation unless required by applicable law. The informal process, which is overseen by the Title IX Coordinator or a Deputy Coordinator, is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, the informal process will be initiated as soon as possible after the filing of the complaint or receipt of a report of an alleged violation, absent any unusual circumstances. Informal resolution may include, but is not limited to, options such as meeting informally with the complainant and the respondent (individual or group representative) with the intent of bringing about resolution, meeting privately with the respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures. In cases where groups are involved, the Title IX Coordinator may require that one or two members of the group be authorized in writing to act on behalf of the group in the informal process; all members of the group would be bound by the terms of the informal process. Situations that are resolved through informal resolution are usually subject to follow up after a period of time. Steps taken by the Title IX Coordinator or a Deputy Title IX Coordinator to help the parties achieve informal resolution will be documented. Some reports of alleged violations of this policy may not be appropriate for informal resolution but may require a formal investigation at the discretion of the Title IX Coordinator. Both the complainant and the respondent have the right to bypass or end the informal complaint process at any time in order to begin the formal complaint process. (Note: the College does not use mediation as a form of informal resolution of alleged sexual assault/sexual violence. The Office for Civil Rights of the U.S.Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in such cases.)

C. PROCEDURES FOR FORMAL COMPLAINT PROCESS

If the allegation of a violation of this policy has not been resolved as a result of the informal process or is not suited for informal efforts, or if either the complainant or the respondent request to invoke the formal complaint process, the following process will be initiated. (The lodging and processing of a formal complaint does not preclude, however, the possibility of an informal resolution of the matter.)

In these cases, the individual making the complaint (the "complainant") generally will be asked to provide a statement containing the name(s) and relevant allegations against a person (the "respondent"). Where the individual against whom an allegation is made is a student of Allegheny, cases will be handled through the process described for non-academic conduct in Article IV of The Compass (unless in conflict with this policy,) which can be found at the following link: http://sites.allegheny.edu/deanofstudents/student-conductsystem/.

In addition, the general principles described below in numbered paragraphs 1 through 13 shall also apply to student cases, including the "preponderance of evidence" standard in paragraph 8 below. Where the respondent is a faculty member or staff member, cases are handled through the process described below. Where the respondent has dual status or where there are multiple respondents with varying statuses, the College has discretion to determine whether to pursue the matter under the Code of Student Conduct or under the process described below. Where the respondent is a vendor/contractor or visitor, the College is not required to follow either the process described below or in the Code of Student Conduct. In such cases, the College reserves the right to take summary action.

The following general principles and procedures shall govern this process, to the extent consistent with the College's legal obligations:

1. All persons concerned are to be treated with respect and impartiality.
2. Procedures are to be fair, both in substance and in perception, to all persons concerned and to the College community.

3. The Title IX Coordinator (or Deputy Coordinator) shall provide the respondent with a description of the primary facts of the allegation at the first meeting set to discuss the investigation.
4. The investigation of all formal complaints generally includes interviews of (i) the complainant, (ii) the respondent, and (iii) any witnesses as needed; and (iv) review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
5. Both the complainant and respondent will be given an equal opportunity to be heard, to provide a statement, documentation and other evidence, and to suggest the names of other persons who they believe might have relevant information. The complainant and respondent will be provided access (equally) to relevant information and documents once the investigative file is complete
6. At any time during the investigation, the Title IX Coordinator may recommend interim protections or remedies be provided by College officials. These protections and remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, housing, extracurricular or academic arrangements where reasonable and feasible. See also Section V, Part A regarding interim measures. Failure to comply with the terms of interim protections or remedies may be considered a separate violation of this policy.
7. The investigation shall be completed as promptly as possible and in most cases in less than 60 working days from receipt of the original complaint. However, some investigations may not be completed in this timeframe due to the nature and extent of the allegations or other extenuating circumstances. In the event the investigation cannot be completed within 60 days, the parties would be notified in writing.
8. After concluding his/her investigation, the Title IX Coordinator/Deputy Coordinator (or designee) will record findings and recommendations in a written report. In making findings, the "preponderance of the evidence" standard (i.e., more likely than not) will be used. The complainant and respondent will be informed that the investigation has been completed and will be given the opportunity to review the statements and any evidence collected as part of the investigation.
9. Following completion of the review described in paragraph 8, the Title IX Coordinator shall recommend appropriate action in accordance with the provisions of this policy and other applicable College policies and procedures. In the case of a staff respondent, the written report of findings and the Title IX Coordinator's recommendations shall be submitted to the appropriate AEC member(s) for the department or unit where the complainant and respondent are located. Final decisions in cases where a staff employee is the respondent shall be made by the Executive Vice President. In cases where a faculty member or other instructional employee is the respondent, final decisions shall be made by the Provost. If the proposed action by the Provost includes dismissal of a faculty member, the matter will be referred to the process described in the Faculty Handbook under Termination for Cause. The decisions and recommended actions of the Executive Vice President and the Provost will be communicated in writing to the Title IX Coordinator and to the complainant and the respondent.
10. Sanctions and corrective actions will be implemented on a case-by-case basis for violations of this policy, and they will be appropriate to the circumstances and gravity of the violation, and may range from personal coaching/counseling to an official warning, suspension, termination or expulsion. Possible sanctions for students include all of those listed in Article IV of The Compass. The College will take appropriate steps to prevent recurrence of any violations of this policy and to remediate the effects on the complainant and the campus community, if appropriate.
11. No person shall make an allegation that he/she knows to be untrue or knowingly provide false information during the course of an investigation or other proceedings under this policy. Making a false complaint or knowingly giving false information is a violation of this policy and may be a basis for discipline.

12. To the extent that appeals are provided for in any existing College processes that might come into play in connection with findings or the imposition of a recommended disciplinary sanction under this policy, it is understood that both the complainant and the respondent would have the right to appeal.

13. In student conduct cases, following the completion of the Community Standards Hearing, the Committee will prepare a written decision using the preponderance of evidence standard and explaining the rationale for its decision.

D. RECORDKEEPING

Official records regarding all complaints filed under this policy will be securely and confidentially maintained by the Title IX Coordinator.

E. RETALIATION IS PROHIBITED

It is a violation of this policy for anyone (individual or group) to retaliate against anyone who makes a report or brings a complaint under this policy or who cooperates with or otherwise participates in the investigation or resolution of a complaint under this policy. This includes, but is not limited to, bullying and harassment through electronic media as well as in person. Allegheny College will take steps to prevent retaliation and will also take strong responsive action if the College finds that retaliation has occurred.

PART VI: OTHER AVAILABLE ACTIONS AND RESOURCES

A. CONTACTING LAW ENFORCEMENT

Certain forms of misconduct covered by this policy would also be a violation of criminal law. An individual has the option of filing a criminal complaint, and may do so with the Office of Campus Safety & Security, which is located in the Newton Observatory and can be reached by telephone at (814) 332-3357. The Office of Campus Safety & Security is open seven days per week, and 24 hours per day. A criminal complaint may also be lodged with the Meadville City Police, (814) 724-6100 or 911 (emergency). Notifying Safety & Security of a violation of this policy will result in Safety & Security contacting Meadville City Police; however, you are under no obligation to file a report with the Meadville Police. Telling your experience to the Title IX Coordinator does not obligate you to report it to the police, nor does reporting it to the police obligate you to file a formal complaint under this policy —these are separate processes. College process and criminal process can occur simultaneously and occur independently. After filing a report with criminal law enforcement, the complaining party will meet with a representative of the Police Department and/or District Attorney's Office who will explain the criminal process and help the complainant decide whether to pursue criminal charges against the alleged assailant. The District Attorney's office will also make the decision on whether there is enough evidence to pursue criminal charges. Please also see Appendix B for additional information on gathering evidence.

B. OTHER CAMPUS RESOURCES

A number of on-campus and off-campus resources (some of which are listed below) are available to assist individuals who have been the victim of conduct prohibited by this policy. Confidential reporting means that you can talk with someone and they are not required by law to report any assault that may have already occurred. These confidential reporting options include clergy, physicians and licensed counselors.

Confidential Reporting Options

- College Counseling Center, 304 Reis Hall (814) 332-4368
- Winslow Health Center, Schultz Hall (814) 332-4355
- Emergency Room-Meadville Medical Center, 751 Liberty Street (814) 333-5500
- Meadville Crisis Line (814) 724-2732
- College Chaplain, 101 Reis Hall (814) 332-2800

Non-Confidential reporting options include:

- Inclusion, Diversity, Equity, Access & Social Justice (IDEAS) Center (814) 332-2718
- Dean of Students (814) 332-4356
- Title IX Coordinator and Deputies (814) 332-3085

  You can also report to any faculty or staff member with whom you are comfortable talking about the incident; however, that person will berequired to make a report to the Title IX Coordinator.
- Safety and Security (814) 332-3357

Seeking Assistance

1. If the incident caused physical injury, the victim should seek medical attention immediately, and should also preserve any evidence of the incident and injuries as the evidence may assist with the investigation and/or serve as proof of a crime. The following resources are available locally to assist victims of the types of misconduct encompassed by this policy:
   - Winslow Health Center, Schultz Hall, (814) 332-4355
   - Emergency Room-Meadville Medical Center, 751 Liberty Street, (814) 333-5500
   - Meadville Crisis Line, (814) 724-2732
2. For assistance after regular business hours, Campus Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel. See also the College's Campus Security Report, available on-line at http:// sites. allegheny. edu/security/.
3. In addition to reporting the misconduct to the Title IX Coordinator or to one of the Deputy Title IX Coordinators as described in Part IV above (and/or to law enforcement), victims are also encouraged to take the following actions:

   o Get to a safe place. This may mean simply getting away from the location of the incident, or seeking support from a friend, Residence Life staff member, or person with whom the victim is comfortable.

   o Seek medical attention. The victim's well-being is of primary concern. If the incident caused physical harm, the victim should seek medical attention immediately.

   See the list of local healthcare facilities above.

   o Preserve evidence. If the incident was a form of oral/verbal harassment, write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), preserve the written evidence. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.

   o Seek support. The local rape crisis center is provided by Women's Services, Inc. [24 hour hotline: (814) 333-9766]. The victim 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 the victim re-establish control of the situation. The Meadville Crisis Line (814) 724-2732 is an additional resource for support.

   o If the sexual misconduct involved any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, the victim should also consider the steps described in Appendix B to this policy.

PART VII. AWARENESS EDUCATION AND PREVENTION

This policy will be published and disseminated to the entire College community, included in orientation materials for all new students, faculty, staff, and administrators, and made available through appropriate campus offices.

The Title IX Office and the Dean of Students Office in conjunction with other campus offices including but not limited to the Counseling Center, the Health Center, the Office of Residence Life, the Office of Human Resources, and the Office of Campus Safety & Security, provide education, awareness and prevention programs for the campus on relevant topics such as date/ acquaintance rape, sexual assault prevention and response, and personal safety.

During New Student Orientation, information about date/acquaintance rape, and sexual assault education and prevention programming is offered to first year students. Sexual assault education, prevention and response training is provided regularly to the peer leaders (Resident and Community Advisors) in the Office of Residence Life. In addition, educational sessions and workshops will be conducted by the College's Title IX Coordinator and EEO Officer and other campus offices to 1) inform the campus about identifying conduct that would violate this policy, 2) advise members of the campus community about their rights and responsibilities under this policy, and 3) train College staff members who are most likely responsible for the implementation and administration of this policy, protocol, and standard reporting procedures.

In the fall of 2012, the College, in partnership with Women's Services of Meadville, developed a Bystander Intervention training program. All first year students are required to attend a workshop to learn how to be an effective bystander.

As of Fall 2013, every first year student has been required to complete "Haven", an on-line sexual assault/sexual violence education and prevention tool.

Because the law pertaining to matters addressed in this document may evolve over time, this policy will be reviewed regularly and revised as needed.

APPENDIX A

The following are examples (not intended to be exhaustive lists) of some of the types of conduct prohibited by this policy. Examples of forms of Discriminatory Harassment:

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

b) Verbal insults: verbal communication which includes lewd or obscene remarks directed at a person or group because of their identities (or perceived identities), including race, color, religion, color, age, gender, gender identity, 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 because of their membership or perceived membership in a particular demographic group. These insults may be in the form of written or electronic means, including printed posters or flyers, electronic mail, internet postings, facsimile documents, wireless communication or similar transmission.

Examples of forms of Sexual Assault and Sexual Violence:

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

b) 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 STI 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 college policies).

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

d) 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 voluntary or involuntary intoxication from drugs and/or alcohol.

Examples of other forms of Sexual Harassment:

a) 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 an individual because of their sex. 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.

a) Written insults of a sexual nature: written communication or graphic communication, including electronic communication, which offends or humiliates an individual or group based on sex.

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

APPENDIX B

If the sexual misconduct you experienced involved any type of physical contact, please consider the following steps:

1. Do not bathe, shower, douche, or change your clothes. 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).
2. Seek medical care as soon as possible. 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.). The kind of evidence that supports a legal case against an assailant should be collected within 72 hours of an assault. 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 ifyou do consent to it, it does not commit you to following through with filing criminal charges against your assailant. However, if it is not collected, you will lose the opportunity for its use should you later decide to pursue criminal charges against the assailant.

You can expect the following:

a) 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.

b) Blood work will be offered to test for STIs 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.

c) 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 it in the refrigerator, and take it with you to the medical facility. The sample likely would not be usable for evidence in this situation, but you could find out for yourself if you had been drugged.

d) 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 at the ER, for purchase from pharmacies without a prescription, and from the Health Center.

e) 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, STIs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.

f) 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) or Women's Services (hotline: 814-333-9766; office: 814-724-4637).

g) The Emergency Room at Meadville Medical Center (751 Liberty Street, 814-333-5500) is a nearby healthcare facility where you can seek medical care. The hospital is 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 Winslow Health Center, Campus Safety & Security or Residence Life. The P.E.R.K. can be collected at the Emergency Room of the Meadville Medical Center.

h) The Winslow Health Center (Schultz Hall, 814-332-4355) or Family Planning Services (747 Terrace Street, 814-333-7088) can also provide a medical exam and testing. Family Planning and the Health Center 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.

(Revised Summer 2016)

POLICY ON THE 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.

In addition, the U.S. Department of Education recently (January 3, 2012) expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal - or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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 Financial Services 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 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.

Student Records Location	
Academic Records	Registrar's Office, Bentley Hall
Admissions Records (Pre-Matriculation)	Admissions Office, 454 House
Campus Police Records	Security Office, Newton Observatory
Career Education Records	The Gateway, Pelletier Library
Counseling Records	Counseling Center, Reis Hall
Dean of Students Records (Includes Admission Records)	Dean of Students, Reis Hall
Employment Records	Human Resources Office, Bentley Hall (full-time)
Enrollment Records	Registrar's Office, Bentley Hall
Financial Aid Records	Financial Aid Office, Reis Hall
International Education Program Records	The Gateway, *Pelletier Library*
Learning Common Records	Academic Learning Commons, Pelletier Library
Medical Records	Winslow Health Center, Schultz Hall
Residence Life Records	Office of the Dean of Students, Reis Hall
Student Accounts Records	Student Accounts Office, Schultz Hall
Student Conduct Records	Office of Student Life, Reis Hall
Student Athletes Records	Athletic Department, Wise Center
Work-Study Employment Records	Financial Aid Office, Reis Hall

Created April 15, 1997 (Revised July 2016)

Changes to this policy are made by the Registrar and are approved by the Administrative Executive Council.

FIRE SAFETY

Fire Extinguishers, Fire Alarms, and Smoke Alarms

Public Safety is responsible for the implementation of policies concerning fire extinguisher and fire alarm stations in residence halls. A check of the fire extinguisher, fire alarm boxes, EXIT lights and smoke alarms will be conducted every six months by Public Safety. In addition, any person who observes misused, or defective or inoperative equipment shall report the violation immediately to Public Safety.

If a fire extinguisher is leaking, it is the responsibility of the residents of a section to notify Public Safety immediately. Failure to do so may result in an assessment for the cost of that extinguisher. 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 Public Safety, 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.

HAZING LAWS (PENNSYLVANIA 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 up on 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.

HOVERBOARD & DRONE POLICY

Approved March 2016 by Campus Life & Community Standards and the Administrative Executive Committee of Allegheny College.

Hoverboard Policy

The use, possession or storage of hoverboards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on the Allegheny College campus and in all College-owned and College-managed buildings until safety standards can be developed and implemented by the manufacturers.

Drone Policy

Allegheny College will begin a comprehensive review of drones on campus. Until this review is complete, for reasons of safety, security and privacy, drones, quadcopters, and similar small airborne objects are not permitted to be used on the campus ofAllegheny College without prior written authorization from the Director of Public Safety. Students violating this policy may be subject to a referral to the Office of Student Conduct for a violation of the Code of Student Conduct.

The ban on hoverboards and drones is effective immediately. We ask that students please leave hoverboards and drones at home. Any hoverboards or drones found on campus will be confiscated and returned upon completion of the spring 2016 semester. This policy may be altered when additional information regarding safety standards can be developed. The College's priority continues to be the safety of the students, faculty, staff and visitors on our campus. If you have any questions about this policy, please contact any of the following:

Dr. Ali Awadi, Director, Public Safety	(814) 332-3357	aawadi@allegheny.edu
Jennifer Foxman, Director, Residence Life	(814) 314-4356	jfoxman@allegheny.edu
Joseph Hall, Assistant Dean of Students	(814) 314-4356	jhall@allegheny.edu

IMMUNIZATION POLICY

Students enrolling at Allegheny College are required to demonstrate completed Meningitis immunizations records to the Winslow Student Health Center as required by the state of Pennsylvania. Three Hepatitis B injections, two varicella (chicken pox) injections, and the completion of a TB risk questionnaire are also requested. Any "yes" answer to the questionnaire requires that the student receive a Mantoux TB test or IGRA blood test. Hepatitis A and HPV vaccinations are recommended. We also require blood titer testing for MMR, Hepatitis B, and varicella for any student who does not provide proof of vaccination, whether it be for allergy to the vaccine, or based on a religious waiver.

Exceptions to this policy may be made for a documented allergy to substances in one or more of these vaccines or on the basis of a sincere and genuine religious belief prohibiting a particular immunization. Such a medical or religious waiver must have been applied for on the appropriate College form and granted by Winslow Student Health Services at the time of enrollment. First year, transfer, domestic exchange and international exchange students will not be permitted to move into residence halls and/or participate in classes without the required documentation of immunizations.

Students participating in College sponsored international study/travel opportunities are required to receive all immunizations recommended for travel to a particular region. Exception to this policy will be made only for a student who has an approved immunization waiver on file with the College from the time of initial enrollment. Please be advised that such a waiver may affect ability to participate in certain international travel opportunities. The College retains the right to deny approval for travel for which academic credit and/or funding is being provided by the College should it be felt that the health of the non-immunized student or other community members might be jeopardized.

LEAVE OF ABSENCE POLICIES

Short-term Leaves from Campus

Students leaving campus due to health reasons (e.g., physical or mental health needs) should contact the Health Center or Counseling 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.

Leaves of Absence for Personal or Community Health/Safety Reasons

1. Students are permitted to take voluntary leaves of absence to address medical or mental health concerns. All requests for voluntary leaves must be approved by the Dean of Students or his/her designee. The Dean of Students, in consultation with health professionals as necessary, will specify the conditions to be satisfied (if any) before the student may return to Allegheny.
2. The Dean of Students may place a student on a leave of absence following an individualized assessment of a student in which the College determines in the exercise of its judgment that a student reasonably meets one or more the following criteria:
    a. A student presents a substantial risk of harm to others or has engaged in threatening or violent activities;
    b. A student presents a substantial risk that the student will harm him/herself, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations;
    c. A student significantly disrupts the educational or other activities of the College community;
    d. A student is unable or unwilling to carry out substantial self-care obligations or to participate meaningfully in educational activities; or
    e. A student requires a level of care that exceeds the resources and staffing that the College can reasonably be expected to provide for a student's well-being.

3. Where appropriate and feasible, the Dean of Students or his/her designee will notify a student that a leave of absence is under consideration. In situations involving an imminent or ongoing threat to the College community, it may be appropriate for the College to require the student to be away from the College while the individualized assessment and review are taking place. Students are expected to cooperate in the assessment. The Dean of Students may require a mental or physical evaluation from a clinician, psychologist or psychiatrist if the Dean believes such an evaluation of a student will facilitate a more informed decision. Students are expected, if necessary, to sign a release of information to facilitate the discussions between the College and the clinician conducting an evaluation.
4. If a student declines to take a leave of absence voluntarily, the Dean of Students will convene a Committee to advise the Dean on whether a mandatory leave of absence should be invoked. The Committee may include at least three persons. The representatives may be Director of the College's Counseling Center or designee, Director of Disability Services, Learning Commons, and/or a faculty representative. The Dean of Students and Committee will review the Health Assessment Form an other relevant documentation made available to them. They may also confer with individuals who have relevant information about whether a leave of absence is appropriate for the student being considered. The student will have the opportunity to respond to the concerns in writing, in-person, or via telephone before the Committee.
5. The Dean of Students will provide written notice to the student regarding the decision as to imposition of a mandatory leave. If a leave of absence is imposed, the written notice shall include (i) a time-frame when the student could be eligible to return; and (ii) the conditions the student would need to satisfy to be eligible for return. If a leave is not imposed, the Dean of Students may require conditions for the student's continued enrollment at Allegheny.
6. All reviews under this policy should be done in a reasonably timely manner. Where a student has been asked to remain off campus pending the review, every effort will be made by the Dean of Students to reach a decision within seven business days provided the student responds timely to requests for information and (if appropriate) evaluation.
7. A student placed on mandatory leave of absence has the right to appeal to the Executive Vice President. The appeal must be in writing, delineating the reason(s) why the student believes the decision is inappropriate. The appeal must be received within three days of receiving written notification of the decision to place the student on mandatory leave. The appeal may relate to the leave decision itself and/or the conditions imposed to return to school. The Executive Vice President will review the student's appeal and uphold, reverse or modify the decision. The Executive Vice President's decision shall be considered final.
8. The length of any mandatory leave of absence will be determined on a case-by-case basis.
9. Unless expressly permitted by the Executive Vice President or the Dean of Students in writing, students on mandatory leave of absence are not permitted to be present on campus and are not permitted to engage in any College-related activities. Students on a voluntary leave of absence are expected to check in with the Dean of Students prior to visiting to discuss their visit.
10. When a student who has been on a mandatory leave of absence pursuant to this policy wishes to return to the College, the student must submit a written request to the Dean of Students to return. The Dean of Students may require further evaluation of the student to determine readiness to return. The Dean of Students may confer or seek information from others to assist in making the determination. If the Dean of Students is not satisfied that the student is ready to return, the Dean will notify the student in writing of the decision, including the reasons for the decision. A student not permitted to return may appeal the decision to the Executive Vice President. If the student is approved to return, Winslow Health Center or Counseling Center staff members may make recommendations to the Dean of Students regarding conditions of return. The student will receive written notification of any conditions. Written requests for return from mandatory leave should be submitted no later than July 1 for the fall semester or November 15 for the spring semester.

11. A leave of absence under this policy is an administrative process, not a disciplinary process. It is possible that conduct leading to a mandatory leave of absence under this policy may also be subject to review and sanctions under the College's Student Code of Conduct.
12. For information regarding the effect of a leave of absence under this policy on matters such as transcripts, registration, financial aid, housing and refund policies, the student should see the information in the Allegheny College Catalogue under the heading "Leave of Absence."

(Revised Spring 2015)

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 two 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 second 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 April 2010)*

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.

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 cannot meet the medical and nutritional needs of the student, approval will be given to change or be exempt from the meal plan requirements.

MISSING STUDENT PROTOCOL

This protocol applies to all Allegheny College students, faculty, staff and administrators. This protocol applies when any residential student is missing or believed missing. For purposes of this protocol, a residential student is a currently enrolled student who resides in an on-campus residence hall or house under a housing contract, or a student residing in designated housing while enrolled in an Allegheny College program. The purpose of this protocol is to ensure an effective, cooperative College response to any missing student situation. This protocol complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the College community regarding the reporting, investigation and required emergency notification when a student residing in on-campus housing is determined to be missing.

Reporting a Missing Student

If any student or employee has reason to believe a residential student is missing, he/she should immediately report this information to Public Safety (814) 332-3357 and/or the Dean of Students at (814) 332-4356. Anyone who receives a missing student report should immediately contact the Public Safety Office. Public Safety officials will follow their own investigation procedures.

Confidential Contact for Emergencies

Each student has the option to designate a confidential contact by submitting an Emergency Contact Form to the Dean of Students. The College will contact the designated person within 24 hours of the time that a student is considered missing by the College. For students who are under 18 and not emancipated, the College is obligated to notify parent(s) or legal guardian(s) within 24 hours of receiving a report that the student is missing. The College may also contact other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

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 Office of Student Involvement. The purpose of this approval is to attempt to schedule outdoor activities in an effort to be sensitive to our community.

PARENTAL NOTIFICATION

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 Student Life if you have questions or concerns regarding the above information.*

USE OF PHOTOGRAPHY POLICY

Allegheny College and its representatives occasionally take photographs and video recordings in public spaces on campus for the College's use in print and electronic media. Allegheny College does not attempt to collect photo release forms from members of its faculty, staff, students, and/or guests. Instead, we make the assumption that Allegheny faculty, staff, students and guests are our best resources for marketing the College to its constituencies and that they will welcome involvement in these activities

Therefore, we reserve the right to take and use photographs, video and electronic images of faculty, staff, students and visitors taken on college property and at college-sponsored events where subjects would not have an expectation of privacy. All photographs, video and electronic images are used for marketing and promotional purposes.

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 a written objection with the Office of College Relations. The objection must be made in writing to the Office of College Relations located in the 454 House.

SMOKE-FREE WORKPLACE

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 ofAllegheny College. Policy changes are made, as circumstances require. *(Rev. 4/1/03)*

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 Involvement. 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 Spiritual and 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.

TIMELY WARNING POLICY

The purpose of this policy is to ensure the issuance of timely warnings regarding crimes posing a serious or ongoing threat to the campus community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the College regarding the circumstances and delivery of warnings of serious or on-going threats.

Timely warnings are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. Timely warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. The content and amount of information varies depending on the nature of the threat, the amount of information available to first responders, the risk of compromising law enforcement efforts, and other factors.

Timely warnings are made only in response to the occurrence of crimes specified in the Clery Act. Decisions to issue a warning are made on a case-by-case basis considering the nature and circumstances of the crime and the danger posed to the community. A warning is only required when the reported crime occurred on campus, public property bordering campus, or property controlled by Allegheny College. In the event that a situation arises either on or off campus that, in the judgment of the Dean of Student Services in consultation with the President and/or Vice President(s) constitutes an ongoing threat, a campus wide ‘timely warning” may be issued.

Timely warnings typically are made by the Allegheny Safety & Security staff. Warnings may also be issued by the Vice President for Student Affairs or for warnings arising from crimes not involving students. The Vice President consults with the Safety & Security staff or local police and, for crimes occurring off campus, the College official with responsibility for the property or program at the location where the crime occurred. Timely warnings typically are made through campus wide e-mails sent to students and employees.

This policy is approved by the Vice President for Student Affairs and the AEC, Campus Life & Community Standards Committee in Spring 2016.

MEADVILLE STORES & RESOURCES

These listings are for informational purposes only, and their inclusion here does not constitute a recommendation or endorsement by the College. All phone numbers are preceded by area code (814), except where identified.

ACCOMMODATIONS

America's Best Value Inn, 18191 Conneaut Lake Rd., 724-6366

Azalea House B & B, 874 N. Main St., 337-8883

Bethaven Inn B & B, 386 Hamilton Ave., 336-4223

Days Inn of Meadville, 18360 Conneaut Lake Rd., 337-4264

Econo Lodge, 11237 Shaw Ave., 724-6366

Hampton Inn, 11446 Dawn Dr., 807-1446

Holiday Inn Express, 18240 Conneaut Lake Rd., 724-6012

Mayor Lord's House B & B, 654 Park Avenue, 720-8907

Quality Inn, 17259 Conneaut Lake Rd., 333-8883

Riverside Inn (closed January-March), 1 Fountain Ave., Cambridge Springs, 398-4645

Wynken Blynken and Nod B & B, 468 Chestnut St., 337-2018

BAKERIES

Confections of a Cake Lover, 896 Market St., 336-1338

Creative Crust, 217 Chestnut St., 336-2313

Giant Eagle, 18511 Conneaut Lake Rd., 724-1119

Save Room for Desserts, Market House, 910 Market St., 814-807-1207

Wal-Mart, 16086 Conneaut Lake Rd., 724-6309

DISCOUNT STORES

Big Lots, Downtown Mall, 333-2515

Dollar General, 900 Water St., 337-6873

Family Dollar, 18971 Park Ave Plaza, 336- 1275

Kmart, Meadville Mall, 333-6671

Wal-Mart, 16086 Conneaut Lake Rd., 724-6267

EMERGENCY NUMBERS

Allegheny College Security, 332-3357

General Emergency Number, 911

Meadville Fire Department, 724-6200

Meadville City Police, 724-6100

PA State Police, 336-6911

FOOD RESTAURANTS

1776 Bar & Grille, 994 Market St., 807-0600

Arby's Roast Beef, 1151 Park Ave., 333-2308

Burger King, 817 Park Ave., 337-5004

Dairy Queen, 18392 Conneaut Lake Rd., 333-6446

KFC, Park Ave. Plaza, 336-5663

McDonald's, 1060 Park Ave., 724-2207

Taco Bell, 1228 Park Ave., 724-6261

Tim Hortons, 16447 Conneaut Lake Rd., 333-2648

Tim Hortons & Coldstone Creamery, 1193 Park Ave., 336-5002

Wendy's, 1011 Park Ave., 333-9655

Italian

Chovy's Italian Casual, 18228 Conneaut Lake Rd., 724-1286

Mannino Italian Garden, 283 Chestnut Street, 337-0040

Valenza's Restaurant, 11105 Perry Highway, 724-1222

Mexican

Compadres, 17345 Conneaut Lake Rd., 336-6633

Pizza

Domino's, 220 Willow St., 333-4300

Harley's Pizza & Wing House, 1043 Park Ave., 807-0787

Little Caesar's Pizza, 801 Park Ave., 724-2111

Pizza Hut, Park Ave. Plaza, 336-1101

Pizza Villa, 962 South Main St., 336-6346

TJ's Pizza, 307 Poplar St., 337-2330

Vocelli Pizza, 893 Park Ave., 336-1114

Seafood

Hoss's Steak & Sea House, 18817 Conneaut Lake Rd., 333-4333

Red Lobster, 16736 Conneaut Lake Rd., 724-1205

Submarine/Hoagie Shops

Pennsylvania Sandwich Company, 342 North St., 203-8282

Subway, 1185 Park Ave., 724-1114

Whole Darn Thing, 899 Market Street, 724-5016

Chinese

Grace Asian Restaurant, 961 Park Ave., 333-1310

New Imperial China Buffet, Park Ave. Plaza, 333-1000

Super China Buffet, 18333 Conneaut Lake Rd., 336-1158

Yuen's Garden, 16039 Conneaut Lake Rd., 336-2228

FLOWERS & GIFTS

Cobblestone Cottage & Gardens, 828 North Cottage St., 724-3333

Giant Eagle, 175 Conneaut Lake Rd., 724-1119

Loeffler's Flower Shop, 207 Chestnut St., 336-3151

Stem Floral & Gifts, 270 Chestnut St., 807-1477

GROCERY STORES

Aldi Foods, 16500 Conneaut Lake Rd.

Giant Eagle, 175 Conneaut Lake Rd., 724-1119

Save-A-Lot, 18967 Park Avenue Plaza

TOPS, 144 W. Center St., 724-4025

Valesky's, 1044 Water St., 336-5121

Wal-Mart, 16086 Conneaut Lake Rd., 724-6267

MEDICAL SERVICES

Alcohol & Drug Information and Treatment Centers

Crawford County Drug & Alcohol Center, 898 Park Ave., 724-4100

Stepping Stones at Meadville Medical Center, 1034 Grove St., 336-4357

AMBULANCE SERVICES

Meadville Ambulance Service, Inc., 724-7598

Meadville EMS, 872 Water St., 724-1003

HOSPITAL & EMERGENCY SERVICES

Meadville Medical Center, 751 Liberty St., 333-5000

Med Express, 18471 Smock Highway, 333-3627

Water Street Urgent Care, 1009 Water St., 337-2273

OPTICIANS

Cohen Eyecare Center, 1073 South Main St., 333-4414

Family Optical Center, 900 Water St., 336-6353

John Alexander, 830 Market St., 724-2700

Mike Walker, 1039 Park Ave., 724-2020

Pearle Vision Center, Conneaut Lake Rd., 336-6057

Wal-Mart Vision Center, 16086 Conneaut Lake Rd., 337-4426

PHARMACIES

CVS Pharmacy, 392 North St., 333-6370

Giant Eagle, 18511 Smock Hwy., 724-6292

Jack's Pharmacy, 285 Chestnut St., 336-1113

Medicine Shoppe, 629 State St., 337-8880

Mill Run Community Pharmacy, 404 North St., 337-6600

Rite Aid Pharmacy, Market St., 336-3773

Tops Market, Downtown Mall, 337-2759

Walgreens, 379 North St., 337-0582

Wal-Mart, 16086 Conneaut Lake Rd., 724-6267

THEATRES

Academy Theatre, 275 Chestnut St., 337-8211

Allegheny Playshop, Vukovich Center, 332-2370

Erie Playhouse, 13 W. 10th St., Erie, 454-2852

Meadville Community Theatre, Oddfellows Building, 333-1773

The Movies at Meadville (10 screens), 333-2727 www.themoviesat.com

Park Avenue Cinema, 960 Park Ave., 337-3456

TRANSPORTATION SERVICES

Airline Ticket Agencies/Travel Agencies

Airport Orbit, Slippery Rock, PA, (877) 247-6724

AAA Travel Agency, 19023 Park Ave. Plaza, 724-3157

Metro Taxi, N. Main St., 814-282-9695

BUS LINES

CATA Bus Service (local service only), 336-5600 stops on campus, www.catabus.org

Greyhound Bus Lines (out-of-town service), Downtown Mall, 724-5423, 800-231-2222. Hours: Mon.-Fri., 10 a.m.-5 p.m.; Sat., 10 a.m.-4 p.m., closed Sundays and holidays. A one-way ticket to the following areas can be purchased at approximately these prices: Erie $15; Pittsburgh $21.50; Cleveland $40(double price for round trip).

CAR RENTAL

Enterprise Rent-A-Car, 16285 Conneaut Lake Rd., 337-7626

VIDEO RENTAL

Family Video Rental, 991 Park Ave., 333-1193

VARIETY-ENTERTAINMENT

Meadville Area Recreation Complex, 800 Thurston Road, 724-6006

Plaza Bowling Lanes, 18799 Smock Highway, 724-2144

OCTOBER 1

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NOVEMBER

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The cost of liberty is less than the price of repression. ~W.E.B. DuBois

October

3

Rosh Hashanah

October

4

Rosh Hashanah

October

bifurcate — *divide into two. Once another employee is hired, the company will bifurcate the woman's duties.*

@schooldatebooks

October---------

6

October

7

October---------

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October---------

9

-cura- (To *care) - curator, sinecure, secure*



Fewness of words, Greatness of deeds. ~Abdul Baha

October

10

Columbus Day (Observed)

October

11

Yom Kippur begins at sundown
Yom Kippur

October

12

Yom Kippur

mutable — *changeable. A folding screen creates a mutable partition in a large room.*

@schooldatebooks

October
13

October
14

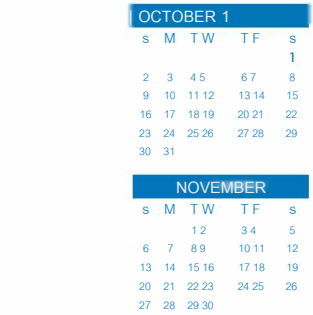
October
15

11:00 AM - 2:00 PM - Make A Difference Day (CC Lobby)

October
16

Sukkot

-aud-, -audit- *(hear)* — *audible, auditorium, audience*



I am not a special person. I am a regular person who does special things. ~Sarah Vaughan

October

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Sukkot

October

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Sukkot

October

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Sukkot

canard — *lie, falsehood. Her ridiculous excuse was clearly a canard.*

@schooldatebooks

October 20

Sukkot

October 21

Sukkot

October 22

Sukkot

October 23

Sukkot

-leg-, -lect- *(to read, to choose)* — *legible, eligible, election, select*



The most sacred place isn't the Church, the Mosque or the temple, it's the temple of the body. That's where spirit lives. ~Susan Taylor

October

24

October ■

25

October ■

26

halcyon — *peaceful, calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.*

October
27

October
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October
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October
30

Diwali

biblio- *(book)* — *bibliography, bibliophile, Bible*





May I assume whatever form I want in whatever space my spirit wishes to be. ~The Book of Coming Forth by Day translated by Dr. Maulana Karenga

October

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November ■

5 1 All Saints Day Mass

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November ■

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choleric — *irritable, short-tempered. The choleric receptionist became enraged by several prank phone calls.*

@schooldatebooks

November
3

November
4

Senior Portraits (CC 303)
6:00 PM - 9:00 PM - Greek Sing
(Shafer Auditorium)

November
5

Senior Portraits (CC 303)
7:00 PM - 8:00 PM - Chris Jones
Hypnotist sponsored by the
Gator Activities Programming
Board (CC Lobby)

November
6

Standard Time returns
Senior Portraits (CC 303)

-luc- *(light) — elucidate, lucid, translucent*

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DECEMBER

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A delay is not a denial. ~ Rev. James Cleveland

----- November ■

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Senior Portraits (CC 303)

November ■

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Election Day
Senior Portraits (CC 303)
5:30 PM - 8:30 PM - Percussion Ensemble Concert (CC Lobby)

November ■

5 Q to u z Q u W 9

Senior Portraits (CC 303)

coterie — *group ofpersons with a similar purpose. The women's coterie liked to discuss their favorite books.*

November
10

Senior Portraits (CC 303)

November
11

Veterans Day
Senior Portraits (CC 303)
7:00 PM - 10:00 PM - Orchesis
(Shafer Auditorium)

November
12

7:00 PM - 10:00 PM - Orchesis
(Shafer Auditorium)

November
13

3:15 PM - 5:15 PM - Jazz Band
Concert (CC Lobby)
7:00 PM - 10:00 PM - Orchesis
(Shafer Auditorium)

-erg- *(work) — energy, ergonomic, ergometer, metallurgy*





Where you will sit when you are old shows where you stood in youth. ~Yoruba proverb

November
14
International Education Week

November
15
International Education Week

November
16
International Education Week

MONDAY | TUESDAY | WEDNESDAY

diluvial — *pertaining to a flood. Saturday's rain brought yet another diluvial disaster to the region.*

@schooldatebooks

November
17

International Education Week

November
18

International Education Week
7:30 PM - Instrumental Chamber Emsembles (Ford Memorial Chapel)

November
19

International Education Week
3:15 PM - 5:15 PM - Civic Symphony Concert (Shafer Auditorium)

November
20

International Education Week
3:15 PM - 5:15 PM - Wind Symphony Concert (Shafer Auditorium)

-fid-, -fide-, -feder- *(faith, trust) — confidante, fidelity, confident, infidel, federal, confederacy*



Deal with yourself as an individual worthy of respect and make everyone else deal with you the same way.
~Nikki Giovanni

November

21

November

22

November

23

MONDAY | TUESDAY | WEDNESDAY

feckless — *ineffective, worthless. His girlfriend's father felt he was feckless, even though he tried to find a job.*

@schooldatebooks

November
24

THURSDAY | FRIDAY | SATURDAY | SUNDAY

TThhaannkksgginn

November
25

November
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November
27

-phon- *(sound) — symphony, telephone, phonetic, phonograph, euphony, cacophony, telephone*





How I wish I could pigeon-hole myself and neatly fix a label on! But self-knowledge comes too late! By the time I've known myself I am no longer what I was.~Mabel Segun

November

28

November

29

November

30

MONDAY | TUESDAY | WEDNESDAY

apathy — *lack of interest. Student apathy forced the club to dissolve.*

@schooldatebooks

December
1

December
2

7:30 PM - Chamber String Emsembles (Ford Memiorial Chapel)

December
3

3:15 PM - 5:15 PM - Choral Ensemble Concert (Shafer Auditorium)

December
4

-anthrop- *(man)* — *anthropology, misanthrope, philanthropy*





One's work may be finished someday but one's education, never. ~ Alexandre Dumas, the Elder

December
5

December
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December
7

Hanukkah Party

foible — *minor weakness. While the employee's resume is outstanding, her late arrival is a foible.*

@schooldatebooks

December
8

Immaculate Conception Mass

December
9

December
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December
11

Mawlid al-Nabi begins at sundown
3:15 PM - Chamber String Ensembles (Ford Memiorial Chapel)

-ine *(nature of)* — *masculine, genuine, medicine, opaline, Benedictine*





If we stand tall it is because we stand on the backs of those who came before us. ~ Yoruba proverb

December
12

Candlelight Christmas Service

December
13

December
14

MONDAY | TUESDAY | WEDNESDAY

laudatory — *praiseworthy. The principal commended our laudatory work.*

@schooldatebooks

December
15

December
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December
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December
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THURSDAY | FRIDAY | SATURDAY | SUNDAY

dis-, dif- *(not) — discord, differ, distrust*

There are three kinds of people in the world: those who make things happen, those who watch things happen, those who wonder what happened. ~Unknown

----- December -----

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----- December ■

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----- December ■

5 -21

First Day of Winter

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penury — *poverty. The decrepit buildings gave the area a mark of penury.*

@schooldatebooks

December
22

December
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December
24

Hanukkah begins at sundown

December
25

Christmas

-aster- *(star)* — *asterisk, asteroid, disaster*

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JANUARY

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A man who stands for nothing will fall for anything.
~El-Hajj Malik El-Shabazz (Malcolm X)

----- December ■

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Kwanzaa begins

----- December ■

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----- December ■

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impious — *lacking reverence or respect. His callous attitude toward others reflects his impious character.* cter.

@schooldatebooks

December
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December
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December
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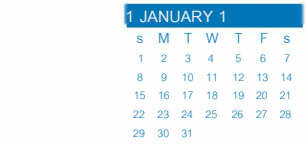
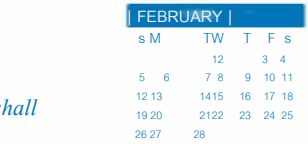
January
1

New Year's Day

-plac-, -pac- *(please)* — *placid, placebo, placate, complacent, pacify*





Truth is more than a mental exercise. ~ThurgoodMarshall

January ■

January ■

January ■

kitsch — *tacky decorative objects. Their home is full of1950s kitsch.*

@schooldatebooks

January
5

THURSDAY | FRIDAY | SATURDAY | SUNDAY

January
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January
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January
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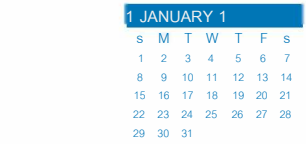
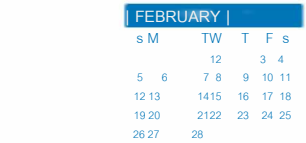
ego- *(I, self)* — *egoist, egotist, egocentric*





When you stand with the blessings of your mother and God, it matters not who stands against you.
~Yoruba proverb

January

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January

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January

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itinerant — *traveling from place to place. The itinerant circus will make its next stop in my town.*

@schooldatebooks

January
12

THURSDAY | FRIDAY | SATURDAY | SUNDAY

January
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January
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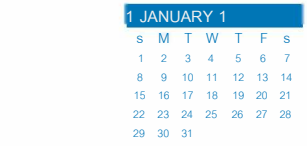
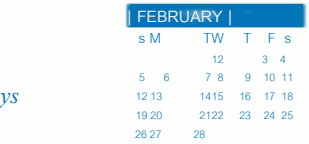
-mono- *(one) — monopoly, monologue, monorail, monotonous, monomania, monolithic, monotone*





If you always do what you always did, you will always get what you always got. ~Jackie "Moms" Mabley

January ■

16

Martin Luther King, Jr. Day (Observed)

January ■

17

January ■

18

assuage — *make less severe. The government has tried to assuage the public's fears.*

@schooldatebooks

January
19

January
20

January
21

12:00 PM - 1:00 PM - Greek Run Out (Brooks Walk)

January
22

civi- *(citizen) — civilization, civilian, civil*

You cannot fix what you will not face. ~James Baldwin

January ■

23

January ■

24

January ■

25

enigmatic — *puzzling. The Mona Lisa has a famously enigmatic smile.*

January
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January
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January
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Chinese New Year

January
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-sed-, -sess-, -sid- *(sit) — sediment, session, obsession, possess, preside, president, reside, subside*

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We have to move beyond the mind-set of powerlessness. ~Audrey Edwards

------ January ■

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------ January ■

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------ February ■

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jettison — *to cast overboard, discard. Before their move to Florida, the couple jettisoned their winter clothes.*

@schooldatebooks

February
2

Groundhog Day

February
3

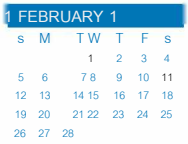
February
4

Faith Week 2017
1:30 PM - County Band (Shafer Auditorium)

February
5

Faith Week 2017

deb-, -debit- *(to owe) — debt, indebtedness, debenture*





Intuition is the spiritual faculty that does not explain, it simply points the way. ~Florence Scoval Schin

------ February ■

5 **6**

Faith Week 2017
11:30 AM - 1:30 PM - Career Education Fair (CC Lobby)

February ■

7

Faith Week 2017

February ■

8

Faith Week 2017

evanescent — *vanishing, not lasting. Lovely yet evanescent, the sunrise lifted her spirits.*

@schooldatebooks

February

Faith Week 2017

9

February

Faith Week 2017

10 FRIDAY

February

Faith Week 2017
2:00 PM - 4:00 PM - Mid Winter Festival (CC Lobby)

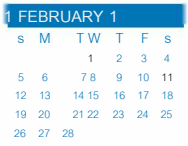
11

February

Lincoln's Birthday

12

com- *(with, together) — combine, commerce, communicate*





Our greatest problems in life come not so much from the situations we confront as from our doubts about our ability to handle them. ~Susan Taylor

------ February ----------

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------ February ■

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Valentine's Day

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------ February ■

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temerity — *reckless boldness. She had the temerity to call me a liar.*

@schooldatebooks

February

16

THURSDAY | FRIDAY | SATURDAY | SUNDAY

February

17

February

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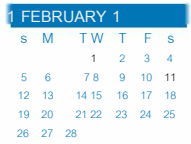
February

19

-vale-, -vali-, -valu- *(strength, value) — equivalent, valiant, validity, evaluate, value, valor*





A strong woman masters others.
A truly wise woman masters herself,
-adapted from The Wisdom of the Taoists

February ■

20 *Presidents' Day*

February ■

21

February ■

22 *Washington's Birthday*

maladroit — *awkward, tactless, inept. His maladroit response to criticism upset would-be voters.*

February
23

February
24

Jazz Band Tour (Crawford County Schools)

February
25

February
26

bio- *(life) — biology, biography, biochemist*

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Until you free yourself from the final monster in the jungle of your life, your soul is up for grabs.
~Rona Barrett

------ February ■

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------ February ■

5 -28

Shrove Tuesday Pancake Supper

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March

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Ash Wednesday
Ash Wednesday Service

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kismet — *destiny, fate. Jane likes movies depicting characters accepting their true kismet in life.*

March
2

THURSDAY | FRIDAY | SATURDAY | SUNDAY

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March
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March
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cata- *(down, break)* — *catastrophe, cataract, catapult*

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We are the children of those who chose to survive.
~Nana Poussaint in Daughters of the Dust

March

6

Senior Portraits (CC 303)

March

7

Senior Portraits (CC 303)

March

8

Senior Portraits (CC 303)

gustatory — *relating to sense of taste. Sara's cooking was full of gustatory delights.*

@schooldatebooks

March
9

Senior Portraits (CC 303)
7:00 PM - 10:00 PM - SAMS
(Shafer Auditorium)

March
10

Senior Portraits (CC 303)
7:30 PM - Alexander String
Quartet (Ford Memorial
Chapel)

March
11

March
12

Daylight-Saving Time begins

-pell-, -puls- *(to drive) — repel, expel, propellant, compulsion, pulsate*





We are living in a world where your color matters more than your character. ~Sister Souljah

-------- March ■

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Holi

-------- March •

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retrogress — *go backward. The project's failure forced the team to retrogress.*

@schooldatebooks

March
16

THURSDAY | FRIDAY | SATURDAY | SUNDAY

March
17

St. Patrick's Day

March
18

March
19

-dat- *(to give) — data, mandate, date*





In a moment of decision, the best thing you can do is the right thing to do. The worst thing you can do is nothing. ~Theodore Roosevelt

-------- March ----------

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First Day of Spring

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-------- March ■

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irascible — *easily angered. Her frequent outbursts show she ' becoming more irascible as she ages.*

March
23

THURSDAY I FRIDAY I SATURDAY I SUNDAY

March
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March
25

March
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circum- *(around)* — *circumnavigate, circumspect, circumscribe*

MARCH 1						
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Your world is as big as you make it.
~-Georgia Douglas Johnson

-------- March ■

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-------- March ■

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hinterland — *wilderness. The family moved out of the city and into the hinterland.*

@schooldatebooks

March
30

THURSDAY | FRIDAY | SATURDAY | SUNDAY

March
31

April
1

April Fools' Day
County Band (Snow Day
Make-Up) (Shafer Auditorium)

April
2

-brev- *(short) — brevity, abbreviate, breviary*

You may not know how to raise your self-esteem, but you definitely know how to stop lowering it.~ Awo Osun Kunle

April
3

April
4

April
5

spurious — *false, not genuine. They made spurious claims of personal injury.*

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April
6

April
7

12:00 PM - 2:00 PM - Creek Connections (All Rooms in CC)

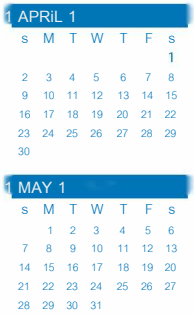
April
8

3:15 PM - Choral Ensemble Concert (Shafer Auditorium)

April
9

Palm Sunday
Palm Sunday
3:15 PM - Faculty Recital (Ford Memorial Chapel)

-ac, -ic *(like, pertaining to)* — *cardiac, aquatic, dramatic, metallic*



When you don't have a grip on life, it will definitely get a grip on you. ~Jewel Diamond-Taylor

April
10

Passover begins at sundown

April
11

April
12

Campus-wide Seder

gourmand — *lover of fine food. Jeff became a real gourmand after years ofpeanut butter sandwiches in college.*

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April -
13

Maundy Thursday

April -
14

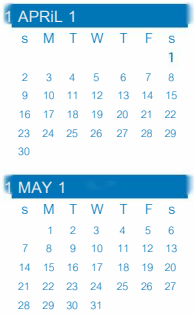
Good Friday

April -
15

April -
16

Easter
Easter

-put-, -putat- *(to trim, to calculate) — computation, amputate, putative*



Examine the labels you apply to yourself. Every label is a boundary or limit you will not let yourself cross.
~Dwayne Dyer

April

17

April -

18

April -

19

WEDNESDAY | TUESDAY MONDAY

gregarious — *sociable. She was a gregarious, outgoing person even in new settings.*

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April
20

April
21

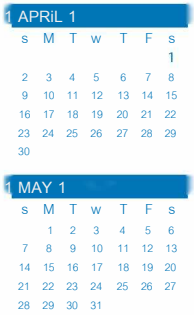
April
22

Earth Day
1:00 PM - 4:00 PM - Springfest (CC Lobby)
7:30 PM - Chamber String Emsembles (Ford Memorial Chapel)

April -
23

3:15 PM - Allegheny College Jazz (Campus Center Lobby)

bi- *(two)* — *bicameral, biennial, bicycle*



Life has two rules: (1) Never quit! And (2), Always remember rule number 1. ~Duke Ellington

- April -

24

- April -

25

- April -

26

WEDNESDAY TUESDAY MONDAY

adroit — *accomplished, skillful. The dancer was adroit enough to succeed in tap and ballet.*

@schooldatebooks

April - 27

April - 28

7:30 PM - Instrumental Chamber Ensembles (Ford Memorial Chapel)

April - 29

9:00 AM - 9:00 PM - Relay for Life (Brooks Walk)
3:15 PM - Civic Symphony Concert (Shafer Auditorium)

April - 30

3:15 PM - Wind Symphony & Wind Ensemble (Shafer Auditorium)
7:00 PM - 8:00 PM - Greek Awards (Schultz Banquet Hall)

-doc-, -doct- *(to teach) — docile, document, doctor*





No one can give you wisdom. You must discover it for yourself, on the journey through life, which no one can take for you. ~Sun Bear

May

DAY 1

5:00 PM - 10:00 PM - Percussion Ensemble Concert (Shafer Auditorium)

May

DAY 2

7:30 PM - 9:30 PM - Senior Athlete Celebration (Shafer Auditorium)

May

3

fortuitous — *happening by chance. The collapse of its competitors brought fortuitous gains to the company.*

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May
4

THURSDAY | FRIDAY | SATURDAY | SUNDAY

May
5

Cinco de Mayo

May
6

May
7

3:15 PM - Chamber Singers: Opera Scenes (Ford Memorial Chapel)

-tempor- *(time)* — *contemporary, extemporaneous, temporize*





If you are on a road to nowhere, find another road.
~Ashanti proverb

May

DAY 8

MO

May

DAY 9 Senior Week

TU

May

£10 Senior Week

SD

DS

DD

largess — *generous bestowal of gifts. My grandpa showed great largess by giving me his restored hot rod.*

May
11

Senior Week

May
12

2:00 PM - Commencement Recital
(Ford Memorial Chapel)

May
13

May
14

Mother's Day

contra- *(against)* — *contradict, contrary, contrast, contraband, contravene*





If you fall, fall on your back. If you can look up, you can get up. ~Les Brown

- May -
15

May
16

- May -
17

WEDNESDAY TUESDAY MONDAY

quell — *to quiet, pacify. Police were called in to quell the restless crowd.*

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May
18

THURSDAY I FRIDAY I SATURDAY I SUNDAY

May
19

May
20

May
21

-astr- *(star) — astronomy, astrology, astronaut, astrophysics, astrolabe*





Power concedes nothing without a demand.
~Frederick Douglass

--------- May -

£22

--------- May -

£23

--------- May -

5 - 24

jocular—*playful, suited to joking. The students were jocular as they counted down the hours until spring break.*

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May
25

May
26

Ramadan begins at sundown

May
27

May
28

de- *(down, away) — debase, decant, depart, default*





As soon as healing takes place, go out and heal somebody else. ~Maya Angelou

- May -
29

Memorial Day (Observed)

- May -
30

- May -
31

encomium — *high praise. An encomium by the students ended the teacher's farewell dinner*

June
1

June
2

June
3

June [1]
4

THURSDAY | FRIDAY | SATURDAY | SUNDAY

-tort- *(twist) — torture, retort, extort, distort, contort*