



2019-2020

The Compass

Student Handbook and Resource Guide

Need more information?
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Important Dates

Information Home: Registrar's Website

Link: <https://sites.allegHENY.edu/registrar/academic-calendars/>

Academic Calendars

2019-2020 Academic Year

Fall 2019 Academic Calendar

Saturday	August 24	Matriculation
Saturday-Monday	August 24-26	Welcome Weekend. Saturday is for first-year move-in. Sunday is for continuing student move-in. All early move-in requests require advance permission.
Tuesday	August 27	First day of fall semester classes
Monday	September 9	Deadline for Adding, Dropping, and/or declaring CR/NCR for a 14-week course or "Module A" 7-week course
Monday	September 23	Deadline for student-initiated withdrawal ("X") from a "Module A" 7-week course
Wednesday	September 25	Last day to submit work for an "Incomplete" course from previous semester
Friday	October 4	Final grades due from faculty for previous semester "Incompletes"
Saturday-Tuesday	October 12-15	Fall Break – no classes
Wednesday	October 16	First 7-week "Module A" classes end
Thursday	October 17	Second 7-week "Module B" classes begin
Tuesday	October 29	All-College programming day ("Gator Day") – no classes
Thursday	October 31	Deadline to Add or Drop a "Module B" 7-week course or declare a "Module B" course Credit/No Credit
Friday	November 1	Deadline for student-initiated withdrawal ("X") from a 14-week course
Monday-Friday	November 4-8	Senior Registration
Monday-Friday	November 11-15	Junior Registration
Thursday	November 14	Deadline for student-initiated withdrawal ("X") from a "Module B" 7-week course
Monday-Friday	November 18-22	Sophomore Registration
Wednesday-Sunday	November 27-December 1	Thanksgiving Break – no classes
Monday-Friday	December 2-6	First-year Registration; RSE
Tuesday	December 10	Last day of fall semester classes

Wednesday	December 11	Study day
Thursday-Friday	December 12-13	Final Exams Please make your travel plans to allow you to complete your exams
Saturday-Sunday	December 14-15	No Finals
Monday-Tuesday	December 16-17	Final Exams Please make your travel plans to allow you to complete your exams
Wednesday	December 18	All students must be moved out of the residence halls by noon.
Monday	January 2	9:00 AM: Fall semester grades due in Registrar's Office

Spring 2020 Academic Calendar

Saturday	January 11	Move-in for Spring Semester. All early move-in requests require advance permission.
Monday	January 13	First day of spring semester classes
Monday	January 20	Martin Luther King Day – no classes
Monday	January 27	Deadline for Adding, Dropping and/or declaring CR/NCR for a 14-week course or “Module A” 7-week course
Monday	February 10	Deadline for a student-initiated withdrawal (“X”) from a “Module A” 7-week course
Tuesday	February 11	Last day to submit work for an “Incomplete” course from previous semester
Friday	February 21	Final grades due from faculty for previous “Incompletes”
Monday	March 2	Last day of “Module A” 7-week courses
Tuesday	March 3	First day of “Module B” 7-week courses
Saturday-Sunday	March 14-22	Spring Break – no classes
Monday	March 23	Deadline to add or drop a “Module B” 7-week course or declare a “Module B” course Credit/No Credit
Tuesday	March 24	Deadline for student-initiated withdrawal (“X”) from a 14-week course
Monday-Friday	April 6-10	Rising Senior Registration
Tuesday	April 7	Deadline for student-initiated withdrawal (“X”) from a “Module B” 7-week course
Monday-Friday	April 13-17	Rising Junior Registration
Monday-Friday	April 20-24	Rising Sophomore Registration; RSE's
Monday	April 27	Last day of spring semester classes
Tuesday	April 28	Cook-Lahti Scholars Symposium; Honors Convocation
Wednesday	April 29	Study Day
Thursday-Friday	April 30-May 1	Final Exams Please make your travel plans to allow you to complete your exams
Saturday-Sunday	May 2-3	No Finals
Monday-Tuesday,	May 3-4	Final Exams Please make your travel plans to allow you to complete your exams

Wednesday	May 6	All students <u>NOT</u> participating in Commencement must be moved out of the residence halls by noon.
Wednesday	May 6	9:00 AM Senior grades due in Registrar's Office
Saturday	May 9	Commencement
Sunday	May 10	All students participating in Commencement must be moved out of the residence halls by noon.
Monday	May 11	9:00 AM Spring semester grades due in Registrar's Office

Summer 2020 Academic Calendar

Monday	May 11	First day of Summer Term I (used for EL Travel Seminars) Last day to add a class for Summer Term I
Monday	May 25	Memorial Day – no classes (unless this is impractical, as in the case of a travel seminar)
Monday	June 8	Last day of Summer Term I Time for final examinations shall be built in to this term by instructors
Tuesday	June 9	First day of Summer Term II (used for internships, independent studies, etc.) Last day to add a class for Summer Term II
Monday	July 6	Independence Day – no classes
Tuesday	July 28	Last day of Summer Term II Time for final examinations shall be built in to this term by instructors
Friday	July 31	Noon: All summer semester grades due in Registrar's Office

2020-2021 Academic Year

Fall 2020 Academic Calendar

Saturday	August 22	Matriculation
Saturday-Monday	August 22-24	Welcome Weekend. Saturday is for first-year move-in. Sunday is for continuing student move-in.

		All early move-in requests require advance permission.
Tuesday	August 25	First day of fall semester classes
Monday	September 7	Deadline for Adding, Dropping, and/or declaring CR/NCR for a 14-week course or “Module A” 7-week course
Monday	September 21	Deadline for student-initiated withdrawal (“X”) from a “Module A” 7-week course
Wednesday	September 23	Last day to submit work for an “Incomplete” course from previous semester
Friday	October 2	Final grades due from faculty for previous semester “Incompletes”
Saturday-Tuesday	October 10-13	Fall Break – no classes
Wednesday	October 14	First 7-week “Module A” classes end
Thursday	October 15	Second 7-week “Module B” classes begin
Tuesday	October 27	All-College programming day (“Gator Day”) – no classes
Thursday	October 29	Deadline to Add or Drop a “Module B” 7-week course or declare a “Module B” course Credit/No Credit
Friday	October 30	Deadline for student-initiated withdrawal (“X”) from a 14-week course
Monday-Friday	November 2-6	Senior Registration
Monday-Friday	November 9-13	Junior Registration
Thursday	November 12	Deadline for student-initiated withdrawal (“X”) from a “Module B” 7-week course
Monday-Friday	November 16-20	Sophomore Registration
Wednesday-Sunday	November 25-29	Thanksgiving Break – no classes
Monday-Friday	November 30-December 4	First-year Registration; RSE
Tuesday	December 8	Last day of fall semester classes
Wednesday	December 9	Study day
Thursday-Friday	December 10-11	Final Exams Please make your travel plans to allow you to complete your exams
Saturday-Sunday	December 12-13	No Finals
Monday-Tuesday	December 14-15	Final Exams Please make your travel plans to allow you to complete your exams
Wednesday	December 16	All students must be moved out of the residence halls by noon.
Monday	January 4	9:00 AM: Fall semester grades due in Registrar’s Office

Spring 2021 Academic Calendar

Saturday	January 16	Move-in for Spring Semester. All early move-in requests require advance permission.
Monday	January 18	Martin Luther King Day – no classes
Tuesday	January 19	First day of spring semester classes

Monday	February 1	Deadline for Adding, Dropping and/or declaring CR/NCR for a 14-week course or “Module A” 7-week course
Monday	February 15	Deadline for a student-initiated withdrawal (“X”) from a “Module A” 7-week course
Tuesday	February 16	Last day to submit work for an “Incomplete” course from previous semester
Friday	February 26	Final grades due from faculty for previous “Incompletes”
Monday	March 8	Last day of “Module A” 7-week courses
Tuesday	March 9	First day of “Module B” 7-week courses
Saturday-Sunday	March 20-28	Spring Break – no classes
Monday	March 29	Deadline for student-initiated withdrawal (“X”) from a 14-233k course. Deadline to add or drop a “Module B” 7-week course or declare a “Module B” course Credit/No Credit
Monday-Friday	April 12-16	Rising Senior Registration
Tuesday	April 13	Deadline for student-initiated withdrawal (“X”) from a “Module B” 7-week course
Monday-Friday	April 19-23	Rising Junior Registration
Monday-Friday	April 26-30	Rising Sophomore Registration; RSE’s
Monday	May 3	Last day of spring semester classes
Tuesday	May 4	Cook-Lahti Scholars Symposium; Honors Convocation
Wednesday	May 5	Study Day
Thursday-Friday	May 6-7	Final Exams Please make your travel plans to allow you to complete your exams
Saturday-Sunday	May 8-9	No Finals
Monday-Tuesday,	May 10-11	Final Exams Please make your travel plans to allow you to complete your exams
Wednesday	May 12	All students NOT participating in Commencement must be moved out of the residence halls by noon.
Wednesday	May 12	9:00 AM Senior grades due in Registrar’s Office
Saturday	May 15	Commencement
Sunday	May 16	All students participating in Commencement must be moved out of the residence halls by noon.
Monday	May 17	9:00 AM Spring semester grades due in Registrar’s Office

Summer 2021 Academic Calendar

Monday	May 17	First day of Summer Term I (used for EL Travel Seminars)
		Last day to add a class for Summer Term I

Monday	May 31	Memorial Day – no classes (unless this is impractical, as in the case of a travel seminar)
Monday	June 14	Last day of Summer Term I Time for final examinations shall be built in to this term by instructors
Tuesday	June 15	First day of Summer Term II (used for internships, independent studies, etc.) Last day to add a class for Summer Term II
Monday	July 5	Independence Day – no classes
Tuesday	August 3	Last day of Summer Term II Time for final examinations shall be built in to this term by instructors
Friday	August 6	Noon: All summer semester grades due in Registrar's Office

Administration

The Administrative Executive Committee (AEC) is the primary policy-making body of the College. The AEC reviews all major financial, administrative, academic, and programmatic issues.

AEC Members at a Glance

Terry Bensel

Associate Provost and Director of The Allegheny Gateway • Professor of Environmental Science

Ron Cole

Provost • Dean of the College • Professor of Geology

Kristin Nicole Dukes

Dean for Institutional Diversity

Richard Holmgren

Vice President for Information Services and Assessment • Chief Information Officer

Marjorie Klein

Senior Vice President for Development and Alumni Affairs

Cornell B. LeSane II

Senior Vice President for Enrollment and Dean of Admissions

Jennifer Mangus

Director of Human Resources

Eileen E. Petula

Executive Vice President and Chief Operating Officer

Bill Ross

Director of Athletics and Recreation

Susan K. Salton

Vice President for College Relations

April Thompson

Vice President of Student Life and Dean of Students

Linda Wetsell

Chief Financial Officer and Treasurer

Mission Statement

Policy Home: About Allegheny College Webpage

Link: <https://sites.allegheny.edu/about/>

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.

Statement of Community

Policy Home: About Allegheny College Webpage

Link: <https://sites.allegheny.edu/about/>

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.

Emergency Contacts

Information Home: Emergency Webpage

Link: <https://sites.alleggheny.edu/emergency/emergency-contacts-resources/>

Contact Name	Phone Number
Life Threatening Emergency	911
Allegheny College Safety & Security	814-332-3357 –or- 814-332-3373
Meadville City Police Department	814-724-6100
Meadville City Fire Department	814-724-6200
Pennsylvania State Police	814-332-6199 –or- 814-724-2985
Physical Plant	814-332-5378 –or- 814-332-2860
Dean of Students Office	814-332-4356
Title IX Coordinator	814-332-3085
Counseling Center	814-332-4368
Winslow Health Center	814-332-4355
Crisis Line (Psychological Crisis)	814-724-2732
Pennsylvania State Health Department	877-724-3258
American Red Cross (Local Chapter)	814-337-3241
Salvation Army (Local)	814-724-3738
National Weather Service	814-337-2590
Allegheny Media Relations Office	814-332-5950 –or- 814-332-4793

Student Conduct Policies

Article I: Purpose

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

As members of Allegheny College's residential learning community we strive to develop lives rich in meaning and purpose. Students, faculty, staff and administrators are all valued as responsible citizens of both the campus and the surrounding community. By forming connections with our diverse backgrounds we have the opportunity to expand our understanding of the world 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 of Allegheny College's Residential Learning Community.

Section 2: General Process of the Student Conduct System

The Student Conduct System is educational in nature and is designed to provide a process to determine a student's responsibility and, when appropriate, assign sanctions for 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 and one for non-academic matters. 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, Community Standards Boards, 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

Sections 1-6

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 Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence, and Stalking Policy (sometimes hereinafter referred to as "Discriminatory and Sexual Harassment Policy"), decisions about whether to assert College jurisdiction over matters occurring off campus shall be made by the Title IX Coordinator, in consultation with the Dean for Institutional Diversity for cases involving discriminatory harassment. 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 Away experiences, College-sponsored events (both on and off campus), and off campus gatherings.
- B. All Allegheny College Public Safety 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 Public Safety 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

For 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 Public Safety 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. The College reserves the right to enter, inspect, and search any student room at any time with or without permission or consent of the room occupant(s) to respond to an emergency, provide maintenance work, make safety inspections, and/or based on reasonable suspicion, investigate violation(s) of College policies or regulations.

- 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 Public Safety 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 Public Safety 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 public safety 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, Public Safety 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.
 - 3. Search Warrant: Public Safety officers (or other law enforcement officers) may enter and search when they have obtained a legal document authorizing the law enforcement official to enter and search premises.
 - 4. Authorized Entry of Student Room: With authorization by the Dean of Students, Public Safety Officers, or a designee of the Dean of Students may enter and search a student room without the student's consent to respond to an emergency or, based on reasonable suspicion, investigate violation(s) of College policies.

5. Authorized Entry for Inspection: Conducted for the purposes of health, safety, and maintenance: Though not the primary purpose of the inspection, items within plain view that are in violation of College policy may be removed and the students may be referred to the Student Conduct process. Only Public Safety Officers may seize evidence of a crime.
 6. Emergency Access to Information Systems: Should a senior Officer of the College—President, Executive Vice President, Provost, Vice President of Student Life, or comparable College Officer—determine that the life or safety of an Allegheny student, employee, or official guest is in imminent danger, the Officer may ask LITS staff to search system logs and information services for data, including data associated with student accounts, that might help the College reduce the danger. Such requests must be made in writing or through documentable electronic communications, such as email or text via official College communication channels.
 7. Health and Safety Inspections: A room inspection may occur when there is reason to suspect that College policies may have been violated or 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 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).
- B. Students may file a complaint with the Dean of Students Office or with the Dean for Institutional Diversity if the student believes a search or room entry violates these guidelines. 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 Institutional Diversity and to file a Bias Response Form.

Section 6: Campus Life and Community Standards Committee

The Campus Life and Community Standards (CLCS) committee formulates and recommends policy related to the nature and quality of life on campus, represents the faculty and the student body in hearings concerning the Honor Code and the non-academic student conduct system, and provides faculty consultation to the Athletics Department.

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, the student Director and Assistant Director of Student Affairs for the Allegheny Student Government and six full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate, the Dean of Students, Chaplain, Director of Athletics (or an appointed representative from Athletics), Director of Student Involvement, Director of the Counseling Center, Director of Residence Life (or their substitutes if they are unable to attend, and one staff representative appointed by the Staff Advisory Committee. 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 or on Community Standards Boards.

Members of the CLCS Committee comprise the Community Standards Boards, when possible. There will be an additional pool of trained members of Community Standards Boards, approved by the CLCS Committee to supplement when CLCS Committee members are not available.

Links:

Bias Response Form

sites.allegHENY.edu/incidentreport/incident-report-form/

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.

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:

Honor Code (Articles I-IV)

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.

Honor Code 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.

Honor Code 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 properly 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 course policies.

Honor Code Article IV

Section 1

Tests and examinations at Allegheny may or may 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, with the exception of taking exams into locked rooms and restrooms without explicit instructor permission. It is the student's responsibility to ensure that the door to the room remains unlocked during the entire exam. Students may not leave the building 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.

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 - Honor Code Signature (Revised Spring 2015)

In recognition of the responsibilities of the Honor Program, a student, when submitting a test or paper, shall note "**the work is mine unless otherwise cited**" 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 pledge does not exempt any work from the Honor Code. For electronically submitted assignments, each instructor may determine how their students will recognize the pledge.

Honor Code (Other Parts)

Honor Code Article V

Section 1 Review Panel.

A modified review panel will be assigned in cases referred to Article III. 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 of Allegheny College. Additionally, notes will be taken during the Review

Panel meeting and during any interviews conducted. Each party will review and sign the notes attributed to him/her.

- D. Review Panels will be conducted in confidence, with only one person testifying at a time. When the Review Panel convenes, the Moderator will proceed as follows:
 - 1. Review the procedure as outlined in Section 2: Preliminary Procedure.
 - 2. Read the accusation.
 - 3. Inform the accused of the Honor Committee's responsibilities and of the purpose of the Review Panel meeting.
 - 4. Ask the student whether they understand 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 they have 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. If the student admits to violating the Honor Code either to the instructor or to the Honor Committee, an expedited review process may be followed. If the instructor, the student, and a representative from the Dean of Students Office agree to an expedited process, and if the student has not previously been found responsible of violating the Honor Code and does not have more than one Non-Academic Disciplinary Warning, then a meeting between those parties will be arranged to discuss and resolve the Honor Code violation. Non-Academic disciplinary history at Suspension, Probation, or multiple Warnings will automatically result in a hearing. If only one prior Non- Academic Warning exists, the student has the choice of a formal hearing or the expedited review process.
2. The instructor will assign academic course work sanctions, and the representative of the Dean of Students Office, in consultation with the Chair of the Honor Committee, will assign College sanctions, including, but not limited to, developmental sanctions. The Faculty member, Honor Committee, and representative from the Deans of Students Office would have access to student history to help support their decision.
3. A meeting will be set up between the accused, the instructor 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.

Honor Code Article VI

Honor Code Hearing Process

- A. The Honor Committee will inform the Dean of Students representative of its intention to refer the alleged violation of the Honor Code to the Campus Life and Community Standards Committee. Within 5 business days, the Dean of Students representative 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 Dean of Students representative 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 Dean of Students representative. 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 Dean of Students representative. The Community Standards Board will have access to a Board Advisor who is trained in current policy and process to answer procedural questions and advise regarding the adjudication process.
- 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.

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.

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 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 or through interviews with trained investigators and directed to the Student Conduct Officer. Reports of alleged violations of the College's Policy Against Discriminatory and Sexual Harassment: including Sexual Violence, Intimate Partner Violence, and Stalking however, should be made and/or forwarded to the Title IX Coordinator. Reports should be submitted as soon as possible after the alleged violation occurs, by submitting an incident report to the Office of Public Safety, the Title IX Coordinator, or the Title IX Deputy Coordinators.

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: including Sexual Violence, Intimate Partner Violence, and Stalking some of the provisions of the following Section 1A of Article IV do not apply. See the Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence, and Stalking Policy for detailed information regarding the investigation and administrative resolution for those cases.

- A. Upon receipt of a report, the Student Conduct Officer will gather information regarding potential policy violations. This may include speaking to the author of the report and/or speaking to others with firsthand information. If the behavior described in the report could constitute a policy violation, the student(s) alleged to have violated College policy will be informed of the allegation.
- B. The Student Conduct Officer is responsible for determining the alleged policy violation(s) and the level of the case. In circumstances that behavior may violate Student Conduct policies and Discriminatory and Sexual Harassment, Intimate Partner Violence, and Stalking Policies, the Student Conduct Office and the Title IX Coordinator will confer about which process should be used.
- C. Following an initial inquiry and review of the reports, the student respondent will be contacted by the Student Conduct Officer (or designee) and will be presented with the allegation(s) against them. 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 discuss the possible College responses with the student. If the case can be resolved administratively by mutual agreement of the student and the Student Conduct Officer, the student is eligible to sign an administrative agreement detailing the charges and the sanction(s). Such resolution is final and there will be no subsequent hearings or appeals. Students who are offered an administrative agreement will be given the opportunity to consider the agreement and consult with a Community Support Person before signing the agreement. If the student respondent does not accept responsibility, the facts supporting the allegation are in question, or the allegation would establish new precedent, the Student Conduct Officer (or designee) will undertake an appropriate investigation of the matter and refer the allegation to a Community Standards Board. The option of mutual agreement is not available in the formal process for responding to complaints of the Policy Against Discriminatory and Sexual Harassment: including Sexual Violence, Intimate Partner Violence, and Stalking.
- D. 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 final investigation report, 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.

- E. The Student Conduct Officer (or designee) will inform the respondent of the potential 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 of this Code of Student Conduct. For incidents in which the behavior would not likely result in suspension or expulsion, an allegation may be referred to an all-student Community Standards Board. For allegations that may result in suspension or expulsion, the allegation will be referred to a three-member Community Standards Board comprised of at least one faculty member.
- F. During all phases of this process, the respondent (as well as student complainants) are permitted to be accompanied by a Community Support Person. A Community Support Person is student or employee of Allegheny College 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 meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting their own information and, therefore, Community Support Persons are not permitted to speak or participate directly in any meetings/hearings without approval from the convener.
- G. 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 the student's absence and that the student may be additionally charged with a violation of College policy for abuse of the student conduct system.
- H. 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 administrative resolution conference as well as any hearings. The notice will also include the nature of the specific alleged violations of College policy.

Section 2: The Community Standards Board Hearing

- A. Once a matter has been referred to the Community Standards Board, the Dean of Students representative will contact the respondent and the complainant within 5 calendar days and inform them of the following as it relates to the hearing:
 - a. time, date and place of the hearing;
 - b. specific College policies that have allegedly been violated;
 - c. 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 an Allegheny College student or employee 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 Community Support Person is not an advocate for the student, does not represent the student, speak on behalf of the student, or examine/cross-examine other parties or witnesses. The student is responsible for presenting their own information and, therefore, Community Support Persons are not permitted to speak or participate directly in any meetings/hearings without approval.
 - d. 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. File contents cannot be copied, photographed or otherwise duplicated
- e. that the student is permitted and encouraged to speak on their own behalf, to present relevant information, and to present a written statement and any additional information to the Community Standards Board no later than 24 hours prior to the hearing;
 - f. that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.
- B. The Community Standards Board 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. The Community Standards Board will have access to a Board Advisor who is trained in current policy and process to answer procedural questions and advise regarding the adjudication process.
 - C. A recording is made of the hearing and retained by the Dean of Students representative pending an appeal. Only the Dean of Students Office, the Title IX Coordinator's Office, the appealing student, and the Office of the Executive Vice President will have access to the recording, and it will be used only for the College appeal process. No recording devices, other than the official recording, may be used during the meetings and hearing. A file containing all records pertinent to the alleged violation is maintained in the Dean of Students or Title IX Office.
 - D. During the hearing, members of the Community Standards Board, the board advisor, the complainant, the accused student, the Student Conduct Officer, the Hearing Board Advisor and/or the investigator, and Community Support Person(s) may be present to hear all facts and other information related to the alleged violations. The Community Standards Board will listen to all relevant information from:
 - 1. The Complainant;
 - 2. the Respondent;
 - 3. the Investigator, and
 - 4. other relevant witnesses.
 - B. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The board may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the board.
 - C. When the board has heard and received the relevant information and documents offered by the parties during the hearing, the board will adjourn the hearing and move to executive session when only board members and a board Advisor may be present. In executive session, the board will deliberate and decide whether they believe the accused student is responsible for violating the Community Standards and, if so, will assign sanctions, if appropriate.
 - D. The board's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Community Standards. All decisions of the board are by simple majority vote.
 - E. After a decision has been reached, the board will report the outcome and rationale to the Dean of Students representative, who will notify the respondent of the decision in writing within 5 calendar days from the date of receiving the report from the board. In cases of allegations of the Policy Against Discriminatory and Sexual Harassment: including Sexual Violence, Intimate Partner Violence, and Stalking, the complainant will also be notified.
 - F. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in the student's absence.

Section 3: Appeals

- A. An appeal of the Community Standards Board decision must be submitted in writing by the responding student to the Student Conduct Officer within 14 calendar days after receiving notification of the outcome of the hearing.
- B. The appeal must specify the reason(s) for the appeal. The student appealing may appeal on any or all of 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 board.
 - The board's decision was unsupported by any substantial evidence at the hearing.
- C. Failure to appeal within the allotted time will render the original decision final and conclusive.
- D. The appeal will be reviewed by a three member sub-committee of the Community Standards Board. No member of the original hearing board is eligible to serve on the appeal board.
- E. Appeals will be decided upon the record of the original proceeding and upon written materials submitted by the parties.
- F. The appeal board reviewing an appeal may:
 - 1. Affirm the finding and the sanction imposed by the original board.
 - 2. Affirm the finding and reduce, but not eliminate, the sanction if it is found to be disproportionate to the offense,
 - 3. Assign the case to a new hearing board to resolve procedural errors, or errors in interpretation of College regulations were so substantial as to effectively deny the charged student a fair hearing, or if new and significant evidence became available which could not have been discovered by proper diligence before or during the original hearing. The board will be directed not to repeat the specified errors that caused the case to be reheard.
- B. Deference shall be given to the determinations of the hearing board.
- C. The decision of the Community Standards Board 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 appeal board. 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.
- D. 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 board.
 - The board's decision was unsupported by any substantial evidence at the hearing.

- E. 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.
- F. The decision of the Executive Vice President is final.

Section 4: Process for Cases Involving Alleged Violations of the Policy Against Discriminatory and Sexual Harassment: including Sexual Violence, Intimate Partner Violence, and Stalking

A. For cases involving alleged violations of the College's Policy Against Discriminatory and Sexual Harassment: including Sexual Violence, Intimate Partner Violence, and Stalking, the above-described processes will be followed, with the following modifications:

1. Usually with the Complainant's consent, the Title IX Coordinator (or designee), in consultation with the Dean for Institutional Diversity in cases of discriminatory harassment, will initiate the process by notifying the Respondent that a complaint has been filed against them and will inform the Respondent of the nature of the complaint, providing a written copy of the complaint to the Respondent. The Title IX Coordinator (or Deputy Coordinator) will explain to both parties the avenues for informal and formal action, including a description of the process and the relevant avenues of redress and provide each with a copy of this policy.
2. The Title IX Coordinator (or designee) will conduct an investigation of the matter. The investigation generally would include interviews of (a) the complainant, (b) the respondent and/or (c) available witnesses as needed; and (d) the review of relevant documents as appropriate. Disclosure of facts to non-party witnesses will be limited to what is reasonably necessary to conduct a fair and thorough investigation.
3. Both the complainant and the respondent will be given an 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 equal access to relevant information and documents once the investigative file is complete.
4. At any time during the investigation, the Title IX Coordinator (or designee), may recommend interim protections or remedies be provided by College officials. These protections and remedies may include (but are not limited to) separating parties, placing limitations on contact between parties, or making alternative workspace, housing, extracurricular or academic arrangements where reasonable and feasible. Failure to comply with the terms of interim protections or remedies may be considered a separate violation of this policy.
5. The investigation shall be completed as promptly as possible and in most cases in less than 60 working days from the 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 will be notified in writing.
6. After concluding the investigation, the investigator will record the facts gathered during the investigation in a written report. The Title IX Coordinator, or designee, will review the investigative

report and may request additional investigation or revisions to the investigative report to ensure the investigation and investigative report are adequate, reliable, and impartial. 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 relevant evidence collected as part of the investigation.

7.. Following the completion of the review, the Title IX Coordinator (or designee) will provide the full investigative report to the board. The option of mutual agreement is not available in the formal process for responding to complaints of the Discriminatory and Sexual Harassment, Intimate Partner Violence, and Stalking Policy.

8. The Title IX Coordinator (or designee) and the investigator may attend the hearing and may offer evidence deemed pertinent to the case.

9. During the hearing, there will be no direct questioning between Respondents and Complainants, and the parties need not ever be in the same room if either party so requests. In cases of allegations of Sexual Harassment, there will be no questioning of the complainant regarding prior sexual conduct unless there is a prior sexual interaction between the parties that would be relevant to the issue of consent in the pending case.

10. The role of the Title IX Coordinator is to oversee the process in cases involving the Policy Against Discriminatory and Sexual Harassment: including Sexual Violence, Intimate Partner Violence, and Stalking . The Chair of the hearing will be a faculty or staff member separate from the Dean of Students office.

11. 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 will 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.

12. The Title IX Coordinator will be the custodian of the recording of the hearing as well as custodian for all other documents and materials pertaining to the case.

13. Appeals to the Appeal Board and the Executive Vice President may be filed by the Complainant, the Respondent, or the College itself (i.g., the College's Title IX Coordinator).

14. In cases where an alleged victim of discriminatory harassment, sexual harassment, intimate partner 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.

15. Student Complainant and Respondents can have an Advisor of Choice.

Organizational Conduct

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 this handbook for non-academic matters.
- 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 this handbook 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".

Links:

Allegheny College Greek Supplement

<https://sitesmedia.s3.amazonaws.com/studentinvolvement/files/2014/08/compass-supplement.pdf>

Sanctions

Article VI: Sanctions

When a student is found to be in violation of one or more sections of the Student Code of Conduct, one or more sanctions may be issued. Sanctions are educational activities, restorative activities, statuses, fines, or limitations of privileges that must be completed within a specific time frame, or removal from the College. Failure to complete sanctions within a given time frame may result in further sanctions. The goals of sanctioning are:

- To help students think critically about decision-making, community impact, and personal accountability;
- To educate and foster student development;
- To maintain a sense of consistency on campus for incidents of a similar nature;
- To create a community defined by integrity and in which we share the commitment to fostering this integrity;
- To create and support a positive, safe, and equitable campus community.

In determining appropriate sanctions, the College considers the nature of the violation, including the impact on the community and its members, the College's sanctioning guidelines, the student's prior disciplinary history, and the individual student's needs. 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.

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

Developmental Sanctions

1. Educational Activity/Activities: Students may be required to perform activities that are designed to be educational. Examples include, but are not limited to: offering a formal oral or written apology, attending an educational class or workshop, preparing and submitting a written paper or presentation on a designated topic, written reflections
2. Mandatory Counseling/Advising: Students may be required to participate in counseling and/or advising sessions. Such sessions may include evaluative measures.
3. Restitution: Restitution may be required for damages done or other payment expenses incurred as a result of a student's actions. Restitution may include financial restitution, fines, or community restitution (for example, programming requirements, community service hours, repairing damage)
4. Academic Coursework: In conjunction with the sanctions outlined by the Honor Committee, the students found guilty of alleged violations of the Honor Code will also be held to the instructor's policy regarding academic integrity. Possible course sanctions include, but are not limited to:
 - i. Redoing the work in question with or without credit;
 - ii. Failing assignment in question;
 - iii. Failing the course.

When a student is found to be in violation of the Honor Code or other academic-related sections of the Code of Conduct, one or more sanctions in this section below may be issued. In determining appropriate sanctions, the College considers the nature of the violation, including the impact on the community and its members, the College's sanctioning guidelines, the student's prior disciplinary history with regard to academic matters, and the individual student's needs.

For a first academic violation, sanctions may be developmental and/or disciplinary. Sanctions for subsequent academic violations will likely increase in severity, potentially resulting in expulsion. Given that students enter with various academic and cultural backgrounds, it is critical that the first sanction be coupled with an educational component in order to ensure one's understanding of and competency in the expectations of integrity within a learning community. After a second violation, the responsibility is on the student to make sure they are adhering to the standards of academic integrity within an institution of higher learning. The College will clearly convey this expectation in the wake of a second violation. A letter from the Dean of Students office will be issued to the student explicitly stating that if there are further subsequent violations of the Honor Code, expulsion will be seriously considered as a potential sanction. First and foremost the College is committed to helping a student thrive within the institution. This commitment drives the College's commitment to integrating educational components into the structure of sanctions. The College must also be responsible for maintaining a sense of the overall academic integrity of the community, and a sense that this is a shared endeavor.

Disciplinary Sanctions

1. **Interim Measures:** For 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 on campus, engage in coursework, and/or interact with specific members of the College community until resolution is reached.
2. **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; prohibition from or limitation of campus employment. A copy of the restriction sanction is placed in the student's file and copied to the appropriate College officials. Notification may be given to parents or guardians.
3. **Warning:** A 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 such as, but not limited to, developmental sanctions. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. After the Warning period, the Warning will be removed from the student's file upon graduation from the College or three years after permanent withdrawal from the College, and will 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.
4. **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 and Expulsion. 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. Records of Probation remain in the student's file until graduation from the College or three years after permanent withdrawal

from the College. Probation records are externally reported only if the student has not graduated from the College or in the case where it is within three years after permanent withdrawal from the College.

5. **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.
6. **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.
7. **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).
8. **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.
9. **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.

Levels of Behaviors and Possible Sanctions

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 of Allegheny 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.

Level 1 Behaviors

Level 1 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. They may include, but are not limited to the following:

- minor violations of College and residence hall regulations
- disorderly conduct
- public intoxication
- providing false information to a College official or faculty member.

Possible Sanctions

Typical sanctions are primarily to educate the student regarding the inappropriateness of their 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:

- written warning
- educational sanctions
- restitution
- letter(s) of apology
- community service

Level 2 Behaviors

Level 2 behaviors include repeated or more serious instances of Level 1 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. Level 2 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
- harassing another person

Possible Sanctions

Sanctions imposed attempt to correct the behavior and prevent further violations. While sanctions described in Level 1 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
- letters of apology

Level 3 Behaviors

Level 3 behaviors are more serious violations of the Code of Student Conduct. They include repeated and/or more serious instances of actions described in Level 1 and 2 behaviors. In addition, these behaviors are more intentional, malicious, and/or have a greater likelihood of causing harm. Behavior that would be considered Level 3 behaviors would include, but are not limited to, the following:

- violations of the College's Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence, and Stalking Policy.
- 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.

Possible Sanctions

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 Level 1 and 2 may apply, sanctions at this level could include, but are not limited to, the following:

- residential relocation
- suspension or ban
- restitution
- suspension from Allegheny College for a specified period of time, and will likely include conditions for return.

Level 4 Behaviors

Level 4 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 Level 1, 2, and/or 3 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 to be Level 4 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

Possible Sanctions

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 1, 2, and 3 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

Disciplinary Records

Article VII: Disciplinary Records

Section 1:

Disciplinary records are maintained in the Dean of Students Office. Disciplinary records regarding violations of the College's Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence, and Stalking Policy are also maintained by the Title IX Coordinator. Please refer to the information 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.

Links:

Privacy of Student Records
catalog.allegheny.edu/content.php?catoid=24&navoid=562

Interpretation and Revision

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 Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence and Stalking Policy 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 Dean of Students 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.

Community Standards

The following is a list of examples of prohibited behaviors/violations of College policies applicable to students of Allegheny College. This list nor the examples of prohibited behaviors in this handbook are intended to be exhaustive.

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.

Threatening behavior: includes harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media, or any other method) that causes a reasonable apprehension of physical or emotional harm to another person.

Harassment: The conduct is harassment if it is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

4. Violation of the College's Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence, and Stalking Policy.
5. Hazing as described in the Pennsylvania State Timothy J. Piazza Antihazing 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 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.

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, any form of play/toy guns, bb 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, guns, bows and arrows, hand grenades, hunting knives, nunchucks, 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 Away 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 Public Safety 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. 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.
20. Violation of other published College policies, rules, or regulations.
21. Violation of federal, state, or local law, whether on or off campus.

Links:

Harassment

<https://www.eeoc.gov/laws/types/harassment.cfm>

Other College Policies

Events

Advertising and Posting Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Dean of Students Office

Summary of Policy

Across campus, posting is permitted for events in designated approved areas. Materials may not be posted on windows, entrance doors, walls, or in classrooms. All materials must clearly display the College sponsor of the program, service, or announcement. All posted materials must be taken down within 7 days after the event. Students wishing to erect, attach, or post signs, banners, or posters beyond 11"x17" are responsible for obtaining prior approval from the designated manager of that building or area.

Posters promoting drinking or illegal activities are not permitted and will be taken down. Commercial advertising, sales, and solicitations on campus are limited under the Solicitation Policy.

Failure to follow this policy may result in the removal of the posted material and/or suspension of posting privileges.

Reason for Policy

Display areas and bulletin boards are provided in buildings to display information to students, faculty, and staff. This policy ensures that campus sponsored events are promoted in a reasonable manner.

Policy Statement

Wise Center Postering Policy

Signs for posting must be approved by the Associate Director of Athletics or designee prior to placement on bulletin boards.

Campus Center Posting Policies

Posting in the Campus Center is reserved for campus events or those sponsored by and with the Allegheny Community. Outside vendors are only permitted to advertise on the "I Heart Meadville" display rails located in the entryways to the Campus Center lobby and balcony.

Materials may not be taped or tacked on walls, doors, bathroom stalls, or windows.

Fliers/Posters:

Fliers must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time, and location of the event as well as contact information for the organization or the responsible member. Fliers not adhering to this policy will be removed by Student Leadership & Involvement. When possible the organization will be contacted noting the specific posting violation.

Posted materials must be contained to posting bars throughout the building. Damage done by improperly posted materials on surfaces will be billed to student organizations.

Posting is on a first come, first served basis. Posted materials may be displayed no more than 10 days prior to the event and there is a limit to one flier per display rail (or set of two) out of respect for other members of the community. Fliers should not overlap or conceal other items.

Posters requiring easels or pole stands that are event-driven with a College-wide impact may be displayed in the front of the lobby two business days prior to the event. Posters advertising College-wide ticket sales may be displayed in the front of the lobby five days prior to the event. Contact Student Leadership & Involvement for display coordination.

Banners:

Banners must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time, and location of the event as well as contact information for the organization or the responsible member (this may be handwritten on the back of the banner). Banners not adhering to this policy will be removed by Student Leadership & Involvement and the organization's president will be notified and given one week to update the banner. Banners not updated within a week will be discarded.

To preserve the building and its materials, publicity hung in the main lobby or second floor must be hung with plastic clips. If not found on balconies, these clips can be obtained from Student Leadership & Involvement. Banners should be removed when events are completed.

Due to environmental and safety concerns, banners hung in the Campus Center Lobby can have a maximum vertical height of four feet and a maximum horizontal length of six feet. Banners up to seven feet in vertical height may be hung from the third-floor balcony of the Campus Center. If there is a question or concern, please contact Student Leadership & Involvement.

Other Forms of Publicity:

Chalking is permitted on sidewalks exposed to the elements. Chalking is not allowed on walls, doors, or building exteriors. Please remove chalking following events if rain or snow has not.

Table tents: may be posted a week prior to an event. No more than two tents may be on a table at a time.

Flyers on tables are limited to one per table.

Anyone wishing to use the napkin dispensers must contact Parkhurst.

Display cases are available to promote organizations or upcoming events. Third-floor display cases are available for student organizations and can be reserved through Student Leadership and Involvement.

The front window of the Campus Center can be reserved for painted publicity. Reservations for "Balcony Windows" may be placed via [Scheduler](#). Windows may be painted a week prior to an event and must be cleaned within 24-hours after the event concludes. Students or organizations who do not clean the windows within 24-hours may be assessed a cleaning charge. Priority is given to events taking place in the Campus Center.

Links:

Scheduler

<https://ems1.allegHENY.edu/emswebapp/Default.aspx>

Events Involving Candidates for Elected Office

Effective Date

July 1, 2019

Office of Primary Responsibility

Center for Political Participation

Summary of Policy

Other than small organizational meetings or class sessions, all events held on the Allegheny College campus that are attended by candidates for public office or are part of the candidate's general effort to build support for candidacy shall be open to the general College community.

Reason for Policy

This policy is an effort to create space for open equitable dialogue.

Policy Statement

All events featuring or actively including candidates for elected political office will adhere to Allegheny College's policies as detailed in the Student Handbook.

Other than small organizational meetings or class sessions, all events held on the Allegheny College campus that are attended by candidates for public office or are part of the candidate's general effort to build support for candidacy shall be open to the general College community.

Candidates are required to contact the Center for Political Participation 5 days prior to an event for appropriate planning and announcement.

Student organizations, offices or departments who are interested in bringing candidates to campus should work with the Center for Political Participation.

Definitions

Open Event: An open event is defined as one for which no fewer than one-half the available seats or spaces are available to the general College community based on a non-biased distribution of tickets on a first-come, first-served or another suitable basis.

Outdoor Events

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Student Leadership and Involvement

Summary of Policy

Outdoor events must have prior approval from the Office of Student Leadership and Involvement.

Reason for Policy

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

Policy Statement

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 Leadership and Involvement. Events without prior approval are subject to be canceled or shut down.

Peaceful Assembly Policy

Effective Date

This policy passed by the Campus Life & Community Standards Committee on November 2016, and the Administrative Executive Council on December 2016.

Office of Primary Responsibility

Dean of Students Office

Summary of Policy

One of the primary functions of Allegheny College is to discover and disseminate knowledge by means of research, teaching and civic engagement. To fulfill this function, an open interchange of ideas is necessary not only within the College but also in the larger society. Freedom of speech is also an idea encouraged and supported at Allegheny. Implicit in this freedom is the right to dissent. The College provides the right to engage in peaceful assemblies for all faculty, staff, and students in our academic community. In providing individuals the right to peaceful assembly, there must also be room for others in the community to access academic and educational processes, to reside in residential spaces, and to take advantage of normal business operations.

Reason for Policy

Allegheny College believes peaceful assembly is an acceptable means of expression within its community.

Policy Statement

By law, only peaceful assemblies are protected. Participation in a peaceful assembly must be voluntary and must support the basic exchange of ideas with persons who may be opposed to the ideas or claims that a particular assembly is promoting. To engage in obstruction is a form of censorship, no matter who initiates it or for what reasons. Actions such as blocking, obstructing or impeding the passage of a person or vehicle, bodily harm, and/or erecting or placing of obstructions that result in depriving others of their rights are unacceptable. In all cases, students, faculty, and staff must be afforded an opportunity to decline to participate in and to exit and enter freely from all spaces.

Core Principles

The following are the core principles of peaceful assembly:

- A. Students are part of the College community and have the right of lawful access to the College land and buildings, other than personal workspaces and other areas to which the College restricts access in the exercise of its normal responsibilities (e.g. the Cashiers, for the purpose of protecting public finances, or staff offices where files are held for the purpose of protecting personal privacy).

- B. All students, faculty, staff, and other persons legitimately occupying Allegheny land and buildings have the right to a safe environment at all times.
- C. The College has the right to go about its business and not be subjected to unreasonable disruption of, or increased cost associated with, the conduct of its business and delivery of services to students, faculty, staff, and the greater Meadville community.
- D. The College promotes and recognizes the principle of academic freedom as per Section 161 of the Education Act 1989.
- E. The following does not constitute a trespass: non-violent peaceful assembly on College property and buildings (other than restricted locations) by students, faculty and staff, provided the assembly is lawful and does not involve property damage or unreasonable disruption to the daily routine of management, academic staff, general staff, and other persons legitimately on College land and buildings.
- F. For an action to constitute a non-violent peaceful assembly, the participants must avoid:
 - 1. Actions that cause harassment or physical harm to any person,
 - 2. Actions that subject a person to abuse or intimidation,
 - 3. Actions that cause a person to be fearful for their own safety or the safety of others, and
 - 4. Actions that cause or are likely to cause damage to any property.

Guidelines for Planning a Peaceful Assembly

Out of concern for the general health, safety, and welfare of students, faculty, staff, alumni, and guests, organizers should contact the Office of the Dean of Students to assist with planning for the safety of those engaged in peaceful assembly and those who choose not to participate. The Dean of Students can also assist with identifying spaces for individuals and groups interested in engaging in peaceful assembly. Public Safety is required to ensure that the rights of all concerned are protected. Notification helps to ensure the safety of all participants and community members. You may contact the Office of the Dean of Students for further assistance.

Counter-Assembly

A peaceful assembly on campus may invite another form of assembly. When these occasions arise, the expression of all parties is important. Please note that another area may be identified for those persons with views that differ from those held by the event organizers. In order to ensure the safety of all participants and to guarantee that the Peaceful Assembly Policy is upheld, the presence of Public Safety may be required.

Class Attendance

Students are expected to attend all their classes as scheduled. Specific class attendance policies are the prerogative of the individual faculty member. Students will be held responsible for any missed coursework. Any arrangements for missed coursework will be at the discretion of the faculty. In some cases, missed coursework may result in a reduction in grade or no grade at all for unauthorized absences.

Definitions

Peaceful Assembly: includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, picket lines, and similar meetings or gatherings. The examples and information below are not intended to be an exhaustive list.

Demonstration: A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.

March: A walk by a group of people to a place in order to express an objection with any event, situation, or policy.

Picket Line: A line or group of people who are refusing to go to work until their employer agrees to certain demands.

Protest: A way to express objections with an event, situation, or policy. These objections can be manifested either by actions or by words.

Sit-In: Any organized protest in which a group of people peacefully occupy and refuse to leave college premises.

Vigil: An observance of commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Shafer Auditorium Policies

Effective Date

February 9, 2018

Office of Primary Responsibility

Office of Student Leadership and Involvement

Summary of Policy

Shafer Auditorium is a multi-functional space, including Music Department rehearsals and concerts, student organization and departmental events, and rentals by outside entities.

Reason for Policy

To ensure the fluid transition of events and harmony among users of the space, the following policies and guidelines have been implemented.

Policy Statement

Reservations

Reservations are made through Scheduler. For each academic year the scheduling tier for placing reservations is as follows:

- Prior to February 15: Academic classes
- February 15-28: Major college events
- March 1-31: Events for departments/programs/organizations (not dept. or org. mtgs)
- April 1 – Reservations open to the Allegheny community

GENERAL INFORMATION: Adherence to all College policies is required.

USE OF SPACE:

- Once the Scheduler reservation has been placed, SLI will contact you for a brief meeting.
- Event advertising may not occur until the Reservation confirmation has been received.
- Individuals requesting use of the auditorium, or the people signing this form, will assume responsibility for the use of the space, and the people accompanying the event.
- Use of sound and lighting systems must be requested through the AV Technician and operators must be vetted by the AV Technician responsible for supervising the Auditorium.
- Line sets shall not be operated or changed without supervision or training from College Technical staff.
- The organization will be responsible for any damage to the stage floor, surrounding equipment, furniture, or props during the event. (Please refrain from dragging items across the stage floor.)

- Furniture, stage pieces, and other equipment cannot be moved without first consulting SLI, the Music Department, or the AV Technician.
- If it is necessary for the College to pay to have furniture, stage pieces, and other equipment returned to their original state, the cost will be billed/charged to the organization.
- Items may not be affixed to the walls, floor, orchestra shells, ceiling shells, main curtain, or any upstage soft goods or batten without prior approval from the AV Technician.
- Glitter, confetti, and other small items may not be used on the stage or in the audience.
- Items may not be thrown in/into the audience during programs.
- All equipment, decorations, and props must be removed from the Auditorium at the conclusion of the event unless prior arrangements have been made.
- Fog/smoke machines are prohibited.
- Security will be required at events where admission is charged at the door. The organization is responsible for hiring security for the event. (Public Safety, Woodring, Other)
- All films must be licensed by an authorized distributor before the film can be used for a public screening. The showing of films must be in compliance with Federal Copyright Law.
- Last minute requests/changes cannot always be accommodated.

HOUSEKEEPING:

- Following the event, the auditorium and stage are to be cleared of all trash and recycling.
- Items left behind by event staff and patrons of the event are to be removed. Remaining items will be delivered to SLI for 48 hours, and then disposed of.
- If it is necessary for Housekeeping to clean the space beyond normal use, the custodial fee is the responsibility of the dept/org and will be billed accordingly.

EVENT PROTOCOL:

- The sponsoring organization must provide contacts/ushers to be on duty during the entire event/practice/performance monitoring adherence of College policies.
- Food and drink are not permitted in the auditorium.
- Aisles and exits may not be blocked with equipment or persons. Extra chairs may not be brought into the auditorium.
- For events expecting more than 200 people, the sponsoring group may need to hire security.

Procedures for Utilizing Shafer Auditorium for All Groups/Organizations:

- Appoint ushers to be on duty throughout the duration of all events.
- Ushers are responsible for monitoring "Auditorium Etiquette and Protocol."
- Allow no food or drinks in the auditorium.
- Only performers and stage support personnel are allowed on the stage (lighting, sound, etc). This is to protect the stage, curtains, and equipment.
- Protect the stage flooring throughout the event from damage and refrain from dragging items across the floor.
- Meet with AV Technician for sound, lighting, set/shells/curtains.
- Use utmost care when moving the curtains
- Remove materials and props from the facility immediately after the event
- Where appropriate, print Auditorium Etiquette and Protocol on all programs and brochures (expectations are easier to enforce when they are properly communicated). I have read and agree to follow the regulations for use of Shafer Auditorium. Signatures of two organization members are required.

Auditorium Etiquette and Protocol

- Once a performance has begun, if you must enter late or leave early, please wait for a break in the presentation and proceed quietly.
- Children must be supervised at all times. Please do not leave children unattended.
- Food and drink are not permitted in the auditorium Your cooperation with the above guidelines is appreciated and will benefit the performance and those in attendance.

Residence Hall

Appliances

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Residence Life

Summary of Policy

This policy provides detail about permitted and prohibited appliances in College residential facilities.

Reason for Policy

Preventing fire and electrical hazards is a very important shared responsibility of each community member necessary to maintain a safe environment. Residents must not use or possess the appliances/items listed below.

Policy Statement

Allegheny College will provide refrigerator/freezer/microwave units in most of our traditional residence halls. Students may not provide their own refrigerator, freezer, or microwave unit.

Personal appliances that do not have exposed heating elements and have an automatic shut off such as coffee makers and hot pots are permitted. Only one of each type of appliance is allowed per room.

Any appliances with an exposed heating element (an appliance with a coil such as, toasters, toaster ovens, space heaters, etc.) are not permitted for fire safety reasons.

Personal air conditioning and heating units are not permitted in any of the residence halls/houses, unless as an accommodation approved through the Office of Student Disability Services. Approved units are provided, maintained, and installed by Allegheny College.

Courtesy and Quiet Hours

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Residence Life

Summary of Policy

All members of the Allegheny College community are expected to act in a manner that demonstrates consideration and regard for the rights, privileges, and sensitivities of others.

Reason for Policy

College residence halls are group living environments. It is expected that every student respects other students' rights to study, to be in a quiet environment, and to be able to achieve adequate rest in preparation for the next day. Additionally, College buildings are within the Meadville community and maintaining a reasonable noise level is part of being a good neighbor and community member.

Policy Statement

Students agree to respect other residents' desires for a reasonable degree of privacy and sufficient quiet, as well as to show consideration for the property of fellow residents and the College.

Courtesy Hours: To maintain residential areas conducive to an academic environment, all residents are expected to maintain reasonable courtesy hours within and in the vicinity of the residence halls at all times. To ensure that residents may adequately sleep and study in their rooms, courtesy hours are in effect from 10:00 p.m. to 8:00 a.m. seven days per week. During reading days and final exams, quiet hours will be in effect 24 hours a day. While Residential Life staff will enforce the noise policy, residents are expected to notify others directly about disturbances. In that spirit, Residence Life asks that all residents comply with reasonable requests from neighbors related to noise.

Quiet Hours: Quiet hours are Sunday - Thursday: 10pm to 8am and Friday - Saturday: midnight to 10am. Additionally, the quiet hours agreed on are posted in each building at the beginning of each academic year. During quiet hours, noise should not be audible outside of the room when the door is closed. However, noise is subjective, and should a professional staff member deem that a room is disrupting the community, the room may be subject to documentation and/or referral to the student conduct. Quiet hours are enacted and enforced 24 hours a day during final exams.

Independent Student Living Spaces: Students living in College Independent Living Spaces such as houses are subject to the Meadville noise ordinance found here. Additionally, noise should not be audible outside of the residence when the doors are closed. However, noise is subjective, and should a professional

staff member deem that a residential unit is disrupting the community, occupants may be subject to documentation and/or referral to student conduct.

Damages

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Residence Life

Summary of Policy

Students accept responsibility for damage in their 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.

Reason for Policy

It is our hope that this policy minimizes the number of violations in the buildings and encourages all of the residents to be responsible for the place where they live.

Policy Statement

Property damage and loss in the residence halls affects all of us. Damages and losses often compromise the safety, security and comfort of community members, so we need to work together to reduce the impact that damages have on our buildings. Damage to student rooms is the responsibility of the occupants. Damage charges will be shared equally among roommates unless an occupant takes responsibility.

Damage to common areas is the responsibility of each resident in the community. When damages occur in the common areas of the building, Residence Life staff members make every effort to find the person(s) responsible. If they are unable to do so, the cost for cleaning, repairing or replacing is billed to the wing, floor, or entire building, depending on the type and location of damage.

Damage charges are used to assist in repairing or replacing damaged items. The charges also serve as a deterrent to unattributable common-area damage

Students are welcome to hang posters and other items on walls, doors, and closets with masking tape or white hanging putty or adhesive specially made for hanging posters that will not leave a 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, they are not permitted. Students are not permitted to paint their residence hall room.

All rooms come with a bed, desk, chair, dresser, and a closet. All windows come with horizontal blinds. All furniture provided by the College must remain in the assigned room.

Depending on the nature of the charge, the amount is established in different ways. For violations of state or local fire codes, the Public Safety Office assesses a fine for each violation. These fines are collected in a safety/security account that is used to purchase items to help prevent similar situations from occurring in the future (propped door alarms, fire pull station covers, etc.). For damage to property, Physical Plant establishes the charge based upon replacement cost, including materials and labor.

Personal Responsibility: The College does not assume any legal or financial obligations for any resident's personal property that may be lost, stolen, or damaged in its buildings or on its grounds. Students should carry their own insurance protection against loss or damage to their personal property. Items left in College-owned residential buildings after a student moves out and/or the end of the occupancy period will be discarded and/or donated.

Damages: The student must leave the room in good condition. This includes: returning all furniture to the standard location (unlofting/unbunking beds, lowering beds to the standard height; note that all College-issued furniture must remain in the room during the occupancy period), cleaning all surfaces and appliances, removing all personal items, and removing all items from the walls (including tape residue). Failure to complete this process or the presence of any damages to the room beyond reasonable wear and tear (as determined by the Office of Residence Life) may result in improper check-out fees, and/or charges to cover the cost to return the room to standard condition. Students will be notified of any charges by the dates outlined in the Housing Agreement. Appeals to any damage charges must be submitted in writing by the date outlined in the Housing Agreement. Appeals will be reviewed by Residence Life; students will receive a response to their appeal within 10 business days. The response to the appeal will be final.

Fire Safety Policy

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.

Open Flame

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 63 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.

Fire Safety Education

Public Safety and the Meadville Fire Department provide fire safety training for Residence Hall staff at the beginning of each academic year. Fire safety awareness information is posted on bulletin boards and distributed to parents and resident students during orientation programs and at residence hall meetings. Report a Fire Students, staff and faculty should report all fires, fire alarms and other emergency situations to Public Safety at (814) 332-3357, the Meadville Fire Department at 9-1-1. On receiving a report of a fire or fire alarm, a Public Safety Officer immediately notifies the local fire department. The Public Safety Officer will then notify other campus administrative staff as necessary.

Fire Safety Systems

Residence Hall facilities are equipped with fire alarm systems, including smoke, manual pull stations, and signaling devices (e.g. fire alarm horns, speakers and strobes). In addition to sounding a local alarm, each residence hall fire alarm panel communicates with a central monitoring station located in the Public Safety office (Newton Observatory), where trained dispatchers continuously monitor the panel for alarm and trouble conditions. Fire extinguishers are located throughout the residence halls. Sprinkler systems are provided. However, some buildings with partial sprinkler systems will have sprinklers located in certain utility closets and certain common areas.

Guest and Visitor Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Residence Life

Summary of Policy

When guests enter our residence halls, they become interim members of our community and therefore must abide by all of our Policies and Community Standards. Since they are not permanent members of our community, hosts need to be knowledgeable of the Guest and Visitor Policy in the Residence Halls to understand the added responsibility of hosting a guest. The host will be charged with any violations of the guidelines for hosting visitors.

Reason for Policy

The privilege to have guests in a residence hall, room, or suite is based upon the principle of mutual respect and balance; one resident's right to have guests does not supersede another's right to reasonable privacy. In particular, it is expected that students who share a living space will be courteous to one another, communicate, show willingness to make compromises, and act in good faith in the matter of guests.

Policy Statement

The following is the residential policy on guests and visitors.

- A. Visitation refers to the privilege of having guests in their room and/or in the residential area in which it is located. The rights of other residents, especially roommates, 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 non-student guests must be accompanied by their 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 student conduct system.
- 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 and/or Public Safety will promptly disband all disruptive activities and require all visitors and guests to vacate the residential facilities.
- E. All events must be within the occupancy limits of the space as posted.

Definitions

Visitation refers to the privilege of having guests in one's room and/or in the residential area in which it is located.

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, parents or family members, or non-student of Allegheny College.

Housing Assignments, Room Changes, and Timeline

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Residence Life

Summary of Policy

Residence life is deeply committed to helping all students have a positive experience in the residential communities. Perhaps one of the difficult adjustments that students have in their residential communities is sharing a room/space. We know through years of experience that the most successful roommate pairings are the ones that effectively communicate with each other. We have staff in the residential communities that are willing to help students communicate but ultimately the students must talk through any issues. When communication fails, or when changes are needed, we have a process for residents to follow.

The Office of Residence Life maintains the roster of student assignments living in College housing. For communication, safety and billing purposes, it is important that these be accurate and that students move only with the knowledge and permission of Residence Life. Students must apply and be approved for early arrival and late stay by the dates in the Housing Agreement. Approval may be granted to students who are working on campus or participating in a College-sponsored program. In order to properly prepare College-owned residences for student move-in and summer programs, as well as address ongoing maintenance, cleaning, and general upkeep in our buildings, the College must adhere to a schedule for student occupancy to allow times for staff to have access to facilities during transition periods.

Policy Statement

The student may occupy their assigned room during the time periods listed on the Residence Life website and in their housing agreement. Room assignment changes must be initiated and approved by the Office of Residence Life. Unapproved room occupancy may be referred to student conduct.

The occupancy period may be subject to change by the College based on unforeseen alterations in the academic year calendar or for other reasons, including, but not limited to, a severe weather event or campus emergency. The student agrees to occupy only the room assigned.

Early Arrivals/Late Stays: Students may not arrive before or stay later than their occupancy period without approval from Residence Life. All requests must be made by a College employee (coach, advisor, supervisor); Residence Life will communicate with the College employee if the request is approved, adjusted, or denied. Students who arrive before their approved date or on the incorrect date, or who stay after their approved date may be subject to additional fees and the conduct process.

Check In: Students must check in to their room assignment upon arrival to campus. Students are responsible for the bedroom they were assigned; students may not switch keys, including bedroom keys without the permission of Residence Life. Students must complete a Room/Apartment Condition Report

(RCR/ACR) for their space; failure to complete this form forfeits the right to appeal any damage charges. Each space should have the correct number of pieces of furniture for the capacity of the space. All appliances should be fully operational. The space should be clean (floors and surface areas free of debris) and have no visible damage. Any exceptions should be noted on the RCR/ACR. Students are responsible for ensuring that the RCR/ACR is completed accurately by the deadline.

Check Out: Students must complete a check out at the end of the academic year or at the end of their occupancy (due to graduation, leave of absence, withdrawal, approved cancellation, and room changes). Check out requires that the room is returned to its original condition (the correct amount of furniture, floors and surfaces clean and free of debris, no visible damage, free of personal items), the keys are returned to the designated key return location and all paperwork completed. Failure to complete this process may result in an Improper Check-Out fee, Damage fees, and/or Lock Change Fees. Students are responsible for the damage that occurs within their assigned spaces. For students who share a bedroom and those who have a common space (apartments, suites, houses) the fees will be assessed to all occupants.

Occupancy Location

Students may only reside in the bedroom assigned to them. Any housing moves must be approved thru the Office of Residence Life.

First-year students are housed in first-year buildings and spaces and are not generally matched with an upper-class student. Residence Life reserves the right to assign upper-class students and first-year students to available spaces in a residence hall.

Room Changes

Requests for hall or room changes are generally permitted if there are valid reasons and vacant spaces. To complete a room change, a student should contact the office of Residence Life. If no space is available students may request to be added to a waitlist. The staff can provide information about rooms that are available in that hall and others. Note - There are several times throughout the year when Residence Life cannot accommodate room changes. Some of these times are while Residence Life prepares for the arrival of new incoming students for winter and spring terms, and while we prepare assignments for the following academic year:

During the Semester: Students may not change rooms during the first two weeks of the semester to ensure that all students have arrived and are in their assigned place. Student-initiated room changes may begin 2 business days after add/drop period ends.

Students may not change rooms at the end of each semester due to billing, placement of incoming students, and end-of-year processes. Student-initiated room changes must be approved and completed as outlined in the Housing Agreement.

Between Semesters: Students who wish to change rooms between the fall and the spring semester should look to the Residence Life website for appropriate dates. If approved, the student must completely vacate their fall assignment by the date and time directed by Residence Life via email and/or listed on the Residence Life website. If the spring assignment is open and available, the student may move to their spring assignment by the date and time directed by Residence Life via email and/or listed on the Residence Life website; if the spring assignment is not available, the student must store their belongings off-campus at their own expense until spring semester move in.

Consolidation Process

Residence Life reserves the right to consolidate students who have open bed spaces within their room/apartment/house. Students who are in a space with an open bed may receive a roommate at any time and are required to keep that space open and available. When a space (bed, closet, etc.) in a room becomes vacant after a student moves out, residents still in the room must keep that space unoccupied should another resident(s) be assigned to that space. Residents still in the room are encouraged to keep the space reasonably clean to help create a positive roommate dynamic with the new resident(s). Residents can only move into a vacant space in a room after being granted permission by Residence Life.

Traditional and Apartment Spaces: Students may be required to move to another space within one week. Students may not block another student from moving in, nor may they refuse to move during the consolidation process. Selection of which students will move is at the sole discretion of Residence Life and will be based on location, overall needs of the housing process, and desirability of the space (e.g. if there is a waitlist). Residence Life reserves the right to move or consolidate students due to extenuating circumstances at any date as determined by the Co-Directors of Residence Life.

Houses: Students residing in houses that fall below 100% occupancy may be assigned to another space on campus (including traditional and apartment spaces), at any time, and the new space is not guaranteed to be with the student's current housemates. Students will have one week to vacate their house, complete the check-out process, and move to their new assignment upon notification from Residence Life.

Temporary Housing

In certain extenuating circumstances (including, but not limited to the College being over standard occupancy or a specific assignment is under repair) students may be assigned to a temporary space. These spaces will include the standard furniture of a traditional residence hall room. Once a permanent space is available, students must move to their assigned space as directed by Residence Life.

Links:

Additional fees

<https://sites.allegheny.edu/finserv/feescharges/>

Fees

<https://sites.allegheny.edu/finserv/feescharges/>

Technology Policies

Policy Home: Library and Information Technology Website

Link: <https://sites.allegheny.edu/lits/policies/>

Allegheny Network Accounts

As amended August 2017

Network accounts are to be used only by the person or group to whom the account was issued. Network accounts provide the user access to privileged information and services, and passwords must be kept strictly confidential. Inappropriate sharing of account passwords may result in revocation of network account privileges. Attempting to access another person or groups' account, including using, copying, modifying, or deleting anyone else's files, is a violation of local policy and may also be a violation of state or federal law. All such attempts will be turned over to the appropriate College Officer for inquiry. In such cases, due process procedures as outlined in The Compass, Faculty Handbook, and the Personnel Policies Handbook for Staff Personnel will be used.

Types of Accounts

Student Accounts

Students are granted network accounts and access to many College services including email when they make a deposit indicating that they intend to matriculate at the College. Messages from College offices to students' College email accounts are considered official College communications, and students are responsible for checking for such messages regularly.

Employee Accounts

All employees are granted network accounts and access to the College Services necessary for the performance of their work. Messages from College offices to employees' College email accounts are considered official College communications, and employees are responsible for checking for such messages regularly.

Group Accounts

Groups of students, faculty, staff and/or administrators at Allegheny may apply for a group network account. To be eligible for such an account, the group must be officially recognized and sanctioned by some college office, such as the Allegheny Student Government, Office of the Dean of Students, Faculty Council, etc. Each group account must have an "owner" who is a College employee. The account owner is responsible for managing the account password, granting others access to the account, and ensuring that all individuals who use the account are familiar with and abide by applicable College policies. Applications for group network accounts are available by contacting the ITS Help Desk.

Spouses, Partners, and Dependents of College Employees

The sponsoring employee assumes responsibility for informing the account holder about College policies and ensuring that these policies are being followed. In the case of dependents, employees must affirm that they are aware that College accounts provide unfiltered access to the Internet via the College's network and so may provide access to material and services that are inappropriate for minors. The sponsoring employee assumes responsibility for monitoring use by minor dependents and ensuring that the account is used appropriately and in accordance with applicable local, state, and federal statutes.

Guest Accounts

Some campus offices maintain guest accounts that provide access to the Internet and limited access to campus computing resources. All such accounts must be managed by an employee who is responsible for ensuring that they are used appropriately and as intended.

Maintaining Accounts

To maintain access to their network account, users must change the account password at intervals no longer than twelve months or the account will be de-activated. In the process of changing account passwords, users will be asked to confirm their responsibility for any other accounts (accounts for dependents, group accounts, personal or group web sites, etc.) for which they are responsible. If users elect to decline responsibility for such associated accounts, those accounts will be de-activated. Information Technology Services (ITS) will remind users when a password change is due.

Termination of Network Accounts

Employees

The network accounts of employees who leave the College for reasons other than retirement will be de-activated upon the separation of the employee from the College. If requested to do so, and if approved by Human Resources, Information Technology Services will forward former employee's electronic mail to an off-campus location for a period of up to two months after the employee's separation from the College. Full-time employees who retire from the College and have the approval of their AEC member may retain their Allegheny network account indefinitely if they wish to do so. Exceptions to this policy must be approved by the President.

Graduating Students

The network accounts of students remain active until May 15th of the year following the student's graduation year, at which point they will be de-activated. No email forwarding will be provided beyond the date of de-activation.

Students who withdraw or are dismissed from the College

When students withdraw or are dismissed from the College, their network accounts are de-activated.

Purging of Files associated with Inactive Accounts

Files (directory files, backup files, materials in the course management system, web pages) associated with accounts that have been inactive for more than six months will be removed from Allegheny's network systems as part of ongoing maintenance.

To avoid unnecessary confusion, the College also reserves right to de-activate Google sites in the Allegheny G Suite instance that are not updated at least once annually, since such sites are often included in searches of Allegheny's web site.

Antivirus Software Policy

Student **computers running Windows** must have the **Allegheny Trend Micro OfficeScan** software installed to use the College network.

Student computers running Mac OSX are not required to install Trend Micro OfficeScan, **but are strongly encouraged** to do so. The Mac version of Trend Micro can be downloaded **here**.

The College provides this software **free of charge to students**. The software **includes free automatic updates** and **protects your computer** when off campus using other networks.

Violations and Sanctions

The network is scanned on a regular basis to ensure computers using it are properly protected. Students found to be in violation of this requirement can expect the following sanctions:

First offense – If a student computer is detected as virus infected, the student will be notified and Information Technology Services (ITS) will disconnect this computer from the network. It will not be reconnected to the network until the computer is “cleaned” of all viruses. The student will also receive a one-week network suspension.

Second offense – If a second offence occurs and another cleaning is required, the computer will not be reconnected to the network for a period of two weeks after it is cleaned.

Third offense – If a third offense occurs, the computer will not be reconnected to the network for the remainder of the current semester.

After registering for network access you will receive a notice with the link to **install the Trend Micro OfficeScan** software. If you do not complete this installation your network connection will be disabled and you will receive a one-week network suspension.

Note: Before installing Trend Micro OfficeScan you need to **uninstall any antivirus software** that is currently installed on your computer.

How do I uninstall my old antivirus software?

1. First you need to know the maker of your antivirus software; the two most popular antivirus software packages are Norton (Symantec) and McAfee.
2. Open **Control Panel** and double-click on the “Add/Remove Programs” icon.
3. Look through the list of installed programs for the name of the antivirus software currently installed on your computer. If you are unsure look for something like Norton Antivirus or McAfee VirusScan (there may be some numbers or words following these words).
4. Click on the antivirus software name and then click on the “Add/Remove” button.
5. You will be prompted asking if you are sure you want to uninstall the software. Click on “YES”.
6. If you are uninstalling Norton Antivirus you must also uninstall LiveUpdate, using the same method described here.
7. After the uninstall is complete you need to restart your computer.

Links:

Allegheny Trend Micro OfficeScan

<https://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=95>

Here (Mac version of Trend Micro OfficeScan)

<https://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=122>

Install the Trend Micro OfficeScan

<https://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=95>

Appropriate Use of Computing Resources

As amended August 2010

The use of Allegheny's computing resources is a privilege granted to members of the Allegheny community to support the education of Allegheny's students and the function of the College. It is expected that community members will always treat other individuals and entities with respect when exercising the privileges granted them by the College. In particular, community members are expected to use computing resources in ways that

1. are consistent with the values articulated in Allegheny College's Statement of Community,
2. respect the privacy of others,
3. honor others' work by adhering to copyright and other laws, regulations, and agreements protecting intellectual property,
4. ensure that all community members have equitable access to the College's computing resources,
5. maintain the security and integrity of the College's information systems,
6. are consistent with the College's educational mission and non-profit status, and
7. abide by College policies, including the Computing Policies, as well as applicable local, state, and federal statutes.

Failure to abide by these principles may result in sanctions, which may include revocation of access to the College's computing resources or even dismissal from the College. Procedures defined in these Computing Policies, the student handbook (The Compass), the Faculty Handbook, and the Employee Handbooks will be used to respond to alleged violations of these principles.

File Backup

As amended June 2015

Users are responsible for backing up the files on their own desktop, laptop, and other such end-user devices. This means that none of the files housed in the My Documents (Windows), Documents (Mac), or other local folders are backed up by the College. Employees are expected to store work files using Google Drive, Sakai (for course-related materials), or the Administrative O-Drive to ensure their files are backed up and recoverable should the need arise. Students may use the Sakai server to store course related work or Google Drive to store files during their time at the College.

Email, calendar, and any files stored in Google Drive (Google docs or sheets, Microsoft Office files, multimedia files, etc.) are being backed up by Google, which maintains live copies of the data in multiple locations. Files for other contracted services, such as Sakai, are also duplicated and backed up regularly. The College does not backup any of the files housed at Google or at any of our other contracted service providers. Information Technology Services (ITS) maintains two live copies of files housed in locally-hosted systems managed by ITS, such as Ellucian Colleague and the O-Drive. These files are also backed up regularly to tape or other media, and full backups are housed off site.

File Sharing and DMCA

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is easily reproduced and changed, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Users of the Allegheny College computer network should also know that the distribution of copyrighted material is a potential violation of both criminal and civil federal law. Copyright material can include movies, television shows, music, games or software. Care should be taken when sharing any such materials to ensure that it is only done in ways that respect copyright law. File or Internet share systems such as BitTorrent or Limewire “distribute” such material automatically when outbound functions are on and your computer is hooked up to the Internet. Therefore, even if you have legally purchased a copy of material, for example on CD or DVD, loaded it on your computer and run one of these systems, you may be in violation of law for distributing it out to the Internet. The recording, media, and publishing industries take the unauthorized use of copyrighted material very seriously and vigorously seek out potential violations. Penalties for copyright infringement can be severe, up to \$150,000 per work infringed.

Given the foregoing, the College reserves the right to block BitTorrent and related peer-to-peer protocols on its network. Community members who have a legitimate need to use such protocols for their academic or administrative work at the College, should contact Information Technology Services.

Click here for more information about file sharing

Under the Digital Millennium Copyright Act (DMCA) and Higher Education Opportunity Act (HEOA), Allegheny College is required to take steps to insure that the College’s electronic resources are not used for unauthorized access, copying, or sharing of copyrighted work. These steps are outlined below:

Notice and Takedown.

If a copyright owner notifies Allegheny College of a claimed infringement (see Note 1 for notification procedures), or if the College becomes aware of an infringement, the College will take reasonable actions to stop the claimed infringement while the matter is being investigated. In particular, access to the material in question will be blocked to the extent possible without unduly interfering with the educational and research use of the College’s network. Typically, blocking is accomplished by temporarily suspending the network access of the community member responsible for the site, device, or service that is the source of the claimed infringement. When an Internet site (e.g., web site, blog, or wiki) is the source of the claimed infringement, access to the relevant portions of the site in question is blocked.

A representative of Information Technology Services (ITS) will inform the responsible community member of the claimed infringement and his or her rights and obligations.

Notice and Putback

If the community member responsible for the site, device, or service that is the source of the claimed infringement believes that the material in question is not covered by or is exempt from current copyright laws—for example, fair use provisions for academic use provide exemption—he or she may appeal the decision to block access by notifying the College’s DMCA Notification Agent. Upon receipt of an appeal from the Owner (see Note 2 for details), the Agent will instruct the System’s Manager to restore access to the material. In addition, the Agent will notify the complaining party that the access to the material has been restored at the request of the site owner. Further action on the part of the College will await settlement of the issue between the two parties involved.

Remediation and Sanctions

Network or web site access will be restored if the ITS’ representative determines that there is insufficient evidence to support a claim of copyright infringement or if the responsible community member has provided details sufficient to show that copyright infringement is no longer an issue. This often requires the

removal of file-sharing software from the community member's computer or the removal of offending material from the community member's Internet site. If after investigation there is reasonable evidence to support a claim that copyright infringement did occur, the case will be referred to the College's Student Conduct Officer (for students) or appropriate supervisor (for employees) for appropriate action as outlined in the Student, Faculty, or Employee Handbooks.

Repeat Offenders

Repeat offenders may lose their right to use College computing resources. In particular, users who are found to have inappropriately shared copyrighted material a third time using College computing resources after having twice been informed of copyright infringement, will not be allowed to post material on College-supported Sites or access the Internet via the College's network without the direct intervention of the appropriate member of the College's Administrative Executive Committee. Repeat offenders may also face sanctions imposed under the College's student, faculty, and employee conduct policies. Such sanctions may include dismissal from the College.

Notes:

1. Proper written notification from a copyright owner to Allegheny College must be sent to the College's **DMCA agent** and include
 - The name, address and electronic signature of the complaining party;
 - Sufficient information to identify the copyrighted work or works;
 - The infringing matter and its Internet location;
 - A statement by the owner that it has a good faith belief that there is no legal basis for the use of the materials complained of; and
 - A statement of the accuracy of the notice and, under penalty of perjury, that the complaining party is authorized to act on behalf of the owner.
2. If a student or employee files a proper counter notice, attesting to the lawful use of the material, then Allegheny College will promptly notify the copyright owner and within 14 business days restore the material, unless the matter has been referred to a court. The counter notice must contain these elements:
 - The student/employee's name, address, phone number and physical or electronic signature;
 - Identification of the material and its location before removal;
 - A statement under penalty of perjury that the material was removed by mistake or misidentification; and
 - The student/employee's consent to local federal court jurisdiction, or if overseas, to an appropriate judicial body.

Links:

Should contact Information Technology Services

<https://sites.allegheny.edu/lits/about-lits/contacting-lits/>

Click here for more information about file sharing

<https://sites.allegheny.edu/lits/policies/policies-2/filessharing-dmca/avoid-file-sharing/>

Notification Agent

<https://sites.allegheny.edu/resources/copyright-information/>

DMCA agent

<https://sites.allegheny.edu/resources/copyright-information/>

Privacy and Confidentiality

As amended August 2010

The College provides electronic mail, Internet access, and other computing resources to students and employees for College-related activities. Accordingly, except as limited by the College's Intellectual Property policy and relevant federal and state laws, the College retains the right to copy, store, and access any materials created, stored, or transferred using the College's computing resources. Employees can expect all files to be handled in a confidential and professional manner. Employees should have no expectation of absolute privacy for documents, web sites, and/or messages sent, received, transmitted or stored on the College-owned or contracted network, services, or equipment. In particular, the College retains the right to access the content of such employee files for legitimate College business and when explicitly authorized to do so by the appropriate member(s) of the College's Administrative Executive Committee. Users should be aware that even when a file, message, or bookmark is erased, it may still be archived in the College's backup systems and may still be retrievable.

Access to Files by Information Technology Services (ITS)

Users should be aware that because of ordinary and necessary procedures, the absolute privacy of individual personal accounts on the network cannot be guaranteed. As part of the normal and routine operations necessary to maintain the computer network, the staff of Technical and Network Services find it necessary from time to time to determine the characteristics (size, type, etc.) of the files of network users. These operations do not involve examining the contents of any file. They are designed, for example, to determine if some users have exceeded their allotted disk space or to ascertain if accounts should be moved from one part of the system to another to equitably distribute the load. Just as with the ordinary and necessary examination of personal data in other parts of the campus (e.g., grades by the Registrar, family income by the Financial Aid Office, etc.) all information gathered by such routine work is treated in a confidential and professional manner. If, under system critical circumstances, it becomes necessary to examine the contents of the files of a particular user in order to protect the integrity of the network, such action will be undertaken in consultation with the appropriate members of the College's Administrative Executive Committee.

Network Monitoring

Troubleshooting, managing, and developing the campus network requires the collection of detailed data on network traffic. ITS staff regularly run monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are accessed. This data is accessed and used only by authorized staff members responsible for network performance, operations, and planning and is handled confidentially and professionally. You should also be aware that many sites on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and other information you may provide.

Removing Computing Equipment from Campus

As amended August 2010

Computing equipment purchased by Allegheny College is for the on-campus use of the faculty, staff and students of the College with the exception of laptops, netbooks, and other mobile computing devices which have been provided expressly to facilitate off-campus use. Faculty may remove equipment not normally considered to be portable (e.g. desktop computers) if such removal is essential for their pedagogical and/or research efforts, and if the faculty member has the written (email) permission of his or her department chairperson, the Dean of the College, and the Chief Information Officer. Staff and administrators may remove computing equipment from campus if such removal is essential to their work efforts, and if the staff or administrator has the written (email) permission of his or her department head, the AEC member to whom he or she reports, and the Chief Information Officer.

Reporting Inappropriate Use of Computing Resources

As amended August 2010

Individuals who receive or become aware of material being distributed using College resources that they consider obscene, personally offensive, hostile, or threatening should bring the incident to the attention of the Allegheny College Computing Services staff, the Office of the Dean of Students, the Office of the Dean of the College, the College's Sexual Harassment Officer, or a member of the College's Administrative Executive Committee (AEC). All such incidents will be handled under existing policies concerning harassment, and formal college judicial procedures will be initiated where appropriate.

Individuals who believe that College computing resources are being used in ways that compromise the privacy or usurp the identity of an individual or corporate entity should contact the College's Chief Information Officer or Director of Security.

Individuals or corporate entities who believe the College's computing resources are being used to violate their intellectual property rights should contact the College's DMCA Agent for Notification of Claims of Infringement.

Other suspected inappropriate use of College computing resources should be reported to the College's Chief Information Officer.

Links:

DMCA Agent for Notification of Claims of Infringement

<https://sites.allegheny.edu/resources/copyright-information/>

Scheduled Maintenance

As amended August 2010

Occasionally, it will be necessary for Information Technology Services (ITS) to suspend one or more central servers for maintenance reasons. When such actions are necessary, ITS will endeavor to select a time to do so that will inconvenience as few users as possible and will notify users of the affected system at least two business days in advance. On very rare occasions, it may be necessary to conduct system maintenance at less convenient times or on shorter notice. Notice of system maintenance that requires service suspension will be posted on the LITS web site, and staff at the InfoDesk will know about ongoing system maintenance so that they can assist users who might call in.

Other

Alcohol Policy

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 healthy lifestyles. Hence, the misuse of alcohol and controlled substances 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, students, and visitors – 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 use and the dangers of problematic use, and seeks to teach students how to live healthy and balanced lives.

All possible violations of the Alcohol and Drug Policies are evaluated on a case-by-case basis. The facts 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 to address behaviors related to the misuse of alcohol. Examples of restorative sanctions include, but are not limited to: referral to online educational programs, requiring reflection papers, community service, meeting with parent/guardian or athletic coach, participation in an off campus alcohol treatment program, off campus counseling, or removal from residence hall.

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 or other controlled substances 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 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.

Good Samaritan Policy

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 subjected to punitive sanctions (i.e. probation, suspension, etc.) by the College for a drug or alcohol violation, nor will the student in need of assistance. However, students may still receive educational sanctions (i.e. required education about alcohol or drug abuse). In order for this policy to apply, the intoxicated/impaired student(s) must agree to timely completion of educational recommendations, medical assessment, and/or plan made by Residence Life or Dean of Students Office. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

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.

Jurisdiction

The jurisdiction of this policy is covered under JURISDICTION in the COLLEGE AUTHORITY section.

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:
- Students studying away (summer, 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 follow Allegheny's Alcohol Policy. Students are responsible for the conduct of any of their guests on campus.
- Students gathering in off campus locations are expected to observe these regulations.

College Requirements

1. 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.
2. No person or organization may furnish alcohol to persons under the age of 21.
3. Alcohol & campus locations
 - a. 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 from the Dean of Students.

- b. Open containers, carriers, or cups of alcohol are strictly prohibited outside of residential rooms/houses or approved events.
4. Consistent with NCAA regulations, alcohol is not permitted at Robertson Field Complex, volleyball and/or tennis courts during College sponsored events. Alcohol is not allowed in the stadium, Wise Center, or on any playing venues. Allegheny College's Tailgating Policy can be found [here](#).
5. 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 themselves, 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.
6. 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 if there is a health and safety concern.
7. All forms of alcohol present on campus must comply with Pennsylvania State Law.
8. 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 [here](#).
9. In accordance with state law, alcoholic beverages may not be sold on campus except by licensed vendors. Selling includes, but is not limited to: cover charges, charging for cups, or "passing the hat."
10. In accordance with Pennsylvania statute 18 § 6310.1.b law and with the approval of the Spiritual and Religious Life Office, a reasonable amount of wine may be served as an integral part of a religious service or ceremony.

Violations of the Alcohol and Drug Policies will be referred to the College student conduct system and may be referred to the criminal justice system

Event Registration

Any student organization or campus-sponsored event on campus property must be registered if there is alcohol present and all events must be within the occupancy limits of the space as posted. Students are responsible for upholding all College policies and complying with the occupancy limits of the space.

Spiritual and Religious Life

In accordance with [Pennsylvania statute](#) and with the approval of the Spiritual and Religious Life Office, a reasonable amount of wine may be served as an integral part of a religious service or ceremony. The Office of Spiritual and Religious Life may approve the service of alcoholic beverages at official campus religious events as part of religious rituals. In such cases, underage consumption of alcohol will be sanctioned for religious purposes only.

Pennsylvania State Alcohol and Drug Laws

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

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.

The Alcohol Policy is housed within the Dean of Students Office and 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 2019)

Sanctions

Allegheny College utilizes a range of sanctions to respond to drug and alcohol violations. The length and severity of these sanctions is ultimately at the discretion of the Student Conduct Officer or the Student Conduct Board.

In situations where a student takes a leave of absence, the sanction period could be paused until the student is approved to return to the community. If a student does not complete sanctions assigned by their designated date, their case will be referred back to the Student Conduct Officer or Student Conduct Board for further sanctioning.

Educational Session: Students may be assigned a date/time for participation in an Alcohol-Drug Education course. Upon successful completion of the course, the student will return to good standing with the college and no sanction is placed in the student file. The incident is still documented in the student's file for instances where future violations may occur.

Disciplinary Probation: Sanctions

Parents/guardians, academic advisors, and athletic coaches may be notified of violations of the Alcohol and Drug Policies and the student may be placed on disciplinary probation for a designated period. In some instances, the student would need to demonstrate successful completion of a drug-alcohol assessment by an off-campus provider. During the period of the probation, the student is eligible to participate in athletics. There may also be restrictions or loss of privileges in fraternity & sorority life, off-campus study away programs, admissions hosting, or student organizations.

Educational Sanctions: Sanctions

Disciplinary Suspension: Sanctions

Links:

Here (Tailgating Policy)

http://www.alleghenygators.com/documents/2012/8/15/Tailgating_Policy.pdf?&tab=2

Here (Approval Process)

<https://alleghenycollege.wufoo.com/forms/event-notification-form/>.

Pennsylvania statute

<https://www.legis.state.pa.us/WU01/LI/LI/CT/htm/18/18.htm>

Liquor and Crimes Codes

<https://www.legis.state.pa.us/WU01/LI/LI/CT/htm/18/18.htm>

All Gender Restroom Policy

Effective Date

This policy was approved by the Administrative Executive Committee on October 18, 2016.

Office of Primary Responsibility

Dean of Students Office

Summary of Policy

Allegheny College is committed to having safe and accessible campus restroom facilities. We recommend that individuals make choices about restroom usage based on their own level of comfort and their gender identity or expression.

Reason for Policy

There are many students and employees who feel safer and are better served by all gender restrooms. Everyone is at their best academically and socially when they can access safe facilities on campus. Further, Allegheny's non-discrimination policy includes gender identity and expression as protected classes. All gender restrooms are an expression of that policy.

Policy Statement

There are single stall restrooms in most campus buildings. All single stall restrooms are all gender restrooms, providing space for anyone, regardless of gender identity or expression, to use that restroom. There are also all gender multi-user restrooms, meaning that multiple people can be in that restroom, regardless of gender identity or expression.

Definitions

Single stall restroom: Restrooms with a toilet and sink for people of any gender. Intended for one person or one person and their attendant as needed.

Multi-user restrooms: Restrooms with multiple stalls and sinks, that may have urinals as well.

Single Gender Restrooms: Restrooms for only one gender usage, based on an individual's own level of comfort and their gender identity or expression.

All Gender Restrooms: Restrooms that anyone can use, regardless of gender identity.

All Wheel Policy (including skateboards)

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Public Safety

Summary of Policy

The All Wheel Policy requires everyone who uses a wheeled device on campus to have all wheels in contact with the ground at all times. This policy puts responsibility in the hands of the user.

Reason for Policy

Responsible use of alternative transportation methods including skateboards, roller skates, electronically powered devices, rollerblades, scooters, and other coasting devices is allowed on campus as a way of reducing reliance on motorized transportation and promoting healthy exercise.

Policy Statement

Users may ride upon any sidewalk or surface used for pedestrian purposes, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians at all times.
- Devices may not be used in any manner that places pedestrians at risk.
- The speed of the device must remain slow enough that the user can maintain complete control over the device at all times.
- Use of the devices for acrobatics, racing, or other stunts is strictly prohibited. Riding on any architectural or landscape features other than sidewalks is prohibited.
- All wheels of the device must be in contact with the ground while in use.
- The use of wheeled devices, including rollerblades and roller skates, is prohibited within any building, including the Wise Center, at any time.
- Use of wheeled devices on Allegheny property is limited to Allegheny students and employees.

Definitions

Wheeled device: Includes but is not limited to skateboards, roller skates, rollerblades, scooters, electronic devices

Bicycle Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Public Safety

Summary of Policy

Bicycles are permitted on campus. While a few halls have indoor bike storage areas, most require bikes to be parked outside at the bike racks provided.

Reason for Policy

The use of bicycles on campus is widely encouraged, as long as safety precautions are observed.

Policy Statement

When using a bicycle on campus, please do not lock it to or lean it against lamp posts, handrails, buildings, or other campus property not intended to host bicycles since this action can create safety escape hazards, interfere with maintenance work, and cause damage to the property and the bike. Bicycles found in areas other than designated bicycle racks will be removed by Public Safety. If an improperly stowed bicycle is locked, it may be necessary to cut the chain or lock, particularly if the owner cannot be identified.

In addition to the safety tips and regulations listed below, the Meadville City Police Department offers the opportunity for all students to register their bicycles. Registration is free, and it is strongly encouraged as it will assist in safeguarding your property.

The following are tips that all bicyclists should abide by while riding on campus to ensure the safety of the riders and pedestrians.

- Ride on the right side of the street (or sidewalk). Go with traffic, not against.
- Yield the right-of-way to any pedestrian and give an audible signal before overtaking and passing a pedestrian.
- State law requires a white light in front and a red light or reflector in the rear when riding at night.
- Obey all traffic signals, signs and roadway devices.
- Wear a helmet.
- Use the bike racks located at various locations around campus. Do not lock or place bicycles against lamppost or railings.
- Always lock your bike.
- Use hand signals to indicate turns, lane changes and stopping.

Report missing bicycles to the Office of Public Safety immediately. All bicycles not claimed within 60 days will become the property of the College. If you have any questions, please contact the Office of Public Safety.

Chosen Name Policy

Chosen Name Form

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 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 Administrative Executive Council in March 2016.

Links:

Chosen Name Form

Class Attendance Policy

Policy Home: Academic Bulletin

Link: <http://catalog.allegheny.edu/content.php?catoid=24&navoid=458#class-attendance-policy>

Students are expected to attend class regularly and communicate with their instructors about absences in a timely fashion. The following guidelines govern class attendance at Allegheny College.

1. With the exception of official medical excuses (described in section 6 below), students are permitted to be absent from class only with the approval of the instructor. Unauthorized absences may result in grade penalty or other consequences at the discretion of the instructor. Course instructors are required to state their attendance policy at the outset of the course. Religious holidays and illness or death of a family member are generally recognized as legitimate reasons to miss class, although students should be prepared to provide documentation.
 2. On occasion, college-related activities will conflict with class meetings. Faculty are not required to excuse students for these activities; however, many faculty are willing to make reasonable alternative arrangements for students who provide advance notice of anticipated absences, take responsibility for completing missed work, and make every effort possible to reduce disruption to the course as the result of their absences.
 3. Sponsors of college-related activities should make every reasonable effort to avoid planning events that will conflict with class schedules. In addition, sponsors of these activities should provide notice to student participants and to faculty of anticipated absences at the earliest possible date. These notices will typically come from coaches in case of athletic conflict and from the Dean of Students Office in all other cases.
 4. Students should take responsibility for providing advance notice of absences, for acquiring information or course materials distributed during the missed class meeting(s), and for completing make-up assignments.
 5. Students should discuss potential conflicts with faculty advisors when planning for course registration and attempt to schedule class times that will not interfere with legitimate college activities whenever possible, keeping in mind that completing required courses is always the most important consideration.
 6. Official medical excuses from academic requirements such as tests, examinations, quizzes, laboratories, reports, papers, and other assignments are governed by the following policy.
 - The illness or injury must be one which has been determined by medical authority to require bed rest for a period not less than 24 hours, immobilization, or treatment that can only be scheduled in conflict with class or laboratory work.
 - Excuses for courses requiring physical activity are issued for medical problems which will prohibit participation.
 - Illness or injuries are to be diagnosed and/or treated either by the College physician or at a recognized medical facility off-campus. The staff of the Winslow Health Center will confirm diagnosis or treatment within 24 hours following, but not at a later time.
 - If students receive treatment off campus and believe that a medical excuse may appropriately be given, they should request written confirmation of the treatment before leaving the facility where it is given.
 - The Winslow Health Center does not provide official medical excuses for common complaints such as simple respiratory infections or colds, pulled muscles, headaches, and the like. Students should communicate directly with faculty about situations where classes are missed due to a minor illness.
 - Section 1 above permits faculty the discretion to set a more permissive medical excuse policy for their individual course.
 7. Questions about this policy should be referred to the Office of the Registrar.
- This policy is under the purview of the Academic Standards Committee. Changes are subject to a vote of the Faculty.
- (April 2019)*

Commencement Policy

Policy Home: Academic Bulletin

Link: <http://catalog.allegheny.edu/content.php?catoid=24&navoid=457#commencement-policy>

Students are permitted only one opportunity to participate in the annual Commencement exercise in May, that being the year in which their name appears on the Commencement program. Students should be aware that participation in the Commencement exercise is not equivalent to graduation from the College and that, if they "walk" before their graduation requirements have been completed, they will not be permitted to walk again when they do graduate. The Commencement program will state that all degrees are awarded "subject to the completion of all requirements." Latin Honors will be announced at the ceremony only for graduates and for co-op students who have completed their Allegheny coursework; other students who graduate afterwards and are eligible to receive Latin Honors at that time will have the appropriate honor noted on the diploma and transcript.

Policy

Students who meet **all** of the following criteria are eligible to participate in the annual May Commencement exercise:

1. Students must not have participated in a previous Commencement ceremony nor had their names published in a previous Commencement program.
2. Only current students and graduates may participate in Commencement. Students must not have voluntarily withdrawn nor been dismissed or suspended from the College at the time of the Commencement ceremony.
3. Students must belong to one of the categories below:
 - *Graduates.* This includes students who have graduated since the previous Commencement as well as students who complete their graduation requirements during the Spring semester immediately preceding Commencement.
 - *Anticipated graduates.* Students whose anticipated graduation date falls within the nine months following the Commencement date may elect to participate in the ceremony, though their degrees and Latin Honors (if applicable) will not be conferred until all graduation requirements have been met, nor will Latin Honors be announced at Commencement for anticipated graduates.
 - *Co-op students.* Students participating in approved cooperative (3-1; 3-2; 3-3) programs who are making satisfactory progress in their post-Allegheny programs are permitted to participate in Commencement exercises with the rest of their entering class. Appropriate documentation (transcripts and/or proof of enrollment) must be submitted to the Allegheny Registrar's Office to verify that the student is making satisfactory progress. The Allegheny degree will not be conferred until the terms of agreement for the cooperative program have been completed satisfactorily.
4. Students must comply with all published procedures and deadlines related to participation in the Commencement exercise.

Petitions to "Walk"

Students who do not meet the above criteria for participation in Commencement in a given year may petition to be allowed to participate. Such requests must be submitted in writing to the Academic Standards and Awards Committee and must include the written endorsement of the student's academic advisor. The responsibility lies with the student to make a compelling case for why an exception to the College policy should be made. The decision of the Academic Standards Committee in these matters is final. In its periodic reports to the Faculty, the Academic Standards Committee will include data on the number of petitions and their disposition.

This policy is under the purview of the Academic Standards Committee. Changes are subject to a vote of the Faculty.

(February 2015)

Cord & Stole Policy

Policy Home: Academic Bulletin

Link: <http://catalog.allegheny.edu/content.php?catoid=24&navoid=462#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 may 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 honor cords, medallions, stoles, pins and insignia must be in keeping with the nature of the Commencement ceremonies and the Allegheny College Statement of Community. Any items deemed to not meet these standards by the Office of the Registrar must be removed.

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

This policy is under the purview of the Academic Standards Committee. Changes are subject to a vote of the Faculty.

(April 2019)

Discriminatory and Sexual Harassment: Including Sexual Violence, Intimate Partner Violence, and Stalking Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Title IX Office

Gilly Ford serves as Title IX Coordinator/EO Officer for Allegheny.

Email: gford@allegheny.edu

Phone: (814) 332-3085

Office Address: Murray Hall

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

Jennifer Mangus, Director of Human Resources and EEO Officer

Email: jmangus@allegheny.edu

Phone: (814) 332-2312

Office Address: Murray Hall

Mandy Prusia, Associate Director of Athletics and Recreation

Email: mprusia@allegheny.edu

Phone: (814) 332-3367

Office Address: Wise Center

The Title IX Coordinator and Deputy Coordinators are responsible for, among other things, overseeing reports and complaints brought forward under this policy to assure that these matters are handled carefully, 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 regarding an alleged violation of this policy.

The Title IX Coordinator and Deputy Coordinators 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.

Summary of Policy

Allegheny College expressly prohibits discrimination, harassment, and violence 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 prohibits sexual harassment, sexual

violence, intimate partner violence, and stalking regardless of the gender, gender identity, gender expression, or sexual orientation of the individuals involved.

Reason for Policy

All members of the Allegheny Community have a right to learn and work in an environment free from unlawful discriminatory, harassing, and violent conduct. Promoting a diverse environment free of discrimination, discriminatory harassment, sexual harassment, and sexual violence 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, sexual harassment, or sexual violence. 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, sexual violence, intimate partner violence and stalking 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 should 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 set forth the processes available for reporting, investigating and resolving alleged instances of discriminatory harassment and sexual harassment, sexual violence, intimate partner violence, and stalking. The College will respond promptly and appropriately to any form of alleged misconduct under this policy occurring in the College community; and
3. 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, sexual prejudice, religious bigotry, and other forms of group hatred

Policy Statement

Reporting & Resolutions

Options for Reporting

Any student, prospective student, employee, applicant for employment, or campus visitor who believes that they have been subjected to conduct in violation of this policy or who has observed, knows of, or suspects an occurrence of discriminatory harassment or sexual harassment, sexual violence, intimate partner violence, or stalking has the following reporting options:

1. Report to Allegheny's Title IX Coordinator and/or Deputy Title IX Coordinator(s)
2. Report to Allegheny's on-campus confidential resources
3. Report to Law Enforcement
4. Report to off-campus community resources and/or
5. File a complaint with the United States Department of Education's Office of Civil Rights

Responsible employees are obligated by this policy to immediately report such conduct to the Title IX Coordinator or one of the Deputy Title IX Coordinators.

Statute of Limitations on Reporting

Although the College does not impose a limitation period for reviewing internal complaints of alleged violations of this policy, prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the College to take appropriate action regarding a complaint or report, including the ability to undertake appropriate interim measures.

Requests for Anonymity

Individuals reporting incidents of alleged misconduct sometimes ask that their names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged misconduct.

In such cases, the Title IX Coordinator will inform the complainant 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 complainant still requests that their 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 community members, including the complainant who reported the incident of alleged misconduct.

Criminal Conduct

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 complainant chooses not to pursue the matter internally at the College.

False Allegations

Making an allegation that is known to be untrue or knowingly providing false information during the course of an investigation or other proceedings under this policy is prohibited. Committing either of these is prohibited actions is a violation of this policy and may be a basis for discipline.

Resolution Options

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 resolution
- Formal resolution

Investigation and Resolution Procedures

Initiation of the Complaint 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 them and inform the respondent of the nature of the complaint, providing a written copy 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, and provide each 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 misconduct under this policy, the Title IX Coordinator, or designee, will notify the complainant and respondent of their options to avoid contact with the other party and allow them to change academic and extracurricular activities or their living, transportation, dining, and working situation as appropriate. In such cases, the Title IX Coordinator, or designee, will also notify the parties 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 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.

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 designee, 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, mediation, restorative justice, 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 the informal process 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, in consultation with the Dean of Institutional Diversity and/or other appropriate offices. 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.

Formal Resolution 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, if desired by the parties.)

The first step generally includes the complainant providing a statement containing the name(s) and relevant allegations against a person(s).

When a student is the respondent, the general principles described below in numbered paragraphs 1 through 12 will apply, including the "preponderance of evidence" standard. Where the respondent is a faculty or staff member, cases are also handled through the process described below. Where the respondent has dual status or where there are multiple respondents with varying statuses, College officials have 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 will 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, will 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 formal complaints generally includes interviews of (a) the complainant, (b) the respondent, and/or (c) any witnesses as needed; and (d) the review of relevant documents as appropriate. Disclosure of facts to non-party witnesses will 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, or designee, 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. 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 will be notified in writing.
8. After concluding the investigation, the investigator will record the facts gathered during the investigation in a written report. 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 relevant evidence collected as part of the investigation.
9. Following completion of the review described in paragraph 8, in student conduct cases, the Title IX Coordinator, or designee, will provide the full investigative report to the Community Standards Board. After the completion of the Community Standards Board hearing, the Committee will prepare a written decision, including any necessary sanctions, using the preponderance of evidence standard and stating the rationale for its decision.

10. In the case of a staff respondent, the written report of findings, using the preponderance of evidence standard, and the Title IX Coordinator's recommendations shall be submitted to the appropriate Administrative Executive Committee (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 and Dean of the College. If the proposed action by the Provost and Dean of the College 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 and Dean of the College will be communicated in writing to the Title IX Coordinator and to the complainant and the respondent.

11. Sanctions and corrective actions will be determined and 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. 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.
12. To the extent that appeals are provided in connection with findings or the imposition of a recommended disciplinary sanction under this policy, both the complainant and the respondent would have the right to appeal.

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.

Definitions

Complainant: The person alleging, and who experienced, behavior alleged to constitute discriminatory harassment, sexual harassment, or any other forms of misconduct defined in this policy.

Consent: 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, thus, individuals are 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.

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.

Discrimination: Treating a person or group of people different or less favorably because of – or because of one's perception of – their race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, national origin, genetics, or any other characteristic protected by law (together, "protected characteristics"). This includes any decision, act, or failure to act that adversely affects a person or group, when that decision, act, or failure to act is based on a protected characteristic or a perception that the person or group has a protected characteristic.

Discriminatory Harassment: Any verbal, physical, written, or symbolic behavior that is 1) directed at an individual or group and/or their property, 2) 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 3) 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, hate-speech, gestures, demeaning jokes, derogatory stereotypes, vandalism, bullying, or conduct that may be physically threatening, harmful or humiliating or cause a person to feel unsafe.

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.

Force: Use of physical violence or physical imposition, as well as, the use of threat, intimidation, or coercion to overcome a person's free will or resistance. Threat, intimidation and coercion include:

1. Actual or implied declarations to inflict physical or psychological harm, to cause damages or to commit other hostile actions to obtain sexual activity from an unwilling participant
2. Applying unreasonable pressure to obtain sexual activity from an unwilling participant. Unreasonable pressure will be assessed by factors such as the frequency, intensity, degree of isolation and/or duration of the pressure and must include a real or perceived attack on safety, character, values, or morals.

Harassment: Conduct that is severe or pervasive enough to create a residence, classroom, work, or other campus environment that a reasonable person would consider intimidating, hostile, endangering, or abusive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with a person's residence or on-campus environment, or work or school performance, regardless of medium (e.g., in person, telephone, text message, electronic mail, social media, or any other method).

Incapacitation: Inability, temporarily or permanently, to give consent because someone is asleep, mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or

involuntarily), or for some other reason. Incapacitation means a person does not have the ability to give consent. Participating in sexual activity with whom the party knows or should reasonably know is incapacitated constitutes a violation of this policy.

Intimate Partner Violence: Any intentional act, or threat, of physical, sexual, or psychological violence or abuse, including acts of intimidation and coercion, by a current or former partner in an intimate relationship upon the other partner. Intimate Partner Violence may include a pattern of abusive behavior by one partner to consistently maintain power and control over the other partner. This type of violence can occur regardless of the sex, gender, gender identity, gender expression or sexual orientation of the other person.

The existence of an intimate relationship will be evaluated considering the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating and domestic violence are forms of Intimate Partner Violence and all are prohibited by this policy.

Non-Consensual Sexual Intercourse:

Any actual or attempted sexual intercourse, however slight, with any body part or object by a person upon a person:

- Without Consent
- When the person is incapacitated, or
- By Force

Intercourse includes vaginal or anal penetration by a penis, finger, tongue or object, and oral copulation (mouth to genital contact), no matter how slight.

Non-Consensual Sexual Contact:

Any actual or attempted intentional sexual touching, however slight, with a body part or object, by a person upon a person:

- Without Consent
- When the person is incapacitated, or
- By Force

Sexual contact includes contact, directly or over clothing, with genitals, groin, breasts, or buttocks; or touching another person with any of these body parts, or making another person touch themselves, or another person with or on any of these body parts, or any other intentional bodily contact in a sexual manner.

Respondent: The person whose conduct is alleged to constitute discriminatory harassment, sexual harassment, or other forms of misconduct described in this policy.

Responsible Employee: A "responsible employee" for purposes of this policy includes all Allegheny College employees except the professional counselors in the College Counseling and Personal Development Center, professional staff in the Winslow Health Center, and the College Chaplain or any other individual employed by the College with a primary role as clergy. Responsible employees must promptly report incidents of discriminatory harassment, sexual harassment or other types of misconduct prohibited by this policy to the Title IX Coordinator or one of the Deputy Title IX Coordinators.

Retaliation: Harassing, intimidating or taking adverse action(s) against a person because they in good faith:

1. Made a report under this Policy
2. Participated in/cooperated with an investigation of a complaint under this Policy including but not limited to the complainant, respondent, witnesses, or advisors
3. 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 harassing or 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.

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.

Sexual Exploitation: Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another. Examples include but are not limited to: invasion of sexual privacy; recording or attempting to record nude, partial nude or sexual media without the consent of the person or person depicted in the media; streaming, sharing or distributing nude, partial nude or sexual media without the consent of the person depicted in the media; non-consensual sexual voyeurism; inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity; administering sexual assault facilitating drugs including, but not limited to, alcohol, sleeping pills, sedatives, tranquilizers, anesthetics, depressants, and psychotropics without a person's knowledge and permission; going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity); exposing one's genitals in non-consensual circumstance; inducing another to expose their genitals; prostituting another person; and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

Sexual Harassment: 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
- 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

Sexual Violence: Refers to sexual activity when consent is not obtained or not given freely. Sexual violence is a form of sexual harassment and includes sexual assault, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, and interpersonal violence.

Stalking: A course of conduct, or pattern of behavior, directed at a specific person that would cause a reasonable person to fear for their 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.

Final Exam Policy

Policy Home: Academic Bulletin

Link: <http://catalog.allegheeny.edu/content.php?catoid=24&navoid=458#tests-papers-and-examinations-policy>

Tests, Papers, and Examinations Policy

A. General Principles Governing Culminating Assignments

1. All regularly scheduled classes must include a culminating assignment in the form of a final written exam, written assignment, oral exam, or comparable activity. Exceptions are permitted only with the approval of the Provost.
2. The exam time for a course is designated by letter code in the course information posted on WebAdvisor. The schedule of final examinations for the ensuing academic year is included in the Academic Calendar published online by the Registrar's Office.
3. Examination periods are three hours in length. Students shall be given the full three hours to complete a final exam unless the syllabus specifies a shorter time period. However, students granted extra time for accommodations shall receive any additional time to which they are entitled.
4. The time and date that an alternative final assessment, such as a term paper or take-home final, is due should be stated in the syllabus and must be no earlier than the starting time of the scheduled final for the course.

B. Principles Governing the Timing of Tests and Examinations

1. All hour-tests should be scheduled as soon as possible in the semester; they should be announced to classes at least a week before they are given.
2. No hour-test or final written examination may be given during the last five weekdays before classes end in any semester. Hour-tests and final examinations may not be given on study days.
3. If a written assignment is used in place of a final examination, in no case should an instructor require a student to hand in the written assignment before the time period originally scheduled for the final examination of that course. If no final examination period has been scheduled for a course, the written assignment may not be due prior to noon on the second day of examinations.
4. After an hour-test or examination has been taken by a student, no re-examination is permitted. This regulation should not be construed as prohibiting the retaking of hurdle examinations under self-paced instructional systems such as the Keller method.

C. Principles Governing Take-Home Examinations

1. Instructors should make clear the ground-rules for take-home tests given during and at the end of the semester: the amount of time allowed for the writing of the examination, whether the examinations are to be taken with open or closed books, whether or not students are allowed to collaborate and the nature of that collaboration, and when the examinations are due.
2. Out of fairness to students who must allocate study time among several courses, the time required for students to prepare and complete take-home examinations should be comparable to the time spent studying for and taking in-class examinations.
3. Take-home finals may be handed out during the last week of classes. In no case should an instructor require a student to hand in a take-home examination before the time period originally scheduled for the final examination of that course. If no final examination period has been scheduled for a course, the exam may not be due prior to noon on the second day of examinations.

D. Principles Governing Culminating Assignments for Module A and Module B courses

1. Module A courses shall follow the principles outlined here to the maximum extent possible, recognizing that many of the principles assume a final examination period at the end of the full semester.
2. Final examinations in Module A courses shall be scheduled in advance by the instructor to take place in the eighth week of the semester. As this overlaps with both full semester courses and Module B courses, it is not possible to centrally schedule exam times. Given this, Module A instructors may need to schedule several final examinations to accommodate complex student schedules, but every effort should be made to find one, common final exam period.
3. For Module A courses, ONLY final written exams, written assignments, oral exams, or comparable activity may be scheduled in the eighth week of the semester; regular class sessions may not.
4. Module B courses are subject to all the principles outlined for full semester courses.

E. Principles Governing Exceptions to Final Examination Schedules

Students are required to arrange travel and vacation plans to allow them to take all exams at the scheduled time.

Exceptions are permitted only in the following circumstances:

1. Three final exams scheduled for the same day.
2. A documented disability for which the appropriate accommodation requires a change in exam time.
3. A required religious observance that might limit a student's ability to perform on a final examination.
4. Extraordinary extenuating circumstances.

Special examinations shall only be given after careful consideration of the circumstances presented by the student. All requests for exam changes should be made prior to the last week of classes. Requests for exam changes after this date shall only be considered in cases of unforeseen personal or family emergencies.

Rationale:

1. Undue strain is placed on the Honor Code when multiple examinations are administered at multiple times.
2. Undue pressure is placed on faculty to be available for an additional exam administration and possibly to construct a different version of the exam. In the latter case, consistency in exam difficulty and grading becomes a concern.
3. Inconsistency among individual faculty policies creates real and perceived unfairness in how students are treated, and leniency by one faculty member places pressure on other faculty members to do the same.
4. Some exams are simply not amenable to multiple administrations. (Example: lab practicums, final presentations).

Additional Information

1. Three final exams scheduled for the same day.

Students requesting an exception under #1 above should contact the instructors of ALL of the courses in which they have examinations on the same day AND the Office of the Registrar so that a fair decision may be made as to which examination to reschedule. Both the course instructor and the Registrar would need to agree that an exception is warranted in the particular case. All requests for exam changes should be made prior to the last week of classes. Requests for exam changes after this date shall only be considered in cases of unforeseen personal or family emergencies.

2. A documented disability for which the appropriate accommodation requires a change in exam time.

Students with a documented disability are encouraged to discuss any accommodations to which they are entitled with the course instructor early in the semester. If the need arises to request taking the final

examination at a time other than that indicated in the Academic Schedule, students must receive approval from the course instructor. If necessary, the instructor may consult with the Office of Disability Services and/or the chairperson of the department in which the student is requesting the time exception. All requests for exam changes should be made prior to the last week of classes.

3. A required religious observance that might limit a student's ability to perform on a final examination

Students requesting an examination schedule change due to a required religious observance are encouraged to discuss the matter with the course instructor early in the semester. Students whose required religious observance would impede their ability to perform on a final examination may request faculty to make reasonable accommodations. For example, students who are fasting may request permission to take a final exam at a time when they are well fed and hydrated in order to perform at their best. The Office of Spiritual and Religious Life will annually publish a list of possible conflicts between Module A and semester final examinations and religious observances on its website. If necessary, the instructor may consult with the Office of Spiritual and Religious Life and/or the chairperson of the department in which the student is requesting the time exception. All requests for exam changes should be made prior to the last week of classes.

4. Extraordinary extenuating circumstances.

Students requesting an exception under #4 above should contact the instructors of ALL of the courses in which they wish to request an exception due to extraordinary extenuating circumstances AND the Office of the Registrar so that a consistent decision may be made as to the request. Both the course instructor and the Registrar would need to agree that an exception is warranted in the particular case.

Circumstances Which Are Usually Not Approved:

- Two exams are scheduled for the same day.
- The student is offered a ride home before a scheduled exam time.
- The student claims the need to begin a job or program before a scheduled exam time. In the past, this reason has not been acceptable for the changing of an exam unless the employer wrote or called indicating that the date was a definite factor relative to the employment of the student.

Circumstances Which Have Normally Received Approval:

- Various unique requests relating to physical and mental health. (Example: sickness of mother, father).

This policy is under the purview of the Academic Standards Committee. Changes are subject to a vote of the Faculty.

(May 2019)

Links:

WebAdvisor

<https://webadvisor.allegheny.edu/WebAdvisor/WebAdvisor?TOKENIDX=552377250&type=M&constitueny=WBAD&pid=CORE-WBAD>

Academic Calendar

<https://webadvisor.allegheny.edu/WebAdvisor/WebAdvisor?TOKENIDX=552377250&type=M&constitueny=WBAD&pid=CORE-WBAD>

Hazing Policy

Policy Home: Title 18 Pennsylvania General Assembly

Link:

<https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=18&div=0&chpt=28>

CHAPTER 28 ANTIHAZING

Sec.

- 2801. Definitions.
- 2802. Hazing.
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Enactment. Chapter 28 was added October 19, 2018, P.L.535, No.80, effective in 30 days. Act 80 of 2018 shall be referred to as the "Timothy J. Piazza Antihazing Law."

Special Provisions in Appendix. See section 6 of Act 80 of 2018 in the appendix to this title for special provisions relating to continuation of prior law.

Applicability. The addition of Chapter 28 shall apply to causes of action which accrue on or after the effective date of section 7 of Act 80 of 2018.

§ 2801. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"911 call." A transmission of information via a telecommunications device to a public safety answering point for the initial reporting of police, fire, medical or other emergency situations.

"Alcoholic liquid." A substance containing liquor, spirit, wine, beer, malt or brewed beverage or any combination thereof.

"Bodily injury." The term has the same meaning as given to that term in section 2301 (relating to definitions).

"Campus security officer." An employee of an institution of higher education charged with maintaining the safety and security of the property of the institution and the individuals on the property.

"Drug." A controlled substance or drug as defined in the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act.

"Emergency services personnel." Individuals, including a trained volunteer or a member of the armed forces of the United States or the National Guard, whose official or assigned responsibilities include performing or directly supporting the performance of emergency medical and rescue services or firefighting.

"Institution of higher education" or "institution." An institution located within this Commonwealth authorized to grant an associate or higher academic degree.

"Law enforcement officer." An individual who, by virtue of the individual's office or public employment, is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses, or an individual on active State duty under 51 Pa.C.S. § 508 (relating to active duty for emergency).

"Minor." An individual younger than 18 years of age.

"Organization." Any of the following:

(1) A fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of the organization, an institution or secondary school.

(2) A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph (1) is affiliated.

"Secondary school." A public or private school within this Commonwealth that provides instruction in grades 7 through 12 or a combination of grades 7 through 12.

"Serious bodily injury." The term shall have the same meaning as given to that term in section 2301.

"Student." An individual who attends or has applied to attend or has been admitted to an institution or secondary school.

§ 2802. Hazing.

(a) Offense defined.--A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- (1) Violate Federal or State criminal law.
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- (5) Endure brutality of a sexual nature.
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

(b) Grading.--

- (1) Except as provided under paragraph (2), hazing is a summary offense.
- (2) Hazing shall be a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or student.

(c) Limitation.--Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Cross References. Section 2802 is referred to in sections 2803, 2804, 2805 of this title.

§ 2803. Aggravated hazing.

(a) Offense defined.--A person commits the offense of aggravated hazing if the person commits a violation of section 2802 (relating to hazing) that results in serious bodily injury or death to the minor or student and:

- (1) the person acts with reckless indifference to the health and safety of the minor or student; or
- (2) the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

(b) Grading.--Aggravated hazing shall be a felony of the third degree.

Cross References. Section 2803 is referred to in sections 2804, 2805, 2807 of this title.

§ 2804. Organizational hazing.

(a) Offense defined.--An organization that intentionally, knowingly or recklessly promotes or facilitates a violation of section 2802 (relating to hazing) or 2803 (relating to aggravated hazing) commits the offense of organizational hazing and shall be subject to any of the following penalties:

- (1) A fine of not more than \$5,000 for each violation of section 2802.
- (2) A fine of not more than \$15,000 for each violation of section 2803.

(b) Penalties.--In addition to any other sentence imposed, if an organization commits the offense of organizational hazing, the organization shall be subject to such other relief as the court deems equitable.

Cross References. Section 2804 is referred to in section 2807 of this title.

§ 2805. Institutional hazing.

An institution which intentionally, knowingly or recklessly promotes or facilitates a violation of section 2802 (relating to hazing) or 2803 (relating to aggravated hazing) commits the offense of institutional hazing and shall be subject to any of the following penalties:

- (1) A fine of not more than \$5,000 for each violation of section 2802.
- (2) A fine of not more than \$15,000 for each violation of section 2803.

§ 2806. Defenses prohibited.

It shall not be a defense to any offense under this chapter that any of the following apply:

- (1) The consent of the minor or student was sought or obtained.
- (2) The conduct was sanctioned or approved by the institution, secondary school or organization.

§ 2807. Forfeiture.

Upon conviction of a defendant under section 2803 (relating to aggravated hazing) or 2804 (relating to organizational hazing) the court may, in addition to any other sentence authorized under law, direct the defendant to forfeit property which was involved in the violation for which the defendant was convicted. The forfeiture shall be conducted in accordance with 42 Pa.C.S. §§ 5803 (relating to asset forfeiture), 5805 (relating to forfeiture procedure), 5806 (relating to motion for return of property), 5807 (relating to restrictions on use), 5807.1 (relating to prohibition on adoptive seizures) and 5808 (relating to exceptions).

Cross References. Section 2807 is referred to in section 5803 of Title 42 (Judiciary and Judicial Procedure).

§ 2808. Enforcement by institution and secondary school.

(a) Antihazing policy.--

- (1) Each institution and each governing board of a secondary school shall adopt a written policy against hazing and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with an organization operating under the sanction of or recognized as an organization by the institution or secondary school from engaging in hazing or an offense under this chapter.
- (2) Each institution shall provide a copy of the policy, including the institution's rules, penalties and program of enforcement, to each organization within the institution. Each secondary school shall ensure that students are informed of the secondary school's policy, including the secondary school's rules, penalties and program of enforcement.
- (3) Each institution and secondary school shall post the policy on the institution's or the secondary school's publicly accessible Internet website.

(b) Enforcement and penalties.--

- (1) Each institution and each governing board of a secondary school shall provide a program for the enforcement of the policy required under subsection (a) and shall adopt appropriate penalties for violations of the policy to be administered by the individual or agency at the institution or secondary school responsible for the sanctioning or recognition of the organizations covered by the policy.
- (2) Penalties under paragraph (1) may include any of the following:
 - (i) The imposition of fines.
 - (ii) The withholding of diplomas or transcripts pending compliance with the rules or payment of fines.
 - (iii) The rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution or secondary school.
 - (iv) The imposition of probation, suspension, dismissal or expulsion.
- (3) A penalty imposed under this section shall be in addition to a penalty imposed for violation of an offense under this chapter or the criminal laws of this Commonwealth or for violation of any other institutional or secondary school rule to which the violator may be subject.
- (4) A policy adopted under this section shall apply to each act conducted on or off campus or school property if the acts are deemed to constitute hazing or any offense under this chapter.

§ 2809. Institutional reports.

(a) Maintenance.--An institution shall maintain a report of all violations of the institution's antihazing policy or Federal or State laws related to hazing that are reported to the institution.

(b) Contents.--The report shall include all of the following:

- (1) The name of the subject of the report.

(2) The date when the subject was charged with a violation of the institution's antihazing policy or Federal or State laws related to hazing.

(3) A general description of the violation, any investigation and findings by the institution and, if applicable, penalties.

(4) The date on which the matter was resolved.

(c) Initial report.--This section shall apply beginning with the 2018-2019 academic year. The initial report shall include information concerning violations that have been reported to the institution for the five consecutive years prior to the effective date of this section to the extent the institution has retained information concerning the violations.

(d) Personal identifying information.--The report shall not include the personal identifying information of an individual.

(e) Time.--An institution shall post an initial report required under this section on its publicly accessible Internet website by January 15, 2019.

(f) Update.--An institution shall update the report biannually on January 1 and August 1 and shall post the updated report on its publicly accessible Internet website.

(g) Duration.--An institution shall retain reports for five years.

§ 2810. Safe harbor.

(a) Immunity for the individual seeking medical attention for another.--An individual shall not be prosecuted for an offense under this chapter if the individual can establish all of the following:

(1) A law enforcement officer first became aware of the individual's violation of this chapter because the individual placed a 911 call or contacted campus security, police or emergency services, based on a reasonable belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury.

(2) The individual reasonably believed the individual was the first individual to make a 911 call or contact campus security, police or emergency services and report that an individual needed immediate medical attention to prevent death or serious bodily injury.

(3) The individual provided the individual's own name to the 911 operator or equivalent campus security officer, police or emergency services personnel.

(4) The individual remained with the individual needing medical assistance until a campus security officer, police or emergency services personnel arrived and the need for the individual's presence had ended.

(b) Derivative immunity for the individual needing medical attention.--An individual needing medical attention shall be immune under this section from prosecution for an offense under this chapter or section 6308(a) (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages) only if another individual against whom probable cause exists to charge an offense under this chapter reported the incident and remained with the individual needing medical attention and the other individual qualifies for a safe harbor under this section.

(c) Limitations.--The safe harbors described under this section shall be limited as follows:

(1) This section may not bar prosecuting a person for an offense under this chapter if a law enforcement officer learns of the offense prior to and independent of the action of seeking or obtaining emergency assistance as described in subsection (a).

(2) This section shall not interfere with or prevent the investigation, arrest, charging or prosecution of an individual for a crime other than an offense under this chapter or section 6308(a).

(3) This section shall not bar the admissibility of evidence in connection with the investigation and prosecution for a crime other than an offense under this chapter or section 6308(a).

(4) This section shall not bar the admissibility of evidence in connection with the investigation and prosecution of a crime with regard to another defendant who does not independently qualify for a safe harbor under this section.

(d) Civil immunity.--In addition to any other applicable immunity or limitation on civil liability, a law enforcement officer, campus security officer or prosecuting attorney who, acting in good faith, charges a person who is thereafter determined to be entitled to immunity under this section shall not be subject to civil liability for the filing of the charges.

§ 2811. Civil remedies.

Nothing in this chapter precludes a civil remedy otherwise provided by law.

Health Insurance

Effective Date

Office of Primary Responsibility

Office of Financial Services

Summary of Policy

All students are required to maintain health insurance coverage that meets or exceeds the minimum requirements of the Affordable Care Act (ACA) while they are a student with the College.

Students will be required to provide proof of health insurance coverage in an ACA compliant health insurance plan to the College when enrolling for the first time and each academic year thereafter. Students who do not provide proof of health insurance coverage in an ACA compliant health insurance plan by the deadline set by the College, will automatically be enrolled in an ACA compliant health insurance plan, for which plan premiums will be charged to the student account and for which the student is responsible for paying.

If a student withdraws or otherwise stops attending the College during a semester, the student will remain enrolled in the health plan for the duration of the plan period and the student will continue to be responsible for plan premiums for the duration of the plan period.

Additional information about the student health insurance requirement is available [here](#).

Reason for Policy

Allegheny College is concerned about the well-being of its students. This policy is aimed to help ensure that students covered by this policy will have access to health care by requiring primary health insurance coverage. Federal law also requires a minimum level of health insurance and having the same will also hopefully limit potential exposure to high out-of-pocket costs commonly associated with uninsured health care.

The Policy

All students are required to carry adequate health insurance that can be used in the Meadville area. Contact your insurance carrier to verify coverage locations. We recommend that students bring their current health insurance card to campus.

Health Insurance Facts

The Affordable Care Act (ACA) mandates that unless you qualify for a health coverage exemption, all US citizens must carry adequate health insurance or pay an income penalty. Allegheny students can seek basic care at the Winslow Health Center. However, students will need adequate health insurance for any possible hospital visits, physical therapy, laboratory work, or other services off campus.

The Affordable Care Act mandates that health insurance coverage has a term of one year minimum unless there is a qualifying event that triggers a special enrollment period. Medicaid from any state other than Pennsylvania is not covered in Meadville. More information can be found at: healthcare.gov | irs.gov | supremecourt.gov

Health Insurance Options

Students under the age of 26 can be covered on their parent's insurance plan. Students can purchase coverage on the Market Place. Allegheny enrolls and pays the premium for students who do not decline coverage or wish to purchase United Health Care Coverage. The associated premium is added as an insurance fee on each student billing statement. The United Health Care plan:

- Meets the ACA criteria for adequate insurance.
- Is accepted by most local health facilities.
- Does not provide 100% coverage. The student will be responsible of some of the costs.
- Read more about student [United Health Care plan](#)

To decline coverage and remove fee: Log into your WebAdvisor account and select the "Insurance Form" link. Complete the form and submit. Deadline for submission is August 31 of each academic year. This form must be completed each year. Declining insurance for one year does not carry over to subsequent years.

Allegheny officially submits students for coverage to United Healthcare for a one year term on September 1, therefore coverage cannot be declined after the August 31 deadline. If you do not decline the coverage by August 31 you will be responsible for payment.

Links:

Here (Additional information about the student health insurance requirement)

<https://sites.allegheny.edu/finserv/student-health-insurance/>

Healthcare.gov

healthcare.gov

IRS.gov

irs.gov

Supremecourt.gov

supremecourt.gov

United Health Care plan

https://tswqo1aqh6e4d9omrzpjqtwtw-wpengine.netdna-ssl.com/finserv/files/2018/08/201819_flyer.pdf

Housing Residency Requirement

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Residence Life

Summary of Policy

Allegheny College has an on-campus living requirement that requires all students to reside in campus housing for 4 years or 8 full semesters.

Reason for Policy

As a residential college, Allegheny believes that living in community with others compliments and enhances the overall college experience, student development, and educational learning goals. The graduated options for student housing, coordinated through a centralized office, support student development as they proceed to life after Allegheny and assist with management and service to students and families.

Policy Statement

Housing Exemption Policy

Allegheny College may grant exemptions to the on-campus residency requirement based upon the following guidelines:

1. The student has lived on campus at other colleges/universities and may be exempt from the Allegheny requirement for the number of semesters lived on campus elsewhere.
2. The student commutes from the primary residence of a parent or legal guardian within 50 miles of Allegheny College.
3. The student is married and/or has dependents.
4. The student is 23 years of age or older prior to the start of the fall semester.
5. The student is enrolled as a part-time student for 11 credit hours or less. Adding hours after meeting the exemption requirement may result in the student being charged for the residence requirement.

Any student who is found to have provided false information in any of these areas before, during or after the process may be subject to the full cost of a room for the semester in question and disciplinary action.

Any exemption to the College On-Campus Residency Requirement Policy must be approved in writing by the Office of Residence Life prior to the beginning of the period for which the exemption is requested.

Students may apply for an exemption from the residency requirement by completing the [Housing Exemption Request Form](#).

For the fall semester, incoming students must complete the form with the required documentation by May 1; current students must complete the form by whenever the Housing Agreement is due, per the Office of Residence Life. For the spring semester, students must complete the form by December 1. After these dates, students may not be exempted from the residency requirement without approval from the Dean of Students, upon recommendation from the Director of Residence Life.

Students who apply for an exemption from the residency requirement but are not approved, are responsible for payment of room charges for the entire academic year.

Once the Housing Exemption Request Form is received, the Office of Residence Life will review the request and approve, decline, or ask for additional information. A final decision of the outcome will be communicated in writing via the student's Allegheny College email.

Students wishing to appeal the decision by the Office of Residence Life may submit a written appeal within five (5) business days of from the date of notification from Residence Life to the following:

Dean of Students
Allegheny College
520 N. Main Street
Meadville, PA 16335
e-mail: deanofstudents@allegheny.edu

Please clearly and concisely articulate why a housing exemption is being sought and how the Housing Exemption Policy guidelines apply to the case in question. The Dean of Students will review the decision and respond within 7-10 business days. The decision of the Dean of Students will be final.

Links:

Housing Exemption Request Form

<https://alleghenycollege.wufoo.com/forms/housing-exemption-request-form/>

Immunization Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Winslow Student Health Services

Summary of Policy

Students enrolling at Allegheny College are required to demonstrate completed immunization records to the Winslow Student Health Center as required by the State of Pennsylvania. For a current and complete list of the required immunizations and forms, please visit the [Winslow Health Center forms section](#).

Reason for Policy

Immunization is required to create a safe living and learning environment.

Policy Statement

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.

Exceptions

The only exceptions to this policy may be made with official medical documentation of allergies to substances in one or more of these vaccines and/or official medical documentation of a disease or medical condition that obtaining the vaccine could cause harm. Exceptions may also be granted on the basis of a sincere and genuine religious belief prohibiting a particular immunization. Medical or religious waivers must be applied for via the [immunization waiver](#) and are granted by Winslow Health Center at the time of enrollment.

Please be advised that such a waiver may affect the 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.

Links:

Winslow Health Center forms section

<https://sites.allegheny.edu/healthcenter/forms/>

Immunization waiver

<https://sites.allegheny.edu/healthcenter/forms/>

Leaves of Absence and Withdrawal from the College

Policy Home: Academic Bulletin

Link: <http://catalog.alleggheny.edu/content.php?catoid=24&navoid=463>

Short-Term Absences from Campus

1. Students leaving campus due to health reasons (e.g., physical or mental health needs) should contact the Winslow Health Center or Counseling and Professional Development Center. The Health Center will then notify professors and other need-to-know offices.
2. 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
3. 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.

Voluntary 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 normally will not exceed one calendar year. Students may request a Leave of Absence from the College without grade penalty up until the last day of classes in any semester. When a student takes a Leave of Absence 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 take a Leave of Absence from the College between the conclusion of the second week of the semester and the last day of classes will receive the grade of "L" for all courses for which they are registered. This will not affect their grade point average. If a student takes a Leave of Absence after the last day of classes, the grades for that semester will be posted to the student's record, and the student is subject to all applicable academic standing actions, including academic dismissal. Grades of X for Student-initiated Withdrawals taken prior to the leave will be posted to the student's transcript, as will grades for Module or Short Courses completed prior to the leave.

A leave may include conditions for re-entry that will need to be met before the student is approved to return. The student will receive written notification of any conditions when the leave of absence is processed.

During a Leave of Absence, the general deposit required of all students is maintained on account; when applicable, financial aid and course registration arrangements are held for the student's return. Students intending to return from a leave should contact the Dean of Students Office to initiate the return process. Once approved to return, students may be placed into housing; if the approval is completed before the Housing Selection process begins, they may participate in the process. Additionally, once approved to return, students also may register for the next semester during the designated registration period. Students must inform the Registrar of their intent to participate in registration. Housing and registration are contingent upon the student being in good financial standing with the institution.

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. Billing refunds for Leaves of Absence are governed by institutional policy; please contact the Office of Financial Services for information.

A student taking a leave of absence who is a recipient of federal financial aid should consult the Office of Financial Aid about possible return of Title IV funds. Those students should also be aware that a semester in which they take a leave of absence may affect their ability to maintain minimum satisfactory academic progress and retain eligibility for federal financial aid.

Involuntary 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:
 1. A student presents a substantial risk of harm to others or has engaged in threatening or violent activities;
 2. A student presents a substantial risk that the student will harm him/herself, and that risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations;
 3. A student significantly disrupts the educational or other activities of the College community;
 4. A student is unable or unwilling to carry out substantial self-care obligations or to participate meaningfully in educational activities; or
 5. 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 designated by the College (at no cost to the student) 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 will include at least three persons, one of whom shall be the Director of the College's Counseling Center or designee. The Dean of Students and the Committee may consider 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 a particular student. The student will have the opportunity to respond to the concerns in writing and/or in-person/telephonically 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, see above.

Involuntary Leave for Non-Registration

Students must be registered for classes by the end of the add/drop period for the semester. All holds must be lifted, balances paid, and other conditions of registration met AND students must have registered for at least one credit prior to the posted add/drop deadline. Students who do not do so are deemed to have failed to resume study and are placed on a Leave of Absence from the College by action of the Dean of Students. All other conditions of a leave of absence apply to these students.

Voluntary Withdrawal From the College and Readmission

Students wishing to withdraw from only a single course while still completing other registered courses should consider dropping the course (see "[Adding and Dropping Courses](#)" in the "[Course Registration](#)" section), if still permitted, or a Withdrawal if the drop deadline has already passed (see "[Withdrawing From a Course](#)" in the "[Course Registration](#)" section).

Students desiring to withdraw completely from the College must complete the withdrawal form available from the Office of the Dean of Students. The general deposit is not required to be maintained on account and may be refunded if there is a positive balance. 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 grade point average. If a student withdraws after the last day of classes, the grades for that semester will be posted to the student's record, and the student is subject to all applicable academic standing actions, including academic dismissal.

A withdrawal may include conditions for re-entry that will need to be met before the student is approved to return. The student will receive written notification of any conditions when the withdrawal is processed.

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. Billing refunds for withdrawal are governed in the provisions set forth by the Financial Services Office.

A student withdrawing from the College who is a recipient of federal financial aid should consult the Office of Financial Aid about possible return of Title IV funds.

Re-entry after Leave of Absence or Withdrawal

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.

Students who take a leave of absence or withdraw may return to the College by contacting the Office of the Dean of Students. It is advisable that such notice occur no later than July 1 for the fall semester or November 15 for spring semester. A student re-entering from a withdrawal is required to pay the \$400 deposit at the time they notify the Office of the Dean of Students of the date of return.

This policy is under the purview of the Academic Standards Committee. Changes are subject to a vote of the faculty.

(April 2019)

Links:

Return of Title IV funds

<https://sites.allegheny.edu/finaid/current-students/withdrawal-return-of-title-iv-funds/>

Minimum satisfactory academic progress

<https://sites.allegheny.edu/finaid/current-students/academic-progress-policy/>

Adding and Dropping Courses

<http://catalog.allegheny.edu/content.php?catoid=24&navoid=465#adding-and-dropping-courses>

Course Registration

<http://catalog.allegheny.edu/content.php?catoid=24&navoid=465>

Withdrawing From a Course

<http://catalog.allegheny.edu/content.php?catoid=24&navoid=465#withdrawing-from-a-course>

Meal Plan Eligibility

Effective Date

Office of Primary Responsibility

Student Financial Services

Summary of Policy

The Meal Plan is mandatory for undergraduate students residing in campus-owned and managed properties. Minimum levels of participation are determined by a student's class year and College residence. Meal plans are activated at the beginning of each semester and do not carry over from one semester to the next. Each meal plan offers a combination of Board (All you can eat for one swipe at Brooks Dining Hall) and Munch Money (Used at McKinleys to purchase food a la carte, price of a meal at Brooks, or Wrecking Ball Café in Pelletier).

Reason for Policy

The College believes that a major feature of attending a residential college is the opportunity for all students to live with one another. As such, all students enrolled at Allegheny College are required to live in College housing and enroll in the College meal plan.

The Policy

All students living in College residences are required to participate in a meal plan. Minimum levels of participation are determined by a student's class year and College residence. Visit [Student Financial Services Website](#) for pricing. Visit the [Dining Service](#) website for meal plans, hours, and event schedules.

Minimum Level of Participation Requirements

Students spending their first year in post-secondary educational institution away from home are eligible for the Complete Plan, Daily Plan, and Frequent Plan only. Students living in traditional dorm style housing as well as Delta Tau Delta and Phi Kappa Psi fraternities are not eligible for the Mini Plan. Students in non-traditional housing are eligible for all plans.

Meal Plans (BOARD & MUNCH)

Meal plans are loaded at the beginning of the semester and do not carry over from one semester to another semester. Each meal plan has two components:

BOARD

All you can eat for one swipe at Brooks Dining Hall

MUNCH Money

Used at McKinleys to purchase food a la carte.

Students also have the option to use MUNCH money for the price of a meal.

Wrecking Ball Café in Pelletier

Changing Meal Plans

Students may change their meal plan decision through the first two weeks of classes each semester. A meal plan change form is available through the Residence Life website.

The meal plan that you request for the fall semester will also be applied to the spring semester unless another change is submitted.

If you change your meal plan from a large plan to a smaller plan, the large plan will be prorated on your account and the requested plan will be added to your account.

Supplementing Meal Plans

Gator Cash funds can be used to supplement your MUNCH money.

Links:

Student Financial Services Website

<https://sites.alleggheny.edu/finserv/>

Dining Services

<https://allegghenydining.catertrax.com/?intOrderID=&intCustomerID=>

Meal Plan Change Form

<https://sites.alleggheny.edu/residencelife/forms/>

Meal Plan Exemption Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Dean of Students Office

Summary of Policy

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.

Movie Screening Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Student Leadership and Involvement

Summary of Policy

A movie may be shown for free only for educational purposes as stated in a class syllabus that is held in a classroom setting or a separate place devoted to instruction where the attendance is limited to the instructors, students and guest lecturers.

Reason for Policy

This policy is to assist the Allegheny Community in following federal copyright laws.

Policy Statement

Unlawful "public performance" consists of having a "movie night" in a residence hall lounge or public place without obtaining rights to the movie. THIS IS ILLEGAL, even for an educational program! Public performances can only be used for "systematic instructional activities." One such clause: "Companies, organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure licenses to do so...Any willful infringement of this right 'for purpose of commercial advantage or private financial gain' is a Federal crime."

To obtain further information on copyright laws and movie rights, call Swank Motion Pictures, Inc. at 1-800-876-3344 to talk to the Allegheny College representative. Most movie rights run between \$300 & \$1000 and they send you the movie. If you do not obtain movie rights, you risk serious consequences with the law that may lead to jail or payment of up to \$25,000. (Fliers promoting your program can be grounds for charges.)

Please note, this is a quick interpretation for you. If you have more questions contact Student Leadership & Involvement or Swank Motion Pictures, Inc. at 1-800-876-5577.

Copyright Law of the United States of America

Links:

Swank Motion Pictures, Inc.

<https://www.swank.com/>

Copyright Law of the United States of America

<https://www.copyright.gov/title17/>

Photography Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of College Relations

Summary of Policy

The Photo and Video/Multimedia Consent and Release Form permits the College to take photography and record in non-public spaces. Right to privacy is waived in public spaces.

Reason for Policy

The Photography Policy is to make sure the College community is aware of their rights and privacy regarding their image, likeness, and/or voice.

Policy Statement

Throughout the year, Allegheny College and its representatives take photographs and audio and video recordings on campus for the College's use in a variety of media. Allegheny College attempts to collect release forms from all students. The Photo and Video/Multimedia Consent and Release Form permits the College to take photography and record in non-public spaces. Right to privacy is waived in public spaces.

The College's Photo and Video/Multimedia Consent and Release Form grants Allegheny College the right and unrestricted permission to:

- record a student's image, likeness, and/or voice, on a photographic, video, audio, digital, electronic, or any other medium, whether now known or hereafter existing, controlled by Allegheny College.
- use, reuse, publish, and republish the student's image, likeness, and/or voice: in whole or in part; individually or in connection with other material; edited or otherwise altered; in any and all media, including but not limited to print, websites, advertising, signage, social media, and editorial communication about the activities of Allegheny College.
- use any such recording as stated previously with no compensation to the student.
- use the student's name and Allegheny class year (if applicable) in connection with any such recordings or uses.

Allegheny College does not attempt to collect photo release forms from members of its faculty and staff and visitors. Instead, we make the assumption that Allegheny faculty, staff, and visitors 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, and visitors taken for College purposes. All photographs, video and electronic images are used in good faith for marketing, promotional, and archival purposes.

If you should object to the use of your photograph, you have the right to withhold its release by filing a written objection with the Office of College Relations. The objection must be made in writing to the Office of College Relations.

Smoking Policy

Effective Date

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.

Office of Primary Responsibility

Dean of Students Office

Summary of Policy

Smoking in any form is prohibited inside all 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.

Reason for Policy

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 use 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.

Policy Statement

Smokers are welcome to and may smoke outside of the buildings as long as it does not interfere with others.

Definitions

Smoking: refers to all smoking methods, including but not limited to cigarettes, cigars, pipes, hookahs, and water pipes.

Solicitation

Effective Date

July 1, 2019

Office of Primary Responsibility

Dean of Students Office

Summary of Policy

Allegheny College prohibits unauthorized solicitation and/or distribution of materials on campus property. Neither College affiliated individuals, groups, nor other individuals are permitted to solicit either in person, by phone, or by electronic mail for any purpose or to sell goods or services. Any group or individual looking to provide information or sell products on campus is required to obtain prior approval.

Reason for Policy

The purpose of this policy is to maintain an environment that supports the academic objectives of our community and is free of coercion and proselytization.

Policy Statement

Solicitors looking for permission to interact with students on campus must seek approval through the Office of Student Leadership & Involvement. If granted permission then authorized solicitors (e.g. organizations selling class rings or photos for students) will only be permitted in the Henderson Campus Center.

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 & 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.

Individuals or parties requesting permission to solicit sales, contributions, or memberships to College employees are to be referred to the Executive Vice President.

Any project or program which seeks funds through solicitations, sales, or advertising, or which seeks to solicit all or a segment of the Allegheny College constituency, as such, must be approved by the Vice President of Development.

Definitions

Solicitation: any form of requesting money, support, or participation for products, groups, organizations, or causes. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism

Distribution: disseminating literature or material for commercial, religious, or political purposes.

Student Account Refund

Effective Date

Office of Primary Responsibility

Student Financial Services

Summary of Policy

Allegheny's refund policies and procedures ensure equitable refunds to students who withdraw, take a leave of absence, or are dismissed from all or a portion of their studies or when payment is in excess of the total charges on account.

A student is considered withdrawn for the College only if an official withdrawal form has been submitted to Dean of Students Office. The Dean of Students Office will establish the official date of withdrawal.

Refunds of charges (tuition, required fees, room and board) are prorated per diem based on the academic calendar up to the 60% point in the semester. There are no refunds after that point in time. Application fees and tuition deposits are not refundable.

Reason for Policy

The College will comply with all applicable state and federal regulations governing the administration of refunds on student accounts. The refund guidelines that follow are established to ensure the ethical, professional, and timely delivery of student account refunds resulting from:

- Federal financial aid disbursement that exceeds the allowable or authorized charges; or,
- An overpayment of charges by a third party or scholarship donor; or,
- A direct payment by cash, check, or credit card which exceeds the total charges on the account

The Policy

The refund policy applies to students who withdraw, takes a leave of absence, or is dismissed from the College, not withdrawals from individual courses. Request for withdrawal or leave of absence from the College must be obtained from the Dean of Students Office. The date of formal separation from the College is established by the Dean of Students Office; this date determines the refund.

Leave or Withdrawal Refunds

Withdrawal and Leave of Absence policies and guidelines can be found at [here](#).

Current students withdrawing between semesters:

Pre-matriculation deposit is held until the student graduates or withdraws from the College. The student must notify the Office of the Dean of Students in writing and follow the procedure published on the Dean of Students website if he or she intends to withdraw from the College

DEADLINES: The Office of the Dean of Students must be notified July 1 prior to the start of the fall semester, and by one week prior to the first official day of classes for the spring semester to receive the full net pre-matriculation deposit. Failure to give such notification by these deadlines results in the forfeiture of one half of the deposit.

Any remaining balance of the deposit held by the College (after any outstanding charges have been deducted) is refundable after graduation or withdrawal from the College. The deposit cannot be applied to your balance due before graduation or withdrawal from the College.

If you take a leave or withdraw during the semester:

Refunds on all charges including tuition, required fees, room, and board will be prorated per diem, based on the academic calendar, up to the 60% point in the semester. There are no refunds after the 60% point in the semester.

Excessive use of meal plan may result in pro-ration based on consumption rather than the academic calendar.

Financial Aid implications are posted on Allegheny's [Financial Aid](#) website.

Students will not receive a refund until all charges and financial aid perorations have been finalized. In some cases, the student may still carry a balance after the refund calculations are completed. Payment will be due 30 days after notification of the balance.

Credit balances on the student's account will be refunded approximately 4 – 6 weeks after the student separates from the College.

Refund of Excessive Financial Aid (Title IV)

Allegheny will refund all credit balances that are a result of an excess of federal (Title IV) financial aid within two weeks after the first day of the semester or the date the aid was credited to a student's account, whichever is later.

Refund checks as a result of Title IV financial aid will be made payable to the student and will be mailed to the student home address on file.

Current Student Refund Requests

Credit balances that are not a result of Title IV financial aid will not automatically be refunded. To request a refund, log into your WebAdvisor account and select the "Student Refund Request" link. This link will be available approximately one week prior to the start of classes each semester.

It is understandable that students are anxious to receive their refunds. However, processing the disbursements generally takes up to 3 weeks after the start of classes for each semester. Students should plan ahead to manage rent and expenses during this time. Individual requests for advances cannot be honored. Refunds are not processed until there is a credit on the student account.

Links:

Here (Withdrawal and Leave of Absence policies)

<http://catalog.allegheny.edu/content.php?catoid=24&navoid=463>

Financial Aid
<https://sites.allegheeny.edu/finaid/>

Student Charges and Terms of Payment

Effective Date

Office of Primary Responsibility

Student Financial Services

Summary of Policy

At the beginning of each semester, payment of tuition, fees, room, board and other charges, less applicable financial aid, is due and payable in full on or before each of the following dates:

Fall Semester July 31

Spring Semester December 31

A late fee will be assessed monthly on payments received after the due date. Many parents have indicated a preference to pay College charges on a monthly basis rather than in two installments. For this reason, Allegheny offers a monthly payment plan, which provides payment in installments without interest charges. For more information, please visit [View & Pay Your Bill](#).

All Students will want to:

- Review their bill to make sure that all charges and credits are correct
- Notify Student Financial Services if you notice any errors on your bill
- Set up Authorized Payers to grant account access to your parents or other payers
- Pay the amount due on the College bill by the due date

Reason for Policy

The Allegheny College student account is a record of all student charges for tuition, fees, room, board, and other items associated with a student's education, as well as all corresponding payments and credits. Student Financial Services posts all financial transactions to the student accounts as they are received.

By accepting Allegheny's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the College, including tuition and fees for which the student is liable. An individual's registration as an Allegheny student constitutes their agreement to make timely payment of all amounts due

The Policy

The College requires that all deposits and fees be paid by stated deadlines. Many potential administrative difficulties can be avoided if students carefully follow published procedures and notify the appropriate office(s) of any changes that might affect their financial obligation *prior* to the deadlines to discuss possible alternatives. Payments received after a deadline are considered late and subject to late payment fees and loss of registration and other privileges, see *Delinquent Accounts (Consequences of Non-Payment)*.

Standard Student Charges and Fees

Explanation of charges and fees is available on the [Student Financial Services](#) website. Tuition covers most course related expenditures. Courses with an additional special fee may include studio instruction in music and ceramic, as well as some laboratory courses. Extra expenses such as the costs incurred for research or Senior Projects are occasionally incurred in other courses. Residence Hall room charges and meal plan charges vary based on student selection. Medical insurance, vehicle registration, late payment, lost card, and fines are examples of other charges.

For the Fall and Spring semester of the academic year, payment of one-half of the annual tuition, fees, room, board and other charges, less applicable financial aid is due in full before the beginning of the semester. Summer semester charges less financial aid are due in full is due before the beginning of the semester. Account balances for each semester are due and payable on the following dates (except for those participating in the Allegheny College Tuition Payment Plan through TMS/NelNet):

Fall Semester	July 31
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Spring Semester	December 31
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All charges incurred during a semester are payable immediately. Statements are available on line each month.

Methods of payment

Allegheny accepts personal checks, cashier checks, money orders, and wire transfers for payment. Payments should be made payable to *Allegheny College* and must be made in US dollars. To ensure proper posting, please be sure to include the student's name and ID# with payment.

Allegheny offers two additional payment options through TMS/Nelnet. A monthly payment plan, which provides payment in installments without interest charges. Credit card (MasterCard, VISA, Discover, and American Express) payments are also accepted, with a convenience fee, through our TMS/Nelnet platform. Access to TMS/Nelnet is through WebAdvisor. For more information, please visit [View & Pay Your Bill](#).

Authorized Payers

Students may authorize others to access their TMS/Nelnet account to make payments on their behalf. Such individuals are referred to as Authorized Payers. Authorized Payers have access to all of the same features as students including the ability to view and print the student's College bill, access billing history, and view payments to the accounts. Authorized payers cannot edit their own Authorized Payer account or set up other Authorized Payers.

Delinquent Accounts (Consequences of non-payment)

Students whose accounts are unpaid by the due dates will have a Financial Hold placed on the account and not be permitted to register for further courses, receive transcripts of their record, or receive their diplomas upon graduations. There is a five business day waiting period after payment on a delinquent account is received before the Financial Hold will be removed.

Students who separate from the College, either due to withdrawal, leave of absence, or graduation, are responsible for the prompt payment of any outstanding balance owed to the College. If payment is not made, the account will be sent to our collection agency. The student will then be responsible for the full balance on the account plus collection costs.

The College reserves the right to assess an interest charge on all outstanding balances from the date that the entire balance is due until the date that the entire balance is paid. Payments shall first be applied to the interest then to the principal balance.

Links:

View & Pay Your Bill

<https://sites.allegheny.edu/finserv/view-pay-your-bill/>

Student Financial Services

<https://sites.allegheny.edu/finserv/>

Student Identification Card (Allcard)

Effective Date

Office of Primary Responsibility

Student Financial Services

Summary of Policy

The Allcard is the official Allegheny College picture ID card. In addition to identifying the relationship with the College, the card provides access to campus events, activities, residence halls, other building, meal plans, and the library.

Reason for Policy

To enhance a more user-friendly environment for students, faculty, and staff by providing a high quality, single card system that allows efficient access to card-related services throughout Allegheny College and to seek new and expanded uses of the card through improved, advanced technology.

The Policy

The AllCard is your photo ID. The AllCard may be used only by the individual to whom it is registered and is non-transferable. The AllCard is intended to last the duration of your stay. It is the cardholders responsibility to protect and maintain the condition of the card. Keep your Allcard with you at all times. The AllCard is valid while the cardholder still has an active status with Allegheny College. See the [Student Financial Services](#) website for details on the many functions of the Allcard.

- Key to get into buildings and certain class labs
- Meal Plan management
- Gator Cash declining balance account (see below for locations)
- Allegheny Library Card
- Pass for Allegheny Activities
- Pass to the Wise Sport and Fitness Center
- Voting Card for Elections
- Debit card for PNC Bank linked checking accounts (Virtual Wallet) – For more information, visit pnc.com/Allegheny, call 1-877-PNC-1000, or stop by the PNC branch at 201 Chestnut St.

IMPORTANT: If lost or damaged, the student must report the issue to the Office of Public Safety. The AllCard is cancelled and a temporary AllCard is issued. The College provides replacement service of AllCards during operational hours at the Student Financial Services Office located in Schultz Hall during business hours. A lost card fee will be charged to your student billing account.

Gator Cash can be used for purchase at the following locations:

- Allegheny's Merriman Bookstore
- Brooks Dining Hall

- McKinleys Food Court and Smoothie Station
- Grounds for Change
- Wrecking Ball Café in Pellitier
- Event Tickets at the Campus Center
- Off Campus through the "I Heart Meadville" initiative

Manage your Gator Cash and view your meal plan balances anytime, anywhere.

GET Funds is a secure service providing students, faculty and staff with online account management capabilities. Privacy and security settings are used when users login to the site.

Links:

Student Financial Services

<https://sites.allegheny.edu/finserv/>

pnc.com/Allegheny

pnc.com/Allegheny

Theft and Personal Responsibility Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Dean of Students and Public Safety

Summary of Policy

Attempted or actual theft of and/or damage to College property or personal property of a member of the College community is not permitted.

Reason for Policy

To protect the safety and security of the campus community and guests and to clarify the responsibilities of students and guests.

Policy Statement

Attempted or actual theft of and/or damage to College property or personal property, on or off campus, as well as theft of services, is not permitted and is subject to a referral to Student Conduct.

Responsibility for Personal Property

It is a student's responsibility to purchase appropriate insurance coverage to address any personal property loss. Students who use community storage areas on campus 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 buildings and grounds.

SECURING YOUR ROOM

Students are responsible for locking their rooms at all times.

Definitions

Operation Identification is a nationally recognized property identification program open to all members of the Allegheny College community. The goal is to deter thefts and burglary and aid in the recovery of stolen property. This is accomplished by engraving personal belongings and tracking important identifying information about such items. Marked property is difficult for a thief or burglar to dispose of or resell, and can be traced to the rightful owner with relative ease. If someone is caught with marked property, it is solid evidence of possession of stolen goods.

Operation Identification Students are encouraged to get their belongings engraved at Public Safety as part of "Operation Identification"

Links:

Operation Identification

<https://sites.alleggheny.edu/publicsafety/operation-identification/>

Timely Warning Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Public Safety

Summary of Policy

This policy provides detail regarding the mandated issuance of timely warnings for campus crime.

Reason for 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 ongoing threats.

Policy Statement

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 Students 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 Public Safety 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 Public Safety 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.

Links:

Clery Act

<https://sites.allegheny.edu/publicsafety/annual-fire-safety-report/>

Traffic and Parking Policies

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Public Safety

Summary of Policy

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

Reason for Policy

To protect the safety and security of the campus community and guests.

Policy Statement

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 posted on the Tuition and Fee Schedule.

Long Term Parking

The Office of Public Safety should be notified of any need for long term parking so the requester can be directed to the proper location to leave their vehicle.

For information about Registration of vehicles, the current parking fines and fees schedule, and parking maps, please go to the Office of Public Safety.

Miscellaneous Traffic And Parking Regulations

1. All motor vehicles parked on Allegheny College property, other than those belonging to visitors, must be registered with the Office of Public Safety. The person registering the vehicle is responsible for all violations and fines associated with that vehicle.
2. If for any reason a non-registered vehicle must be on campus due to an emergency, the employee or student must notify the Office of Public Safety so that a temporary permit can be issued. If a registered vehicle becomes disabled on campus, Public Safety must be notified at once to prevent towing or booting.
3. The person registering the vehicle is responsible for placing the sticker on the vehicle using the following guidelines. Parking stickers are to be placed outside of the rear window in the extreme

lower left-hand corner. For a canvas-topped vehicle, the parking sticker will be affixed to the left side of the rear bumper.

4. Parking is permitted only in assigned lots and is forbidden on roadways, in handicap, or visitor zones (other than by properly placarded vehicles for physically disabled people and visitors), blocking driveways or exits, on sidewalks, on grass, or in posted "No Parking" zones.
5. Vehicles may be towed at the owner's expense any time the vehicle becomes a hazard or interferes with traffic or College business, such as for garbage removal, deliveries, etc.
6. A wheel immobilization "boot" can and will be used to enforce the collection of fines from repeated offenders, or to identify an unregistered vehicle. An additional fine will be assessed for removal of the boot.
7. The amount of fines is listed on the tickets. Fines are charged to the student's account and can be paid at Financial Services or online through the TMS Student Account Center.
8. Allegheny College assumes no responsibility or liability for loss or damage to any motor vehicle parked on Allegheny College property.
9. One parking sticker will be issued for each registered vehicle. Students are limited to registering one vehicle only. However, students will be permitted to change vehicles during the school year but only one registered vehicle will be allowed on Allegheny College property.
10. Allegheny College is a pedestrian campus, and all classrooms are located within a few minutes from the residence halls and parking areas.
11. If students change their residence status they must contact Public Safety to obtain a new parking sticker. Only a valid colored sticker can be displayed for the current school year.

Parking signs have been kept to a minimum to preserve the beauty of the campus. It is the responsibility of each student, faculty, and staff member of Allegheny College who desires to park on campus to obtain a copy of these regulations and the campus-parking map. The map designates where faculty, staff, and students, and visitors may park, and it will be each person's responsibility to be familiar with the map and the locations on campus where parking is permitted.

NOTE: THE OFFICE OF PUBLIC SAFETY PERSONNEL STRICTLY ENFORCE ALL CAMPUS TRAFFIC AND PARKING REGULATIONS.

All questions and /or comments regarding traffic and parking regulations should be referred to the Office of Public Safety.

Links:

Tuition and Fees Schedule

<https://sites.allegheny.edu/finserv/feescharges/>

Office of Public Safety

<https://sites.allegheny.edu/finserv/feescharges/>

Tuition Insurance

Effective Date

Office of Primary Responsibility

Student Financial Services

Summary of Policy

The tuition insurance can refund up to 100% of your tuition and fees in the event of a medical leave or withdrawal. This coverage expands the scope of our refund policy by ensuring reimbursement for tuition, room, board and other fees when a student takes a leave or withdraws at any time during the semester for reasons covered by this insurance like:

- Serious illness or injury
- Mental health disorder
- Death of tuition payer
- Plans also include Student Life Assistance; a 24-hour emergency hotline that offers students and parents even greater peace of mind.

Reason for Policy

We believe it is important to offer an easy, affordable way to protect the investment your family has made in higher education. That is why Allegheny has negotiated with GradGuard to provide our families with tuition insurance by Allianz Global Assistance featuring special plans and rates not available to the general public.

The Policy

At Allegheny, we want the best for our students. Allianz Global Assistance is the world-leader in specialty insurance and assistance – helping over 200 million people protect their tuition payments, travel plans and more each year. Allegheny College is not a provider of the insurance. Rather, we have partnered with GradGuard to offer and manage the insurance directly to our students. Please contact GradGuard directly and speak to a tuition insurance specialist with questions regarding the tuition insurance. (1-866-724-4384) View [GradGuard Website](#)

Tuition Insurance is available by semester and is available to purchase through the last day BEFORE the start of each semester.

Coverage

You determine the policy limit that you wish to purchase. Please refer to your student billing statement on the TMS-Student Account Center to calculate the amount of coverage you may need. The average amount

of coverage Allegheny students may consider is \$15,000 per semester. If you find that you would like to purchase more or less coverage, please contact GradGuard directly to adjust your coverage amount.

Coverage	Pay out up to:
Illness/Injury of Student	100%
Death of Student	100%
Mental Health Disorder	100%
Other School Expenses	Up to \$1,000
Cost	0.89% of insured amount
Maximum Coverage Limit	\$75,000

Purchasing Options

You can purchase tuition insurance by contacting GradGuard directly or through the TMS-Student Account Center portal. Suggested coverage amount is \$15,00. However your needs may be different. Please refer to your student billing statement to determine your coverage amount.

Contact GradGuard Directly

- Call Customer Service (866) 724-4384
- Go to GradGuard's enrollment link: gradguard.com/tuition/allegheny
- Log into the TMS-Student Account Center portal. Purchasing option is available on the "Make a One Time Payment" screen.
- To file a claim, please call GradGuard at 1-888-427-5045 to begin the claim process.

Please note: Complete withdrawal from all classes is required and must be validated; documentation for all claimed expenses is required; physician recommendation to withdraw from institution is required and will be validated for withdrawal due to illness/injury or mental health disorder. Withdrawal for mental health disorder also requires hospitalization.

Links:

GradGuard Website

https://gradguard.com/tuition-insurance/partners?refCode=allegheny&tracking_codes=allegheny.school_link

Tuition, Room, Board and Fees Policy

Effective Date

July 1, 2019

Office of Primary Responsibility

Office of Financial Services

Summary of Policy

Students are required to have their balance paid in full by the stated College deadlines.

Policy Statement

Students are required to have their balance paid in full by the stated College deadlines. Students who have opted for the payment plan must have the semester's fees 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/or electronic communication.

Unmanned Aircraft Systems Policy

Effective Date

Spring 2016

Office of Primary Responsibility

Office of Public Safety

Summary of Policy

Unmanned Aircraft Systems, typically referred to as drones, quadcopters, and similar small airborne objects are not permitted to be used on the campus of Allegheny College without prior written authorization from the Director of Public Safety.

Reason for Policy

For reasons of safety, security, and privacy Unmanned Aircraft Systems are not permitted to be used on campus.

Policy Statement

For reasons of safety, security and privacy, Unmanned Aircraft Systems, typically referred to as drones, quadcopters, and similar small airborne objects are not permitted to be used on the campus of Allegheny College without prior written authorization from the Director of Public Safety. Students violating this policy may be referred to student conduct. Any drones found on campus will be confiscated and returned upon completion of the semester.

Any requests for use of unmanned aircraft systems that will be taking images need to be approved by the Office of College Relations.

Definitions

Unmanned Aircraft System (UAS): defined by the FAA as "as the unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft UA. The UA is the flying portion of the system, flown by a pilot via a ground control system or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the UA to operate safely". As used in this policy, the term UAS includes model aircraft.

Model Aircraft: defined by the FAA as "an unmanned aircraft that is (1) capable of sustained flight in the atmosphere; (2) flown from within the visual line of sight of the person operating the aircraft; and (3) flown for hobby or recreational purposes".