2021-2022

The Compass

Student Handbook and Resource Guide

Need more information?
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Allegheny College
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Document as of 9/16/2021

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Important Dates

Information Home: Registrar's Website
Link: https://sites.allegheny.edu/registrar/academic-calendars/

Academic Calendars
2020-2021 Academic Year

Fall 2021 Academic Calendar

Wednesday-Thursday	August 18 - 19	Move-In
TBA	TBA	Welcome Weekend
Tuesday	August 24	First day of Fall Semester classes
Tuesday	September 7 at 5:00 p.m. EST	**Deadline for Adding, Dropping, and/or declaring CR/NC** for a 14-week course or a "Module A" 7-week course
Tuesday	September 21 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** from a "Module A" 7-week course
Wednesday	September 22	Gator Day - no classes
Wednesday	September 22	Last day to submit work for an "Incomplete" course from a previous semester
Friday	October 1	Final grades due from faculty for previous semester "Incompletes"
Friday	October 8	First 7-week "Module A" classes end
Monday	October 11	Second 7-week "Module B" classes begin
Thursday	October 21	Break 1 - no classes
Monday	October 25 at 5:00 p.m. EST	**Deadline for Adding, Dropping, and/or declaring CR/NC** for "Module B" 7-week

		courses
Monday - Friday	October 25 - 29	Senior Registration
Thursday	October 28 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** from a 14-week course
Monday - Friday	November 1 - 5	Junior Registration
Tuesday	November 2	Break 2 - no classes
Friday	November 12 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** from a "Module B" 7-week course
Monday - Friday	November 15 - 19	Sophomore Registration
Monday - Sunday	November 22 - 28	Thanksgiving Break - no classes
Monday - Friday	November 29 - December 2	First-year Registration; RSE
Wednesday	December 8	Last day of Fall Semester classes
Thursday	December 9	Study Day
Friday, Monday - Wednesday	December 10, 13 - 15	Final Exams
Tuesday	January 4	**9:00 AM:** Fall Semester grades due in Registrar's Office

Spring 2022 Academic Calendar

MODULE 1		
TBA	TBA	Move-In
Tuesday	January 18	First day of Spring Semester classes
Friday	January 21 at 5:00 p.m. EST	**Deadline for Adding, Dropping, and/or declaring CR/NC** for a Module 1 course
Monday	January 31 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** From a Module 1 course

Tuesday	February 1 at 5:00 p.m. EST	**Deadline for Adding, Dropping and/or Declaring CR/NC** for full semester senior project course
Monday	February 7	Last day of Module 1 classes
Tuesday	February 8	Study Day
Wednesday - Thursday	February 9 - 10	Exams
Friday - Friday	February 11 - 18	Break
MODULE 2		
TBA	TBA	Move-In
Monday	February 21	First day of Module 2 classes
Wednesday	March 2 at 5:00 p.m. EST	**Deadline for Adding, Dropping, and/or declaring CR/NC** for a Module 2 course or a "Module A" course
Monday	March 14 at 5:00 p.m. EST	**Deadline for a Student-Initiated Withdrawal ("X")** for a "Module A" course
Monday - Friday	March 21 - 25	Spring Break - no classes
Wednesday	April 6	Last Day of "Module A" classes
Thursday	April 7	First Day of "Module B" classes
Tuesday	April 12 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** for full semester senior projects
Wednesday	April 13 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** for a Module 2 course
Monday	April 18 at 5:00 p.m. EST	**Deadline for Adding, Dropping, and/or declaring CR/NC** for "Module B" courses
Monday - Friday	April 18 - 22	Rising Senior Registration
Monday - Friday	April 25 - 29	Rising Junior Registration
Friday	April 29 at 5:00 p.m. EST	**Deadline for Student-Initiated Withdrawal ("X")** form a

		“Module B” course
Monday - Friday	May 2 - 6	Rising Sophomore Registration; RSE
Friday	May 13	Last day of Spring Semester classes
Saturday	May 14	Cook-Lahti Scholars Symposium; Honors Convocation
Monday	May 16	Study Day
Tuesday - Friday	May 17 - 20	Final Exams
TBA	TBA	Move-Out for students not participating in Commencement
Saturday	May 21	Commencement
TBA	TBA	Move-Out for students participating in Commencement
thursday	May 26	**9:00 AM:** Grades due in the Registrar’s Office

Summer 2022 Academic Calendar

Monday	May 23	First day of **Summer Term I** (used for EL Travel Seminars) Last day to add a class for Summer Term I
Monday	May 30	Memorial Day - no classes (unelss this is impractical, as in the case of a travel seminar)
Monday	June 20	Last day of Summer Term I Time for final examinations shall be built in to this term by instructors
Tuesday	June 21	First day of **Summer Term II** (used for internships, independent studies, etc.)
Monday	July 4	Independence Day - no classes

Tuesday	August 9	Last day of Summer Term II Time for final examinations shall be built in to this term by instructors
Friday	August 12	**Noon:** All summer semester grades due in the Registrar's Office

2022-2023 Academic Year

Fall 2022 Academic Calendar

Saturday - Monday	August 27 - 29	Welcome Weekend
Saturday	August 27	First-Year Move-In Matriculation
Sunday	August 28	Continuing Student Move-In All early move-in requests require advance permission
Tuesday	August 30	Classes Begin
Saturday - Tuesday	October 8 - 11	Fall Break
Tuesday	October 25	Gator Day - no classes
Wednesday - Sunday	November 23 - 27	Thanksgiving Break
Tuesday	December 13	Classes End
Wednesday	December 14	Study Day
Thursday - Friday, Monday - Tuesday	December 15 - 16 and 19 - 20	Final Exams
Wednesday	December 21	All students must be moved out of the residence halls by noon

Spring 2023 Academic Calendar

Saturday	January 14	Move-In for Spring Semester All early move-in requests

		require advanced permission
Monday	January 16	MKL Day - no classes
Tuesday	January 17	Classes Begin
	March 18 - 26	Spring Break
Monday	May 1	Classes End
Tuesday	May 2	Cook-Lahti Scholars Symposium; Honors Convocation
Wednesday	May 3	Study Day
Thursday - Friday, Monday - Tuesday	May 4 - 5 and 8 - 9	Final Exams
Wednesday	May 10	All students not participating in Commencement must be moved out of the residence halls by noon
Saturday	May 13	Commencement
Sunday	May 14	All students participating in Commencement must be moved out of the residence halls by noon

Summer 2023 Academic Calendar

Summer Term I	May 15	Classes Begin
	May 29	Memorial Day
	June 12	Classes End
Summer Term II	June 13	Classes Begin
	July 3 - 5	Independence Day
	August 2	Classes End

Administration

Information Home: President's Website
Link: https://sites.allegheny.edu/president/senior-staff/

The president's cabinet is composed of the senior college administrators who report directly to the president; the rotating chair of Faculty Council also serves as part of the cabinet. They work closely together with the president, trustees, faculty and staff to provide advice, develop and implement college-wide initiatives and policies, and oversee college operations. The cabinet meets weekly with the president; administrative cabinet members are invited to attend Board of Trustee meetings. Cabinet members serve as a resource for the College's shared governance committees, as well as to the Board of Trustees committees.

Cabinet Members at a Glance

Ian Binnington
Dean for Student Success • Outgoing Dean of Curriculum and Registrar • Associate Professor of History and Black Studies

Ron Cole
Provost • Dean of the College • Professor of Geology

Kristin Nicole Dukes
Dean for Institutional Diversity

Ellen V. Johnson
Vice President for Enrollment Management

Jennifer Padlan
Director of Human Resources

Bill Ross
Director of Athletics and Recreation

Matthew P. Stinson
Vice President for Institutional Advancement

April Thompson
Vice President of Student Life and Dean of Students

Linda Wetsell
Chief Financial Officer • Vice President of Finance and Administration

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.allegheny.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 three parts to our Student Conduct System: one for matters related to academic integrity, one for discriminatory and sexual harassment and one for all other student 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

Section 1: Jurisdiction and Authority

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. This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Allegheny College's educational programs. The college may also extend jurisdiction to off-campus and/or to online conduct when the Dean of Students or Title IX Coordinator determines that the conduct affects a substantial college interest. Regardless of where the conduct occurred, the college will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial College interest includes, but is not limited to:
   - Any off-campus action that effectively deprives an individual of access to the Allegheny College's educational program.
   - Any action that constitutes a criminal offense as defined by law that has a direct impact on Allegheny College or members of the Allegheny Community. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
   - Any situation in which it is determined that the individual poses a substantial threat to the physical health or safety of any student or other individual.
   - Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social discord; and/or
   - Any situation that is detrimental to the educational interests, reputational interest or mission of the college.

B. Decisions about whether to assert College jurisdiction over matters occurring off campus shall be made the by Dean of Students (or designee) in consultation with the Student Conduct Officer. In cases involving alleged violations of the College's Harassment, Discrimination and Sexual Misconduct Policy and Procedures: Including Sexual Violence, Intimate Partner Violence and Stalking 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.

C. 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.

D. 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.
E. 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.
F. 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.
G. Students are responsible for their conduct from the time of acceptance of admission through the awarding of a degree, even if the conduct occurs when classes are not in session.
H. Students are responsible for informing guests of the College policies and students may be held responsible for the behavior of their guests.

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 (no-contact orders) until resolution is reached.

Additionally, the College may impose "Supportive Measures" through the Harassment, Discrimination and Sexual Misconduct Policy and Procedures: Including Sexual Violence, Intimate Partner Violence and Stalking.

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 Center for Student Success, other professional employees on call for the Student Success 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 Center for Student Success, other professional employees on call for the Center for Student Success, 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, Center for Student Success, other professional employees on call for the Student Success 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 or other circumstances on this list, Public Safety officers, Center for Student Success, other professional employees on call for the Center for Student Success, 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 (or designee), 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, Provost, Vice President of Student Life, Dean for Student Success, or comparable College Officer—determine that the life or safety of an Allegheny student, employee, or guest is in imminent danger, the Officer may ask LITS staff to search otherwise private system logs and information services (e.g. student email) 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 Center for Student Success 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 Center for Student Success 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.

Information about the Campus Life and Community Standards Committee can be found here.

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.

Section 7: Interim Measures

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 including but not limited to: limiting a student's ability to be on campus, be in a specific residence hall, engage in coursework, and/or interact with specific members of the College community until resolution is reached.

Links:
Bias Response Form
https://sites.allegheny.edu/incidentreport/incident-report-form/
Campus Life and Community Standards Committee (here)
https://sites.allegheny.edu/committees/campus-life-and-community-standards/

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. Such reports should be submitted as soon as possible after the alleged violation occurs using the online Honor Code form.

Academic Honor Program

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 code 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 voluntary honor code. 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 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. 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. A faculty syllabus cannot contradict any part 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, computers, 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.

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

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. 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 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 Person;
- that the student is permitted and encouraged to speak on their 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 Center for Student Success.

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. This recording 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 recording 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 them.
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 understands the purpose of the Review Panel, and for any opening remarks.
    5. Ask for the accused's closing statement. Allow the student 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 Center for Student Success.
E. If the case is forwarded to the Campus Life and Community Standards Committee, an Honor Committee Report will be submitted to the Center for Student Success 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 Expedited Process

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 the 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 Center for Student Success 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 Center for Student Success, 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 a representative from the Center for Student Success 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 Center for Student Success 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 Student Success 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 Center for Student Success representative will inform the accused student of the following information regarding the hearing process:
   - time, date and place of the hearing;
   - specific Honor Code policies that have allegedly been violated;
   - that student complainants and respondents are permitted and encouraged to have a Community Support Person accompany them to the hearing. A Community Support Person is a current Allegheny College student or current 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 participant, does not represent the participant, speak on behalf of the participant, or examine/cross-examine other parties or witnesses, except as required by law in Title IX cases. The participant 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.
   - that the participant is permitted and encouraged to meet with a College staff member to discuss the hearing process and to be accorded reasonable access to the Honor Committee Report, which will be reviewed and retained in the Center for Student Success office. File contents cannot be copied, photographed or otherwise duplicated
   - that the participant 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;
   - that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.
   - 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.

B. A recording is made of the hearing and retained by the Student Success representative pending an appeal. No other recordings of the proceedings are permitted.

C. Only the Office of the Provost and the Center for Student Success will have access to the recording. No recording devices other than the official recording may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Center for Student Success representative. The recording 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.

D. 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 Student Success representative. The Community Standards Board will be chaired by a non-voting representative of the Dean for Student Success who is trained in current policy and process to answer procedural questions and advise regarding the adjudication process.

E. 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.

F. 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.

G. 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. The board chair has the authority to make procedural decisions regarding the hearing.

H. 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 the board Chair may be present. In the executive session, the board will deliberate and decide whether they believe the accused student is responsible for violating the Honor Code and, if so, will assign sanctions, if appropriate.

I. 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 Center for Student Success representative, 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 their 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 the student of the decision of the committee. Such appeals shall be in writing and delivered to the Provost, with a copy to the Dean for Student Success.

B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate grounds for the appeal. 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 the student handbook is one 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. The Provost may uphold or overturn the decision of the committee, return a case to the committee for further processing, or adjust or affirm any sanctions.
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 Center for Student Success.

Since 1990, the Honor Committee holds a referendum of the student body to determine whether the Honor Code shall remain a part of the Allegheny community every three years. This referendum shall be held in the second semester of every third year. A majority of degree-seeking students in the first-year, sophomore and junior class standings, on campus and abroad, as of spring count in the year of the referendum, must vote to affirm the Code in order to keep the Code.

Links:
Online Honor Code Form
https://alleghenycollege.wufoo.com/forms/honor-code-incident-form-academic-honor-system/

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 Harassment, Discrimination and Sexual Misconduct Policy and Procedures: 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 Harassment, Discrimination and Sexual Misconduct Policy and Procedures: 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 Harassment, Discrimination and Sexual Misconduct Policy and Procedures: Including Sexual Violence, Intimate Partner Violence and Stalking 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 the Harassment, Discrimination and Sexual Misconduct Policy and Procedures: Including Sexual Violence, Intimate Partner Violence and Stalking, 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 provided with new information, the Student Conduct Officer may need to speak with the author of the report or others with information before resolving the case. If the case can be resolved administratively by mutual agreement of the student and the Student Conduct Officer, the student is eligible to agree to 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 affirming 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(s) to a Community Standards

Board. The option of mutual agreement is not available in the formal process for responding to complaints of the Harassment, Discrimination and Sexual Misconduct Policy and Procedures: 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 to 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 distributed.
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 a Community Standards Board comprised of three voting members and a non-voting Chair. For allegations that may result in suspension or expulsion, the allegation will be referred to a Community Standards Board comprised of three voting members containing at least one faculty member, and a non-voting Chair.
F. During all phases of this process, the respondent (as well as complainants) are permitted to be accompanied by a Community Support Person. A Community Support Person is a student or employee of Allegheny College chosen by a participant to serve in an advisory capacity during the participant's involvement in the student conduct system. The primary role of the Community Support Person is to assist the participant in preparing for meetings/hearings and to attend meetings/hearings as support for the participant. The participant is responsible for presenting their own information; therefore, Community Support Persons are not permitted to speak or participate directly in any meetings/hearings without approval from the Chair.
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 respondents 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 Center for Student Success representative will contact the respondent and the complainant (if applicable) 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 complainants and respondents are permitted and encouraged to have a Community Support Person accompany them to the hearing. The Community Support Person is not an advocate for the participant, does not represent the participant, speak on behalf of the participant, or examine/cross-examine other parties or witnesses, except as required by

law in Title IX cases. The participant is responsible for presenting their own information; therefore, Community Support Persons are not permitted to speak or participate directly in any meetings/hearings without approval.

d. that the participant 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 Center for Student Success. File contents cannot be copied, photographed or otherwise duplicated
e. that the participant 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 be chaired by the Vice President of Student Affairs or designee who is a non-voting member of the board trained in current policy and processes to answer procedural questions and advise regarding the adjudication process.
C. A recording is made of the hearing and retained by the Center for Student Success representative pending an appeal. Only the Center for Student Success, the Title IX Office, the appealing student, and the Community Standards Board 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 Center for Student Success or Title IX Office.
D. During the hearing, members of the Community Standards Board, the board chair, the complainant, the respondent, 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.
E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The board may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the board.
F. When the board has heard 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 the board Chair may be present. In the 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.

G. 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.
H. After a decision has been reached, the board will report the outcome and rationale to the Student Success 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 Harassment, Discrimination and Sexual Misconduct Policy and Procedures: Including Sexual Violence, Intimate Partner Violence and Stalking, the complainant will also be notified.
I. 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 (or complainant only in cases of violence) to the Student Conduct Officer within 5 calendar days after receiving notification of the outcome of the hearing.
B. The appeal must specify the reason(s) for the appeal. The person(s) 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 participant'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, chaired (non-voting) by the Dean for Student Success 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 adjust, 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 participant a fair hearing, A new hearing board may also be assigned 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.
G. Deference shall be given to the determinations of the hearing board.
H. The decision of the Appeal Board is final.

Article V: Organizational Conduct

A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.
B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories:
    - When a member is in violation of College policy and other members are present, by failing to discourage such activity, tacitly 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".

Link:
Allegheny College Greek Supplement
https://sitesmedia.s3.amazonaws.com/studentinvolvement/files/2014/08/compass-supplement.pdf

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 Center for Student Success 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 Outcomes

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, and 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 Center for Student Success 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. 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; and 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 also be given to parents or guardians.
2. 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 Center for Student Success and are taken into account in the event of future violations. After the Warning period, the Warning will be removed from the students 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), class dean, or advisors may be notified.
3. 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 Center for Student Success 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 may be notified when a student is placed on probation, so long as permitted by

FERPA. The student's academic advisor and/or class dean may be 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.

4. 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 Center for Student Success 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 and class dean are notified when a student is suspended.
5. 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 Center for Student Success 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 and class dean are notified when a student is expelled.
6. Withholding Degree: Since a degree from the College signifies successful completion of academic requirements, 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, It may also 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).
7. 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.
8. 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 Vice President for Student Life or the Dean for Student Success or, for honor code violations the Provost, agrees, then notation of the sanction will appear on the transcript and in the Office for Student Success file.

Article VII: Disciplinary Records

Section 1:

Disciplinary records are maintained in the Center for Student Success. Disciplinary records regarding violations of the College's Harassment, Discrimination and Sexual Misconduct Policy and Procedures 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 Warning and Probation are removed upon student's graduation or three years after 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.

Link:
Privacy of Student Records
Information Home: ***Academic Bulletin***
http://catalog.allegheny.edu/content.php?catoid=34&navoid=847

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 Harassment, Discrimination and Sexual Misconduct Policy and Procedures 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 Office for Student Success. 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: Harassing conduct is subject to disciplinary action if severe or pervasive enough to create an educational or work environment that limits or denies access. Examples of conduct that may rise to such a level may include: 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 Harassment, Discrimination and Sexual Misconduct Policy and Procedures.
5. Hazing as described in the Pennsylvania State Timothy J. Piazza Antihazing Laws section of this publication.
6. Attempted or actual theft of, damage to, and/or tampering with 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/cards/codes 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, expels, or is readily converted to expel 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, shotguns, 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, metal 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. Electric or electronic incapacitation devices including but not limited to stun guns, stun batons, and tasers.

    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.

    Pepper Spray - Any liquid or gaseous substance that when sprayed into the atmosphere irritates and blinds the eyes with tears, is not permitted in any container greater than 3 ounces.

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.
    f. 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.

Link:
Harassment
https://www.eeoc.gov/harassment

Harassment, Discrimination and Sexual Misconduct Policy and Procedures:

Including Sexual Assult, Intimate Partner Violence and Stalking

Information Home: Title IX Website
https://sites.allegheny.edu/titleix/policy-against-discriminatory-and-sexual-harassment-including-sexual-violence-intimate-partner-violence-and-stalking-policy/

PART I - POLICY

Effective Date

July 1, 2021

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: Bentley Hall

The following individual(s) serve as Deputy Title IX/EO Coordinators for purposes of this policy:

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

The Title IX Coordinator and Deputy Coordinators are responsible for overseeing reports and complaints brought forward under this policy to assure that the College provides a prompt and effective response, and for identifying and addressing patterns of misconduct and systemic issues. They also serve as resources available to anyone seeking additional information about the processes and procedures under this policy, anyone who wishes to file a complaint regarding an alleged violation of this policy, and anyone seeking other resources that may be available to victims of misconduct covered by this policy.

The Title IX Coordinator and Deputy Coordinators also coordinate the College's compliance efforts

regarding harassment and discrimination 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, Title III of the ADA, 504 of the Rehabilitation Act and state non-discrimination laws.

Summary of Policy

Allegheny College is committed to providing a workplace and educational environment that is free from all forms of harassment, discrimination, and sexual misconduct. The College expressly prohibits discrimination and harassment on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, and disability. Allegheny College 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.

Allegheny College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The College does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities.

Allegheny College also prohibits retaliation against any person participating in good faith in any discrimination investigation or complaint process internal or external to the institution; for bringing a complaint of discrimination or harassment or for assisting someone with such a complaint.

Purpose of 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. To ensure compliance with federal and state civil rights laws and regulations and to affirm the College's commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in allegations of harassment, discrimination, or sexual misconduct.

Promoting a diverse environment free of discrimination, discriminatory harassment, sexual harassment, and sexual violence while supporting freedom of expression 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 harassment, discrimination, and sexual misconduct, including 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 establish that no member of our College community should be subject to harassment, discrimination, 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 allegations of discrimination, discriminatory harassment and sexual harassment, sexual violence, intimate partner violence and stalking. The College will respond promptly, equitably, and appropriately to notice or reports of any form of alleged misconduct under this policy occurring in the College community.

Definitions

- ***Actual Knowledge:*** Notice of sexual harassment or misconduct allegations to the College's Title IX Coordinator or any other College official who has authority to institute corrective measures on behalf of the college.

- ***Advisor:*** A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and, in Title IX Regulatory Grievance cases (Process "A"), to conduct cross-examination for the party at the hearing, if any. In cases involving sexual harassment, sexual assault, dating or domestic violence or stalking, by law, the advisor of choice may be anyone the party chooses to serve in this capacity. In all other cases, the individual must be a current student or employee of Allegheny College.

- ***Community Standards Board:*** Refers to those who have decision-making and sanctioning authority.

- ***Complainant:*** The person who experienced behavior alleged to constitute discrimination, discriminatory harassment, sexual harassment, or any other form of misconduct based on a protected class and defined in this policy; or retaliation for engaging in a protected activity.

- ***Confidential Resource:*** An employee, or community resource, who is not required to report notice of harassment, discrimination, and/or retaliation to the Title IX Coordinator and/or Deputies.

- ***Day:*** A business day when the College is in normal operation.

- ***Education program or activity*****:** Locations, events, or circumstances where the college exercises substantial control over both the Respondent and the context in which the harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the College.

- ***Final Determination:*** A conclusion by a preponderance of the evidence that the alleged conduct did or did not violate policy, followed by sanctioning if the finding was "responsible" and the period for appeal.

- ***Finding:*** A conclusion by preponderance of the evidence that the conduct did or did not occur as alleged (as in a "finding of fact").

- ***Formal Complaint:*** A document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the college investigate the allegation.

- ***Harassment: For purposes of this policy harassment is defined as:*** Unwelcome conduct directed toward an individual or group of individuals that 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, that is offensive or disrespectful but does not rise to the level of creating a hostile environment. Reports of harassing conduct will be addressed through the Bias Response Protocol.

- ***Hostile Environment:*** Conduct that a reasonable person would consider to be severe, pervasive, and objectively offensive sufficient to limit or deny educational or employment benefits or opportunities. 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).

- ***Incest:*** A type of sexual assault defined as non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by Pennsylvania law.

- ***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.

- ***Investigator:*** The person or persons charged by the college with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence

- ***Mandated Reporter:*** For purposes of this policy includes all Allegheny College employees, including student employees in the scope and course of their job, except the professional counselors in the College Counseling and Personal Development Center, professional staff in the Winslow Health Center, College Ombudsperson or any other individual employed by the College with an assigned ministerial role, in performance of that role. Mandated Reporters 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.

- ***Notice:*** When an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory,

and/or retaliatory conduct.

- ***Official with Authority* (OWA)*:*** An employee of the college explicitly vested with the responsibility to implement corrective measures for harassment, discrimination and/or retaliation on behalf of the college. At Allegheny College this includes members of the Board of Trustees, the President's Cabinet, the Title IX Team, and the Dean of Students.

- ***Preponderance of the Evidence:*** The standard of evidence applied in determining a violation of this policy. Generally considered to be "more likely than not" or "the greater weight of the evidence".

- ***Remedies:*** Post-finding actions following a determination of a violation of this policy, provided to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the College's educational program.

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

- ***Resolution***: The result of an Informal or Formal Grievance Process.

- ***Sanction***: A consequence imposed by the college on a Respondent who is found to have violated this policy.

- ***Sexual Harassment***: The umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence as set forth in Title IX regulations (34 CFR §106.30) and identified in detail in this policy.

- ***Supportive Measures:*** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

- ***Title IX Coordinatior:*** The official designated by the College to ensure compliance with Title IX and the College's Title IX program. References to the Coordinator throughout this policy may also encompass a designation of the Coordinator for specific tasks.

- ***Title IX Team:*** The Title IX Coordinator, any Deputy Coordinators, and Investigators responsible for overseeing designated elements of the Title IX compliance.

Reporting

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 and any individual who has observed, knows of, or suspects an occurrence of discrimination, discriminatory harassment or sexual

harassment, sexual violence, intimate partner violence, or stalking has the following on-campus 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

Additionally, an individual may report and seek support from off-campus sources including:

1. Local law enforcement agencies
2. Off-campus community resources

Allegheny College employees are considered Mandatory Reporters and are obligated by this policy to immediately report knowledge of such conduct to the Title IX Coordinator or one of the Deputy Title IX Coordinators.

Confidential Resources

Behavior which is impermissible under this policy should be reported. If a Complainant would like the details of an incident to be kept confidential, such complaints may be made to any of the following Confidential Resources:

On Campus:

Counseling and Personal Development Center
Schultz Hall
cpdc@allegheny.edu
Office: 814-332-4368
24/7 Crisis Line: 814-332-2105

Winslow Health Center
Schultz Hall
whc@allegheny.edu
814-332-4355

Office of Spiritual and Religious Life
Credentialed Religious Leaders
Student Affairs Suite
3rd Floor Campus Center
814- 332-2800

Off-Campus:

Meadville Medical Center
Emergency Department *
751 Liberty Street
814-333-5000
*provide professional staff who specifically handle sexual assaults

Women's Services, Inc.
204 Spring Street
Business line: 814-724-6347
24-hour HOTLINE: 814-333-9766 or 1-888-881-0189

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 supportive measures. The College has limited ability to take disciplinary action regarding an allegation when the accused individual is no longer a member of the Allegheny College Community.

Privacy
The College makes every effort to preserve the privacy of reports. The College will not share the identity of any individual who has made a report or complaint of discrimination, harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of harassment, discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of the Title IX regulations, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The College reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Information will be shared as necessary with Investigators, the Community Standards Board, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

Jurisdiction

This policy applies to the education program and activities of Allegheny College, to address conduct that takes place on the campus or on property owned or controlled by the college at college-sponsored events, or in buildings owned or controlled by the college's recognized student organizations. The Respondent must be an employee or student at Allegheny in order for this policy to apply. 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

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Allegheny College's educational programs. The college may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial college interest.

Regardless of where the conduct occurred, the college will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial College interest includes, but is not limited to:

a. Any off-campus action that effectively deprives an individual of access to the Allegheny College's educational program.
b. Any action that constitutes a criminal offense as defined by law that has a direct impact on Allegheny College or members of the Allegheny Community. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
c. Any situation in which it is determined that the Respondent poses a substantial threat to the physical health or safety of any student or other individual.
d. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
e. Any situation that is detrimental to the educational interests, reputational interest or mission of the college.

If the Respondent is unknown or is not a member of the college community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report. Further, even when the Respondent is not a member of the college's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Allegheny College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from college property and/or events.

All vendors serving Allegheny College through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to the college where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Prohibited Conduct

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) is sufficiently severe, pervasive and objectively offensive to interfere with a reasonable person's academic or work performance, or access to activities or benefits of the college.

Retaliation:
It is a violation of this policy, and federal law, 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.

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

- made a report under this Policy
- participated in/cooperated with an investigation of a complaint under this Policy including but not limited to the complainant, respondent, witnesses, or advisors
- opposed conduct or practices prohibited by this Policy

Retaliation includes but is not limited to:

- pressuring the person to drop or not support the complaint or to provide false or misleading information,
- 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 Harassment broadly defined
The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Pennsylvania regard Sexual Harassment as an unlawful discriminatory practice.

Allegheny College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community and in compliance with Title IX regulations (34 CFR §106.30).

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is

defined as:

Conduct on the basis of sex or that is sexual in nature that satisfies one or more of the following:

- ***Sexual Harassment:***
  - unwelcome conduct,
  - determined by a reasonable person,
  - to be so severe, and
  - pervasive, and,
  - objectively offensive,
    - that it effectively denies a person equal access to the College's education program or activity.

- ***Quid Pro Quo:***
  - an employee of the College,
  - conditions the provision of an aid, benefit, or service of the College,
  - on an individual's participation in unwelcome sexual conduct.

- ***Sexual Assault, (20 U.S.C. 1092(f)(6)(A)(v)***

  a) *Sex Offenses, Forcible*:
    - Any sexual act directed against another person
    - without the consent of the Complainant,
      - including instances in which the Complainant is incapable of giving consent.

Forcible Sexual acts include:

Forcible Rape:
- Penetration,
- no matter how slight,
- of the vagina or anus with anybody part or object, or
- oral penetration by a sex organ of another person,
- without the consent of the Complainant.

Forcible Sodomy:
- Oral or anal sexual intercourse with another person,
- forcibly,
- and/or against that person's will (non-consensually), or
- not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:
- The use of an object or instrument to penetrate, however slightly,
- the genital or anal opening of the body of another person,
- forcibly,
- and/or against that person's will (non-consensually),
- or not forcibly or against the person's will in instances in which the

Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling:

- The touching of the private body parts of another person (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- forcibly,
- and/or against that person's will (non-consensually),
- or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

b) Sex Offenses: Non-forcible:

Incest:

- Non-forcible sexual intercourse
- Between persons who are related to each other
  - Within the degrees wherein marriage is prohibited by Pennsylvania law

Statutory Rape:

- Non-forcible intercourse
- With a person who is under the statutory age of consent in Pennsylvania

● ***Dating Violence (34 U.S.C. 12291(a)(10), defined as:***

- violence,
- on the basis of sex,
- committed by a person,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant
  - The existence of such a relationship shall be determined based on the

    Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

    - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - Dating violence does not include acts covered under the definition of domestic violence.

● ***Domestic Violence (34 U.S.C. 12291(a)(8), defined as:***

- violence,
- on the basis of sex,
- committed by a current or former spouse or intimate partner of the Complainant,
- by a person with whom the Complainant shares a child in common, or o by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or

- by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Pennsylvania, or
- by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Pennsylvania.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- ***Stalking (34 U.S.C. 12291(a)(30), defined as:***
  - engaging in a course of conduct,
  - on the basis of sex,
  - directed at a specific person, that
    - would cause a reasonable person to fear for the person's safety, or
    - the safety of others; or
    - Suffer substantial emotional distress.

For the purposes of this definition:

(i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

(iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Sexual Exploitation

Based on Allegheny Policy, Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- 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 inn non-consensual circumstance;
- inducing another to expose their genitals;
- prostituting another person;
- knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

Record Keeping

The College must maintain records, including supportive measures, investigative reports, hearing outcome, hearing media files or transcripts, sanctions, remedies, appeal, and informal resolutions, for a period of seven years.

PART II - ALLEGHENY COLLEGE GRIEVANCE PROCEDURES

Investigation and Resolution Process

Any individual may make a report of a violation of this policy to the Title IX Coordinator. Upon notice by a third party the Title IX Coordinator will engage in outreach to the identified Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Office of Human Resources will be consulted in circumstances when allegations are made against an employee.

Advisor of Choice: The complainant and respondent are permitted and encouraged to have an Advisor of Choice accompany them throughout the process. In cases involving sexual harassment, sexual assault, dating or domestic violence or stalking, by law, the advisor of choice may be anyone the party chooses to serve in this capacity. In all other cases, the individual must be a current student or employee of Allegheny College.

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.

Community Standards Board:

- Allegheny College will designate a three-member Community Standards Board.One of the three members will serve as the Chair.

- The Community Standards Board members(s) will not have had any previous involvement with the investigation.

- Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Community Standards Board members or Advisors. Those who are serving as Advisors for any party may not serve asCommunity Standards Board members in that matter.

- The Title IX Coordinator may not serve as a Community Standards Board member or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designer may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

Notice of Community Standards Board Hearing
Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties' college-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

<u>The hearing notice will contain:</u>

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.

- Any technology that will be used to facilitate the hearing.

- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Community Standards Board and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.

- A list of all those who will attend the hearing, along with an invitation to object to any Community Standards Board member on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.

- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.

- A copy of all the materials provided to the Community Standards Board about the matter unless they have been provided already.

- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Community Standards Board will review during any sanction determination.

- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least five (5) business days prior to the hearing.

- Whether parties can or cannot bring mobile phones/devices into the hearing.

For Title IX Resolution cases (106.45) the following apply:

- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor and the college will appoint one. Each party must have an Advisor present. There are no exceptions.

Hearing Procedures

- The parties may not introduce individuals or information at the hearing that was not previously introduced to or interviewed by the Investigator and assessed for relevance to be included in the Investigation Report and accompanying materials.

- At the hearing the Community Standards Board has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

- Participants at the hearing will include the Chair, any additional board members, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

- The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

- The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Community Standards Board and the parties' advisor and then will then be excused.

Notice of The Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within one business day of receiving the Community Standards Board deliberation statement.

- The Notice of Outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official college records, or emailed to the parties' College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

- The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the college from the receipt of the misconduct report to the determination, including any and all notification to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

- The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the college is permitted to share such information under state or federal law; any sanctions issued which the college is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the college's educational or employment programs or activities, to the extent the college is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

- The Notice of Outcome will also include information on when the results are considered by the college to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation of the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Community Standards Board(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Appeals
Both the complainant and the respondent have the right to appeal. An appeal must be submitted in writing to the Title IX Coordinator within 5 calendar days after receiving notification of the outcome of the hearing. Appeals are limited to the following grounds:

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Community Standards Board had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Failure to appeal within the allotted time will render the original decision final and conclusive.

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.

Appeals will be decided upon the record of the original proceeding and upon written materials submitted by the parties.

<u>The appeal board reviewing an appeal may:</u>

- Affirm the finding and the sanction imposed by the original board.
- Affirm the finding and modify, but not eliminate, the sanction if it is found to be disproportionate to the offense.
- 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 participant 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.

Deference shall be given to the determinations of the hearing board.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the college is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the college is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' college-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

Recording
Hearings (but not deliberations) are recorded by the college for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

Supportive Measures

Upon notice of alleged harassment, discrimination, and/or retaliation, and during the pendency of an investigation or other proceedings under this policy, the College will offer and implement appropriate and reasonable supportive measures to the parties to ensure equal access to its education programs and activities, to protect the parties, and/ or to safeguard the College community.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.The Title IX Coordinator will offer appropriate supportive measures to the Respondent upon notice of allegations.

The College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. College will act to ensure as minimal an academic or occupational impact on the parties as possible.

The College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related

adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Emergency Removal

The College can act to remove a student Respondent entirely or partially from its education programs or activities on an emergency basis when an individualized safety and risk analysis has determined that a substantial threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Title IX Coordinator in conjunction with the Threat Assessment Team using its standard objective violence risk assessment procedures. In all cases in which an emergency removal is imposed, the accused student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Threat Assessment Team will conduct the risk analysis of the referred student and will make recommendations to the Title IX Coordinator for appropriate action. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

Allegheny College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

Initiation of the Investigation Process

Following a signed Formal Complaint by the Complainant, 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.

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.

Informal Resolution Process

The College provides an informal resolution process, following a formal complaint, 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.

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 formal complaint, 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.

GRIEVANCE RESOLUTION STANDARDS

In order to comply with Title IX Regulatory Standards (34 CFR §106.30) Allegheny College has established a Two-prong Grievance Resolution Process. Process "A" is created to comply with the Title IX Regulatory standards and Process "B" applies to all other forms of harassment and discrimination and sexual misconduct violations that are not applicable under the Title IX Regulatory standards as set forth in §106.30. Allegations of violations of these policy elements follow Process "B", the College's established Grievance Resolution Standards.

Standards for Assessing Conduct: As used in the offenses above, the following definitions and understandings apply:

Consent

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Incapacitation

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack

the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Coercion
Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

PROCESS "A"

I. Title IX Regulatory Grievance Standards (106.45)

Under 34 CFR §106.45 (B)(3) the College must apply the following standards in order to comply with the Title IX Regulatory Grievance Protocol. Allegations of sexual harassment that meet the five elements identified under Process "A" will be addressed under the Grievance Resolution Part A, "Title IX Regulatory Grievance Standards", if any of the five categories are not met the process will revert to the Allegheny College Grievance Process (Process "B)

Initial Assessment and Mandatory Dismissal:
The Title IX Coordinator will conduct an Initial Assessment following the filing of a formal complaint.

If any of the following elements are not present, the College will dismiss the formal complaints under the Regulatory Grievance Process (Process "A") and address them under the College Grievance Process (Process "B"):

1. The conduct must meet sexual harassment as defined above (34 CFR §106.30)
2. The Complainant must be a member or seeking to become a member of the College community
3. The College must have control over the harasser (i.e., must be a current student or employee)
4. The conduct must occur in a program or activity of the College, or at an off-campus residence that is owned or controlled by a registered student organizaton
5. The incident must occur in the United States

Title IX Regulatory Definition of Sexual Harassment
Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or

3. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Permissive Dismissal
The College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or

2. The Respondent is no longer enrolled in or employed by the College; or

3. Circumstances that prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. Dismissal of a formal complaint as defined by Title IX Regulations, CFR part 106.30, does not preclude further proceedings related to potential violations of any other College Policy

This dismissal decision is appealable by any party under the procedures for appeal.

Informal resolution may not be used to resolve cases involving allegations of an employee harassing students.

In formal complaints of sexual harassment (as defined by Title IX Regulations, CFR part 106.30) the following general principles and procedures will govern this process, to the extent consistent with the College's legal obligations.

II. Title IX Regulatory Grievance 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 requests 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.)

Formal Grievance Resolution Process
The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,

- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the college's policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor, A statement informing the parties that the College's Policy prohibits knowlingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the College's VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.
- Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of t he parties as indicated in official College records or emailed to the parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

III. Title IX Regulatory Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

- Prior to the conclusion of the investigation, the College will provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days.

- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.

- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.

- The investigator shares the report with the Title IX Coordinator for feedback.

- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to the hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

- The complainant and respondent will be provided the final report and any relevant evidence collected as part of the investigation at least ten (10) business days prior to a hearing.

- Following its completion, 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, which includes objective evaluation of relevant evidence and cross examination of parties conducted by an Advisor of Choice, the Committee will prepare a notice of outcome or written decision, including but not limited to, any necessary sanctions, using the preponderance of evidence standard and stating the rationale for its decision. In employee cases, the Community Standards Board will refer their final decision to the Office of Human Resources for appropriate sanctions.

- Both parties are entitled to appeal the decision subject to the standards established by Allegheny College. (*See Part III Protocols to Accompany All Grievance Processes)*

PROCESS "B"

I. Allegheny College Discrimination and Harassment Grievance Process

Except in complaints of sexual harassment as defined by the 2020 Title IX Regulations, 34 CFR Part

106.45 and described under Process "A" of this policy and meeting the Title IX Regulatory standards, the following general principles and procedures will govern this process consistent with the College's legal obligations for all allegations of discrimination or harassment, including sexual harassment and sexual misconduct that are exempted from the Title IX Regulatory Standards:

Intake and Investigation

- 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.

- 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
.
- 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.

- At any time during the investigation, the Title IX Coordinator, or designee, may recommend supportive measures be provided by College officials. These actions may include, but are not limited to:
    - Referral to counseling, medical, and/or other healthcare services
    - Referral to the Employee Assistance Program
    - Referral to community-based service providers
    - Student financial aid counseling
    - Altering work arrangements for employees or student-employees
    - Safety planning
    - Providing campus safety escorts
    - Implementing contact limitations (no contact orders) between the parties
    - Academic support, extensions of deadlines, or other course/program-related adjustments
    - Timely warnings
    - Class schedule modifications, withdrawals, or leaves of absence
    - Increased security and monitoring of certain areas of the campus
    - Any other actions deemed appropriate by the Title IX Coordinator

  Failure to comply with the terms of interim protections or remedies may be considered a separate violation of this policy

- The investigation shall be completed as promptly as possible from receipt of the original complaint. However, some investigations may take longer to complete depending on the nature and extent of the allegations or other extenuating circumstances.

- 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.

- Following completion of the review, 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, any necessary sanctions, using the preponderance of evidence standard and stating the rationale for its decision.

- 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 President's Cabinet 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 President's Cabinet member who has oversight responsibility for the department in consultation with the Office of Human Resources.

- 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 in consultation with the Office of Human Resources. 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 President's Cabinet member will be communicated in writing to the Title IX Coordinator and to the complainant and the respondent.

- 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.

- 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. Details for employee appeal processes may be obtained by contacting the Office of Human Resources.

- Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the school break.

- In cases where the Respondent is a graduating senior the College reserves the right to rescind a degree after graduation upon a finding of violation of the policy.

- The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Community Standards Board and the parties' advisor and then will then be excused.

Part III - Standards Applied to All Grievance Processes

All hearings will apply the following protocol;

- All persons concerned are to be treated with respect and impartiality.
- Procedures are to be fair and equitable for both parties.
- The College operates with the presumption that the respondent is not responsible for the reported misconduct unless and until the respondent is determined to be responsible for a policy violation by the applicable standard of proof.

- Disclosure of facts to non-party witnesses will be limited to what is reasonably necessary to conduct a fair and thorough investigation.|
- The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):
    - In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures

    - Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated

    - The Title IX Coordinator will conduct a prompt initial assessment to determine if the allegations indicate a potential policy violation.

    - Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties

    - Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible

    - When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose

    - Interview all available, relevant witnesses and conduct follow-up interviews as necessary

    - Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions

    - Complete the investigation promptly and without unreasonable deviation from the intended timeline.

    - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding

    - Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their rewpective interviews and meetings.

    - The investigator(s) gather, assess, and synthesize evidence, but make no recommendations as part of their report
- At any time during the investigation, the Title IX Coordinator, or designee, may recommend supportive measures be provided by College officials. Failure to comply with the terms of supportive measures may be considered a separate violation of this policy.

- Sanctions and corrective actions or remedies 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.

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.

Fliers 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.

Link:
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.

Link:
Meadville Noise Ordinance (here)
https://www.codepublishing.com/PA/Meadville/

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 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

Allegheny Network Accounts

As amended November 2019

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 LIbrary and Information Technology Services (LITS) InfoDesk using WebHelpDesk.

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 disabled. In the process of changing account passwords, users will be asked to confirm responsibility for other accounts (accounts for dependents, group accounts,, etc.) for which they are responsible. If users elect to decline responsibility for such associated accounts, those accounts will be deactivated. LITS 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 deactivated upon the separation of the employee from the College. If requested to do so and approved by Human Resources, LITS 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.

Graduating Students

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

Students who withdraw or are dismissed from the College

When students withdraw or are dismissed from the College, their network accounts are deactivated.

Purging of Files associated with Inactive Accounts

Files (directory files, backup files, materials in the learning 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 Google Workspace 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 Library and Information Technology Services (LITS) 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=146
Mac version of Trend Micro (Here)
https://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=146
Install the Trend Micro OfficeScan
https://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=146

Appropriate Use of Computing Resources

As amended September 2019

The use of Allegheny's technology 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 technology resources or even dismissal from the College. Procedures defined in these LITS Policies, the student handbook, the Faculty Handbook, and the Employee Handbooks will be used to respond to alleged violations of these principles.

Link:
Statement of Community
Policy Home: About Allegheny College Website
https:..sties.allegheny.edu/about/

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.

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 Library and Information Technology Services (LITS) 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/
Notification Agent
https://sites.allegheny.edu/resources/copyright-information/
DMCA Agent
https://sites.allegheny.edu/resources/copyright-information/

Privacy and Confidentiality

As amended August 2019

The College provides electronic mail, Internet access, and other technology 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 technology 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 Library and Information Technology Services (LITS)

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 LITS Enterprise 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. LITS 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 Technology from Campus

As amended September 2019

Technology purchased by Allegheny College is for the on-campus use of the faculty, staff and students of the College with the exception of laptops 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 Provost and 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 Technology Resources

As amended September, 2019

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 Library and Information Technology Services (LITS), 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 technology 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.

Link:
DMCA Agent for Notification of Claims of Infringement
https://sites.allegheny.edu/resources/copyright-information/

Scheduled Maintenance

As amended November 2019

Occasionally, it will be necessary for Library and Information Technology Services (LITS) to suspend one or more central servers or enterprise system for maintenance reasons. Scheduling of maintenance windows for enterprise systems will be managed through change control process overseen by the Director of Enterprise Services. When such actions are necessary, LITS 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 website, and staff at the LITS InfoDesk will know about ongoing system maintenance so that they can assist users who might contact LITS.

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. Contact the Dean of Students Office..
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 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:
Tailgating Policy (here)
https://alleghenygators.com/documents/2012/8/15/Tailgating_Policy.pdf?&tab=2

Pennsylvania Statute
Liquor and Crime 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 Ideas Center, Campus Center 308 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 Administrate Executive Council in March 2016.

Link:
Chosen Name Form
https://docs.google.com/forms/d/e/1FAIpQLScJ2xEm_pHZ_lmf01shzhhz7lnPbouGxv3NiMgoXtbV9yaCrQ/viewform

Class Attendance Policy

Policy Home: Academic Bulletin
http://catalog.allegheny.edu/content.php?catoid=34&navoid=835#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=34&navoid=834#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.
- C*o-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 and Stole Policy

Policy Home: Academic Bulletin
Link: http://catalog.allegheny.edu/content.php?catoid=34&navoid=838#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)

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.
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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:
Additional information about the student health insurance requirement (here)
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://tswqo1aqh6e4d9omrzpjqmtw-wpengine.netdna-ssl.com/finserv/files/2021/06/2021-2022-Student-Insurance-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 Residency Status Change 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 Residence Status Change 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.

Link:
Residency Status Change Request Form
https://tswqo1aqh6e4d9omrzpjqmtw-wpengine.netdna-ssl.com/finserv/files/2021/06/2021-2022-Student-Insurance-Flyer.pdf

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
Immunication waiver
https://sites.allegheny.edu/healthcenter/forms/

Leaves of Absence and Withdrawal from the College

Policy Home: Academic Bulletin
Link: http://catalog.allegheny.edu/content.php?catoid=34&navoid=839

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 or Non-Attendance

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, effective the end of the prior semester attended. All other conditions of a leave of absence apply to these students.

A student who is registered for classes but who fails to return to campus by the end of the add/drop period for the semester is deemed to have failed to begin attendance, and will be placed on a Leave of Absence from the College by action of the Dean of Students, effective the end of the prior semester attended. 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.

Dating Leaves and Withdrawals

Colleges and universities are required to accurately report the date that a student takes a leave or withdrawal. This date must be supported by appropriate institutional documentation.

For end-of-semester leaves or withdrawals (those where the student completes the semester), the date of the leave or withdrawal will in all cases be the last day of exams for the last semester completed. Requests for end-of-semester leaves or withdrawals may be submitted before the end of the semester and will be dated to the last day of exams. A leave taken in between semesters but before the first class day of the next semester will also be dated to the last day of exams for the last semester completed.

For leaves occurring during the semester (from the first day of classes until the last day of classes), if a student is deemed to have begun attendance at Allegheny College, the date of the leave or withdrawal will be the date on which the student submits the official Leave of Absence or Withdrawal Form. An exception to this would be a hospital stay or incarceration that was institutionally documented and which would have precluded the student from completing the form in a timely manner. In such cases the start date of the in-patient treatment or incarceration shall be used. A student is regarded as having begun attendance if they have conducted academic activity as defined by federal regulations, principally that they are registered for courses AND have attended classes or submitted an academic assignment. Students who are present in College housing or using a meal plan may be billed for those activities even if they have not begun attendance in classes. Students who are deemed not to have begun attendance in a given semester will be placed on leave or withdrawn effective the end of the prior semester attended.

In all cases, students have one business day to change their mind and rescind the leave or withdrawal. Requests to rescind a leave or withdrawal after that time will be forwarded to the Dean of Students.

Determining the date of leave or withdrawal has significant consequences for billing and financial aid, so students are advised to complete the Leave of Absence or Withdrawal Form in a timely fashion. Students are also advised in particular to consult with Financial Aid.

If a student has questions about this process, they should consult with the Office of the Dean of Students as soon as possible.

Leaves of Absence and Withdrawal Form

(March 2020)

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=34&navoid=841#adding-and-dropping-courses
Course Registration
http://catalog.allegheny.edu/content.php?catoid=34&navoid=841
Withdrawing From a Course
http://catalog.allegheny.edu/content.php?catoid=34&navoid=841#withdrawing-from-a-course
Leaves of Absence and Withdrawal Form
https://docs.google.com/forms/d/e/1FAIpQLSdfw8dLK9cxZnqyMVbxeO5H5dAoWpab3CBBjA7a5rn6PSIMFw/viewform

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. Information and changing meal plan details are available on Financial Services Meal Plan page.

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.allegheny.edu/finserv/
Dining Services Website
https://alleghenydining.catertrax.com/?intOrderID=&intCustomerID=
Meal Plan page
https://sites.allegheny.edu/finserv/meal-plans/

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 Picture, Inc.
https://www.swank.com/
Copyright Law of the United States
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 equable 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:
Withdrawal and Leave of Absence Policies
http://catalog.allegheny.edu/content.php?catoid=34&navoid=839
Financial Aid
https://sites.allegheny.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 instilments. 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
Spring Semester	December 31

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.

Link:
Student Financial Services
https://sites.allegheny.edu/finserv/

Student Storage on Campus

Effective Date

8/1/2021

Office of Primary Responsibility

The Office of Student Life

Purpose for Policy

The College is committed to efficient, cost effective use of all space on campus grounds; and is equally committed to equitable opportunity for all students living and learning on campus.

Summary of Policy

In an effort to maintain our commitment to equitable opportunity for all students of Allegheny College, we do not offer on-campus storage of student belongings anywhere on college-owned campus grounds including residence halls, administrative and/or academic areas.

The Procedure

1.0 LOCAL STORAGE OPTIONS FOR STUDENT BELONGINGS

There are multiple local storage facilities that offer secure storage. These options offer convenience for students and families who are arriving on campus at various dates and times over the summer and also for early arrival students. **PLEASE NOTE:** Allegheny College does not endorse any particular local business. There are local facilities that may be able to offer short and long term storage.

TIP: Students can choose to store their items individually or as a group and will have the ability to access their items whenever they return to campus.

Information for current local storage options can be found on the Residence Life website under "on campus living" under storage.

2.0 PROTECTION OF STUDENT BELONGINGS

As the Housing Agreement states, 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.**

3.0 EQUAL OPPORTUNITY FOR STUDENTS

The College must maintain a position of equal opportunity for all students, therefore any opportunity offered to one student must be offered to the entire student body. The campus does not have enough storage available to offer this kind of opportunity to all students. Therefore, the policy is to not offer any storage options for students on campus. Due to the liability to the college, this policy will be strictly enforced.

4.0 STUDENT ORGANIZATION STORAGE

The College does offer storage units for the storage of Student Organization property. These units are available through the Student Leadership and Involvement department and are only available for Student Organization Property. No personal or student owned items are permitted. This storage is only for club or organization owned property.

Links:
Storage
https://sites.allegheny.edu/residencelife/local-storage-for-students/
Housing Agreement
https://allegheny.datacenter.adirondacksolutions.com/allegheny_thdss_prod/navigation/student/my-screen
Personal Property
https://sites.allegheny.edu/residencelife/frequently-asked-questions/#personal

Tests, Papers, and Examinations Policy

Policy Home: Academic Bulletin
Link:
http://catalog.allegheny.edu/content.php?catoid=34&navoid=835#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)

Link:
Academic Calendar
http://sites.allegheny.edu/registrar/academic-calendars/

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.allegheny.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.

Link:
Cleary 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/publicsafety/traffic-and-parking/

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 Allanz 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.

Link:

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".