



ALLEGHENY COLLEGE

THE COMPASS STUDENT HANDBOOK

2015-2016

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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ALLEGHENY COLLEGE MISSION STATEMENT

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

ALLEGHENY COLLEGE STATEMENT OF COMMUNITY

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

Allegheny College is an Equal Employment Opportunity Employer and is committed to a policy of non-discrimination. Allegheny College adheres to principles that all persons shall have equal opportunity and access to its educational facilities, activities, and employment without regard to race, color, sexual orientation, creed, national origin, sex, age, or handicap.

Further, Allegheny College does not discriminate and is required not to discriminate in admission, employment, or administration of its programs on the basis of race, color, national origin, sex, or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, or other federal, state, or local laws or executive orders.

Inquiries related to EEO, Title VI, Title IX, Section 504 of the Rehabilitation Act, discriminatory or sexual harassment, sexual assault or hate crimes should be directed to the Director of Human Resources, at [814-332-2312](tel:814-332-2312), or the Title IX Compliance Officer, at [814-332-3085](tel:814-332-3085).

For specific information on any of the above people, please contact the Dean of Student's Office at 814-332-4356 or Human Resources Office at 814-332-2312.

FROM THE PRESIDENT

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

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

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

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

Looking forward to our journey together,

A handwritten signature in blue ink, appearing to read "James H. Mullen, Jr.", with a stylized, cursive script.

James H. Mullen, Jr.

THE GATEWAY

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

ACADEMIC ASSISTANCE - THE MAYTUM LEARNING COMMONS

Academic Commons Pelletier Library

Phone: (814) 332-2898

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

The Learning Commons houses academic support and advising services to create a “one-stop shop” for all students. It is dedicated to helping students thrive at all stages of their college careers.

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

For more information about the Learning Commons, to pick up a tutoring schedule, or to make an appointment, stop by in person, call 814-332-2898, or visit the Learning Commons Website: <http://sites.allegheny.edu/learningcommons/>.

HOURS OF OPERATION

Bookstore

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

Dining Services

Mckinley's Food Court:

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

Brooks Dining Room:

M-F: Hot Breakfast 7:15am-9am, Continental Breakfast: 9am-10am,
Lunch 11:00am-2:00pm, Dinner: 5:00pm-8:00 pm
Sat-Sun: Brunch 11:00am-2:00pm, Dinner 4:00pm-7:00pm

Wrecking Ball Cafe (Pelletier Library)

M-Th 11am- 11pm Fri 11 am- 5pm Sat 11am- 5pm Sun 2pm- 11pm

Campus Center

(24-hour access available with student AllCard*)

Sun-Th: 6am-midnight*

F-Sat.: 6am-3am (main entrance)*

Pelletier Library

M-Th: 7:30am to 2:00am; F: 7:30am to 9pm

Sat: 9am to 9pm; Sun: 11:30 a.m. to 2:00 a.m.

*For Break and Holiday hours please refer to <http://library.alleggheny.edu/liours>

Post Office

M-F: 12:00pm-4:00pm (closed Saturday and Sunday)

Printing Services

M-F: 8am-5pm

Winslow Health Center

M-F: 8am-4:00pm (during the academic year)

Wise Center

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

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

TRANSPORTATION SERVICES

PITTSBURGH AIRPORT SHUTTLE SCHEDULE 2015-2016

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

RESERVATIONS: When making airline reservations, please allow ample time for travel to the airport, 1.75 hours to PIT plus the time needed for airport security checks. When arranging for your return flight, take into consideration flight delays that may occur. Drivers are instructed to leave the airport at the scheduled pick-up time regardless of flight delays. Shuttle passengers are expected to be at the pick-up location fifteen minutes prior to pick-up. If the College's transportation schedule does not meet your travel needs, refer to the Alternative Transportation Resources.

COST: A completed reservation form and non-refundable payment of \$20 for each way are required to reserve your space. Deadlines of four business days in advance of departure and/or pick-up are strictly adhered to for vehicle reservation purposes and the \$20 rate. On-line reservations received after the deadline are \$30 for each way and will only be accepted if seats are available. If you have a question regarding the Airport Shuttle Schedule, please contact the Office of Student Involvement at (814) 332-2754.

PITTSBURGH AIRPORT

Beginning of Semester Fall 2015

Sat, August 22: pick up at airport 11:00 a.m.

Sun, August 23: pick up at airport 7:30 p.m.

Fall Break: October 10-13, 2015

Fri, October 9: depart Allegheny at 2:00 p.m.

Tues, October 13: pick up at airport 7:30 p.m.

Thanksgiving Break: November 25-29, 2015

Tues, November 24: depart Allegheny at noon

Wed, November 25: depart Allegheny at 7:00 a.m.

Sun, November 29: pickup at airport 5:00 p.m.

Sun, November 29: pick up at airport 7:30 p.m.

End of Semester: Exams End December 15, 2015

Tues, December 15: depart Allegheny at 9:00 a.m.

Wed, December 16: depart Allegheny at 7:00 a.m.

Wed, December 16: depart Allegheny at 9:00 a.m.

Wed, December 16: depart Allegheny at 10:00 a.m.

Beginning of Semester Spring 2016:

Sat, January 16: pick up at airport 7:30 p.m.

Sun, January 17: pick up at airport 5:00 p.m.

Mon, January 18: pick up at airport 7:30 p.m.

Spring Break: March 19-27, 2016

Fri, March 18: depart Allegheny at 2:00 p.m.

Sat, March 19: depart Allegheny at 7:00 a.m.

Sat, March 26: pick up at airport 7:30 p.m.

Sun, March 27: pick up at airport 7:30 p.m.

End of Year: Exams End May 10, 2016

Wed, May 11: depart Allegheny at 7:30 a.m.

MEGABUS.COM SHUTTLE SCHEDULE 2015-2016 (with Greyhound and Amtrak stations nearby)

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

RESERVATIONS: Shuttles departing Allegheny will first stop at the PIT airport and then at the Convention Center's Megabus stop. The approximate Megabus stop arrival time is between 9:40 a.m. and 10:10 a.m. Please schedule accordingly to avoid missed connections.

Shuttles returning to campus will pick-up from the Convention Center and then from the PIT airport. Please pay attention to the Convention Center pickup time when making your Megabus reservation.

COST: A completed reservation form and non-refundable payment of \$20 for each way are required to reserve your space. **Deadlines of four business days in advance of departure and/or pick-up are strictly adhered to for vehicle reservation purposes and the \$20 rate.**

On-line reservations received after the deadline are \$30 for each way and will only be accepted if seats are available.

MEGABUS

Thanksgiving Break: November 25-29, 2015 Beginning of Semester Spring 2016:

Wed, November 25: depart Allegheny at 7:00 a.m.

Sun, January 17: pick up at Megabus 4:15 p.m.*

Sun, November 29: pick up at Megabus 4:15 p.m.*

Spring Break: March 19-27, 2016

Sat ^ Mar 19: depart Allegheny at 7:00 a.m.

End of Semester: Exams End December 15, 2015

Sat March 26: pick up at Megabus 6:45 p.m. *

Wed, December 16: depart Allegheny at 7:00 a.m.

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

LOCAL TRANSPORTATION:

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

"THE LOOP:" Sponsored by ASG and CATA is a free bus service for all members of the Allegheny College community. "The Loop" operates on Wednesday, Friday and Saturday evenings from campus to downtown stores, restaurants, and other establishments. For more information, visit alleghenystudentgov.org or call (814) 332-4364.

METRO TAXI: Located near campus, convenient for short trips, call (814) 282-9695.

ALTERNATIVE TRANSPORTATION RESOURCES

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

AIRPORT ORBIT, INC., located in Slippery Rock, Pennsylvania, may be contracted for Pittsburgh transportation at (877) 247-6724.

GREYHOUND BUS STATION is located in the Downtown Mall at 900 Water Street, Meadville. The local office may be contacted at (814) 724-5423.

COMMUNICATION ON CAMPUS

Email

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

Campus Post Office Guidelines and Procedures

The campus post office is open from 12:00pm-4:00pm Monday through Friday. Closed Saturday and Sunday. The office accepts packages through the United States Postal Service, UPS, FedEx and all other carriers. If you receive a package, a notice will be placed in your assigned mailbox. To claim that package, you must present a photo ID. (Exceptions cannot be made to this policy). The college's student ID card (the AllCard), a driver's license or a passport may be used as an ID.

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

Name of Recipient

Box# ____ Allegheny College

520 North Main Street

Meadville, PA 16335

IMPORTANT SECURITY NOTES:

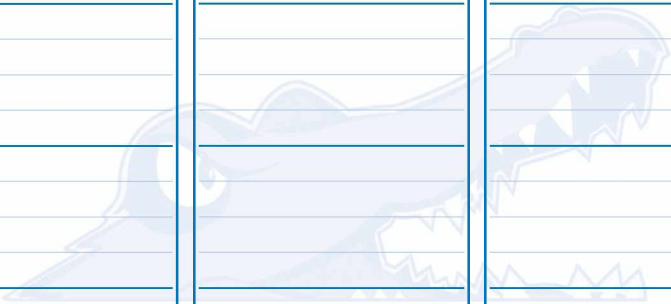
It is not advisable to send cash through the US Mail or through intercampus mail. Please use only checks or money orders if sending funds through the mail. Please note that campus mailboxes do not lock automatically after being closed. The box holder must spin the combination dial to clear the combination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

SOLICITATION POLICY

Allegheny College prohibits unauthorized solicitation on campus property. We require prior approval for any student organization, group or individual looking to provide information or sell products on campus. In general, for-profit organizations are not permitted to solicit on campus. (For example, credit card, phone card, and cell phone companies are not permitted on campus.) Other solicitors looking for permission to be on campus must seek approval through the Office of Student Involvement. If granted permission then authorized solicitors (e.g. organizations selling class rings or photos for seniors) will only be permitted in the Henderson Campus Center. The purpose of this process is to maintain an environment that supports the academic objectives of our community.

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

	MONDAY17	TUESDAY18	WEDNESDAY19
Daily Events			



Daily Events

THURSDAY

20

FRIDAY

21

AUGUST

AUGUST 2015

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SEPTEMBER 2015

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Weekly Quote:

"For every finish-line tape a runner breaks, there are the hours of hard and often lonely work that rarely gets talked about." — Grete Waitz

SATURDAY

22

Fall Orientation
Matriculation



SUNDAY

23

Fall Orientation
Orientation

NOTES

Daily Events

THURSDAY

27

FRIDAY

AUGUST

AUGUST 2015

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SEPTEMBER 2015

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Weekly Quote:

*"I am the master of my fate.
I am the captain of my soul."*
— William Ernest Henley

SATURDAY

29

SUNDAY KHH

NOTES

7:00 PM - Musician Micah (Gator Quad)

Daily Events

MONDAY

31

TUESDAY

1

WEDNESDAY KM

4:00 PM - Men's Soccer vs Grove City (Grove City PA)
7:00 PM - Women's Soccer vs Fredonia (Fredonia, NY)
7:00 PM - Women's Volleyball vs Fredonia (Meadville, PA)

THURSDAY Sill!!

FRIDAY

4

BB

SEPTEMBER 2015

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OCTOBER 2015

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Weekly Quote:

"To be a great champion you must believe you are the best. If you 're not, pretend you are. " — Muhammad Ali

SATURDAY

5

8:30 AM - Men's & Women's Tennis

Nancy J. Heath Invitational
(Robertson Complex)

11:00 AM - Men's & Women's Cross
Country Allegheny College Classic
(Meadville, PA)

4:00 PM - Men's Soccer vs La Roche
Carnegie Mellon Tournament
(Pittsburgh, PA)

TBA - Football vs Thiel (Greenville, PA)

TBA - Women's Soccer vs Nazareth
Rachel Miller Tournament
(Rochester, NY)

SUNDAY

6

TBA - Women's Soccer vs R.I.T.

Rachel Miller Tournament
(Rochester, NY)

NOTES

4:00 PM - Men's Soccer vs Messiah
Carnegie Mellon Tournament
(Pittsburgh, PA)

TBA - Women's Volleyball vs TBD Saint
Vincent Bearcat Challenge (Latrobe, PA)

TBA - Women's Volleyball vs TBD Saint
Vincent Bearcat Challenge (Latrobe, PA)

TBA - Women's Volleyball vs TBD Saint
Vincent Bearcat Challenge (Latrobe, PA)

TBA - Women's Volleyball vs TBD Saint
Vincent Bearcat Challenge (Latrobe, PA)

Daily Events

SEPTEMBER 2015

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OCTOBER 2015

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Weekly Quote:

"Keep working even when no one is watching." —AlexMorgan

SATURDAY

12

- 11:30 AM - Women's Volleyball vs Elizabethtown Lycoming Warrior Tip-Off Classic (Williamsport, PA)
- 1:30 PM - Women's Volleyball vs Penn College of Technology Lycoming Warrior Tip-Off Classic (Williamsport, PA)
- 5:00 PM - Women's Soccer vs Ohio Northern Tartan Cup (Pittsburgh, PA)
- 7:00 PM - Football vs Wooster (Meadville, PA)
- TBA - Men's & Women's Cross Country Calvin College Knight Invitational (Grand Rapids, MI)
- TBA - Women's Tennis Oberlin Invitational (Oberlin, Ohio)

SUNDAY

13

Rosh Hashanah begins at sundown

TBA - Women's Tennis Oberlin Invitational (Oberlin, Ohio)

NOTES

Patriot Day

- 2:00 PM - Women's Volleyball vs Lycoming Lycoming Warrior Tip-Off Classic (Williamsport, PA)
- 6:00 PM - Women's Volleyball vs Keystone Lycoming Warrior Tip-Off Classic (Williamsport, PA)
- 7:30 PM - Women's Soccer vs Wheaton Tartan Cup (Pittsburgh, PA)
- TBA - Women's Tennis Oberlin Invitational (Oberlin, Ohio)

THURSDAY **Life!**

FRIDAY

18

BB

SEPTEMBER 2015

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OCTOBER 2015

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Weekly Quote:

"It's not pressure, it's responsibility. We put it on ourselves." —Abby Wambach

SATURDAY

19

11:00 AM - Women's Volleyball vs Lycoming (Meadville, PA)

1:00 PM - Football vs Wabash (Meadville, PA)

1:00 PM - Women's Soccer vs SUNY Oneonta (Oneonta, NY)

1:00 PM - Women's Volleyball vs Thiel (Meadville, PA)

7:00 PM - Comedian Josh Casey (Shafer Auditorium)

TBA - Men's & Women's Tennis Kenyon Invitational (Gambier, Ohio)

SUNDAY [^]*Sfl

TBA - Men's & Women's Tennis Kenyon Invitational (Gambier, Ohio)

NOTES

Daily Events

6:00 PM - Women's Volleyball vs Marymount (Meadville, PA)
7:00 PM - Men's Soccer vs Penn State-Behrend (Erie, PA)

Daily Events	MONDAY	21	TUESDAY	22	WEDNESDAY	23
	Deadline for student-initiated withdrawal ("X") from a "Module A" 7-week course		Yom Kippur begins at sundown 5:00 PM - Women's Tennis vs Thiel (Meadville, PA)		Eid al-Adha begins at sundown First Day of Autumn Last day to submit work for an "Incomplete" course from previous semester 4:00 PM - Women's Soccer vs Pitt-Bredford (Meadville, PA) 7:00 PM - Women's Volleyball vs Pitt-Bradford (Meadville, PA) 7:30 PM - Men's Soccer vs Mount Union (Alliance, OH)	

THURSDAY **SBfill**

FRIDAY

25

BB

SEPTEMBER 2015

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OCTOBER 2015

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Weekly Quote:

"Winning is not everything, wanting to win is." — Vince Lombardi

SATURDAY

26

12:00 PM - Men's Soccer vs
Wabash (Crawfordsville, IN)

1:00 PM - Football vs Kenyon
(Meadville, PA)

1:00 PM - Women's Volleyball vs
Wittenberg (Meadville, PA)

TBA - Men's Tennis Daemen
Invitational (Buffalo, NY)

TBA - Men's Tennis ITA Division
III Central Regional (St. Louis,
MO)

SUNDAY

27

TBA - Men's Tennis Daemen
Invitational (Buffalo, NY)

TBA - Men's Tennis ITA Division
III Central Regional (St. Louis,
MO)

NOTES

Daily Events

7:00 PM - Women's Volleyball vs
DePauw (Meadville, PA)
TBA - Men's Tennis ITA Division
III Central Regional (St. Louis,
MO)

Daily Events

THURSDAY

1

FRIDAY

2

BB

SEPTEMBER 2015

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OCTOBER 2015

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Weekly Quote:

*"It's not about the shoes.
It's about what you do in
them." —Michael Jordan*

SATURDAY

3

1:00 PM - Men's & Women's Swimming & Diving SUNY Fredonia - Sprint Meet (Fredonia, NY)

1:00 PM - Women's Volleyball vs Ohio Wesleyan (Meadville, PA)

4:00 PM - Wingfest (Gator Quad)

TBA - Football vs Oberlin (Oberlin, OH)

TBA - Men's & Women's Cross Country Paul Short Invitational (Bethlehem, PA)

TBA - Men's Soccer vs Wittenberg (Springfield, OH)

TBA - Women's Soccer vs Wittenberg (Springfield, OH)

TBA - Women's Tennis ITA Division III Central Regional (Kalamazoo, MI)

SUNDAY

4

TBA - Women's Tennis ITA Division II/KCentral Regional (Kalamazoo, MI)

NOTES

Daily Events

Final grades due from faculty for previous semester "Incompletes"

TBA - Women's Tennis ITA Division III Central Regional (Kalamazoo, MI)

www.thezonelive.com

23

THURSDAY

8

FRIDAY

9

OCTOBER

OCTOBER 2015

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NOVEMBER 2015

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29	30					

Weekly Quote:

"I love boxing. There's something fierce about using your body's force that way." — Sophia Bush

SATURDAY

10

SUNDAY

11

NOTES

Fall Break - no classes

12:00 PM - Women's Soccer vs Denison (Meadville, PA)

2:30 PM - Men's Soccer vs Dobson (Meadville, PA)

TBA - Women's Volleyball vs TBD St. Joseph's Tournament (Long Island, NY.)

Fall Break - no classes

TBA - Women's Volleyball vs TBD St. Joseph's Tournament (Long Island, N.Y.)

Daily Events

www.thezonelive.com

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	MONDAY	12	TUESDAY	13	WEDNESDAY	14
Daily Events						
	Columbus Day (Observed) Fall Break - no classes		Muharram begins at sundown Fall Break - no classes 7:30 PM - Women's Soccer vs Oberlin (Oberlin, OH)		First 7-week "Module A" classes end 7:00 PM - Men's Soccer vs Hiram (Meadville, PA)	

THURSDAY

15

FRIDAY

16

OCTOBER

OCTOBER 2015

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NOVEMBER 2015

SMTWTFS

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Weekly Quote:

"Believe that the loose ball that you are chasing has your name on it." —Mike Krzyzewski

SATURDAY

17

1:00 PM - Women's Volleyball vs Denison (Granville, OH)

6:00 PM - Men's Soccer vs Ohio Wesleyan (Delaware, OH)

TBA - Football vs DePauw (Greencastle, IN)

TBA - Men's & Women's Cross Country Inter-Regional Rumble (Oberlin, OH)

TBA - Women's Soccer vs Ohio Wesleyan (Delaware, OH)

SUNDAY

18

NOTES

Second 7-week "Module B" classes begin

Daily Events

[illegible]

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"I am building afire, and every day I train, I add more fuel. At just the right moment, I light the match." —Mia Hamm

24

1:00 PM - Football vs Denison
(Meadville, PA)
1:00 PM - Men's & Women's Swimming &
Diving vs Grove City (Meadville, PA)
1:00 PM - Women's Soccer vs Kenyon
(Meadville, PA)
2:00 PM - Women's Volleyball vs Kenyon
(Gambier, OH)
5:00 PM - Men's Soccer vs Kenyon
(Meadville, PA)
7:00 PM - Improv Group- Mission
Improvable (CC Lobby)
TBA - Summer Research Symposium
(TBA)

25

NOTES

[illegible]

THURSDAY

29

FRIDAY

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OCTOBER

OCTOBER 2015

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NOVEMBER 2015

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Weekly Quote:

"You were born to win, but to be a winner you must plan to win, prepare to win, and expect to win." — Zig Ziglar

SATURDAY

31

Halloween

11:00 AM - Women's Soccer vs DePauw (Meadville, PA)

1:00 PM - Men's & Women's Swimming & Diving Chatham Invitational (Pittsburgh, PA)

1:00 PM - Men's Soccer vs DePauw (Meadville, PA)

5:00 PM - Football vs Hiram (Meadville, PA)

TBA - Men's & Women's Cross Country NCAC Championships (Greencastle, IN)

TBA - Women's Volleyball vs TBD Buffalo State Quad Match (Buffalo, NY)

TBA - Women's Volleyball vs TBD Buffalo State Quad Match (Buffalo, NY)

SUNDAY

1

Standard Time returns

NOTES

Daily Events

Deadline for student-initiated withdrawal ("X") from a 14-week course. Deadline to Add or Drop a "Module B" seven-week course or declare a "Module B" course Credit/No Credit.

TBA - Women's Volleyball vs TBD Buffalo State Quad Match (Buffalo, NY)

	MONDAY	2	TUESDAY	3	WEDNESDAY	4
Daily Events						
	Senior Registration		<i>Election Day</i> Senior Registration		Senior Registration TBA - Men's Soccer NCAC Tournament Semifinals (TBD)	

THURSDAY

5

FRIDAY

6

NOVEMBER

NOVEMBER 2015

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DECEMBER 2015

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Weekly Quote:

"The day you think there is no improvement to be made is a sad one for any player."

— Lionel Messi

SATURDAY

7

1:00 PM - Men's & Women's Swimming & Diving vs Westminster (Westminster, PA)

TBA - Football vs Ohio Wesleyan (Delaware, OH)

TBA - Men's Soccer NCAC Tournament Championship (TBD)

TBA - Women's Volleyball vs TBD NCAC Tournament (TBD)

SUNDAY

8

NOTES

Senior Registration

TBA - Women's Volleyball vs TBD NCAC Tournament (TBD)

Daily Events

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THURSDAY 111111

FRIDAY SISf

NOVEMBER

NOVEMBER 2015

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DECEMBER 2015

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Weekly Quote:

"If you can dream it, you
can do it. — Walt Disney

SATURDAY

14

11:00 AM - Men's & Women's

Swimming & Diving vs

Carnegie Mellon & Washington

& Lee (Pittsburgh, PA)

TBA - Football vs Wittenberg

(Springfield, OH)

TBA - Men's & Women's Cross

Country NCAA Division III

Regional Cross Country

Championships (TBD)

SUNDAY

15

2:00 PM - Men's Basketball vs

Thiel (Meadville, PA)

NOTES

Daily Events

Deadline for student-initiated
withdrawal ("X") from a
"Module B" 7-week course
Junior Registration

Junior Registration
6:00 PM - Men's & Women's
Swimming & Diving vs
Edinboro (Edinboro, PA)
7:00 PM - Women's Basketball vs
Saint Vincent (Latrobe, PA)

MONDAY		16	TUESDAY		17	WEDNESDAY		18
Daily Events								
	Sophomore Registration		Sophomore Registration 7:00 PM - Men's Basketball vs Juniata (Meadville, PA) TBA - Women's Basketball vs Chatham (Pittsburgh, PA)		Sophomore Registration			

THURSDAY

19

FRIDAY

Bill

NOVEMBER

NOVEMBER 2015

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DECEMBER 2015

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Weekly Quote:

"When you want to succeed as bad as you want to breathe, then you will be successful." —Eric Thomas

SATURDAY

21

1:00 PM - Men's 8 Women's

Swimming 8 Diving vs Oberlin 8
Malone (Meadville, PA)

TBA - Men's 8 Women's Cross

Country NCAA Division III Cross
Country Championships (TBD)

TBA - Men's Basketball vs TBD

Greg Richards '08 Memorial Tip-
Off Tournament (Meadville, PA)

TBA - Women's Basketball vs TBD

Greg Richards '08 Memorial Tip-
Off Tournament (Meadville, PA)

SUNDAY

22

NOTES

Daily Events

Sophomore Registration

Sophomore Registration

6:00 PM - Men's & Women's
Swimming & Diving vs John
Carroll (University Heights, OH)

6:00 PM - Men's Basketball vs Adrian
Greg Richards '08 Memorial Tip-
Off Tournament (Meadville, PA)

7:00 PM - Poet Carlos Andres Gomez
(CC Lobby)

8:00 PM - Women's Basketball vs
TBD Greg Richards '08 Memorial
Tip-Off Tournament (Meadville, PA)

	MONDAY 23		TUESDAY 24		WEDNESDAY 25	
Daily Events						
			7:00 PM - Men's Basketball vs Carnegie Mellon (Pittsburgh, PA) TBA - Women's Basketball vs Washington & Jefferson (Meadville, PA)		Thanksgiving Break - no classes	

THURSDAY

26

FRIDAY

27

NOVEMBER

NOVEMBER 2015

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DECEMBER 2015

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Weekly Quote:

"You can accomplish a lot if you don't worry about who gets the credit." — Bill Arnsparger

SATURDAY

28

Thanksgiving Break - no classes
 4:00 PM - Men's Basketball vs
 Penn State-Behrend (Erie, PA)
 TBA - Women's Basketball vs
 Waynesburg (Meadville, PA)

SUNDAY

29

Thanksgiving Break - no classes

NOTES

Thanksgiving
 Thanksgiving Break - no classes

Thanksgiving Break - no classes

Daily Events

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THURSDAY

3

FRIDAY JSII

DECEMBER

DECEMBER 2015 JANUARY 2016													
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Weekly Quote:

"Adversity, if you allow it to, will fortify you and make you the best you can be." — Kerri Walsh Jennings

SATURDAY

5

1:00 PM - Men's Basketball vs Wittenberg (Springfield, OH)
 TBA - Men's & Women's Swimming & Diving Blue Devil Invitational (Fredonia, NY)
 TBA - Track & Field (Indoor) Case Western Reserve Early Bird (Cleveland, OH)

SUNDAY ~K9

Hanukkah begins at sundown
 TBA - Men's & Women's Swimming & Diving Blue Devil Invitational (Fredonia, NY)

NOTES

Daily Events

Freshman Registration; RSE

Freshman Registration; RSE
 7:00 PM - Women's Basketball vs Houghton (Meadville, PA)
 TBA - Men's & Women's Swimming & Diving Blue Devil Invitational (Fredonia, NY)

	MONDAY		7	TUESDAY		8	WEDNESDAY		9
Daily Events									
				Last day of fall semester classes 7:30 PM - Men's Basketball vs Kenyon (Gambier, OH)			Study day TBA - Women's Basketball vs Kenyon (Gambier, OH)		

"Be so good they can't ignore you." — Steve Martin

No Finals

No Finals

NOTES

THURSDAY

17

FRIDAY

a

DECEMBER

DECEMBER 2015

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JANUARY 2016

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Weekly Quote:

"Concentration is a fine antidote to anxiety." — Jack Nicklaus

SATURDAY

19

SUNDAY KHI

NOTES

Daily Events

	MONDAY21	TUESDAY22	WEDNESDAY23
Daily Events			
	9:00 AM - Fall semester grades due in Registrar's Office	First Day of Winter	Mawiid al-Nabi begins at sundown

THURSDAY24

FRIDAY25

DECEMBER

DECEMBER 2015

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JANUARY 2016

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Weekly Quote:

"Whether you think you can or think you can % you 're right." — Henry Ford

SATURDAY26

SUNDAY27

Kwanzaa begins

NOTES

Christmas

Daily Events

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	MONDAY 28		TUESDAY 29		WEDNESDAY 30	
Daily Events						
			TBA - Women's Basketball vs TBD Capital Tournament (Bexley, OH)		TBA - Men's Basketball vs Stevenson (Owings Mills, MD) TBA - Women's Basketball vs TBD Capital Tournament (Bexley, OH)	

THURSDAY

31

FRIDAY

1

DECEMBER

DECEMBER 2015

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JANUARY 2016

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Weekly Quote:

*"Do your best, one shot at a time,
and then move on." — Nancy Lopez*

SATURDAY

2

8:00 PM - Men's Basketball vs
DePauw (Meadville, PA)

TBA - Women's Basketball vs
DePauw (Meadville, PA)

SUNDAY

3

4:00 PM - Men's Basketball vs
Wabash (Meadville, PA)

TBA - Women's Basketball vs
Wittenberg (Meadville, PA)

NOTES

THURSDAY

31

New Year's Eve

FRIDAY

1

New Year's Day

DECEMBER

DECEMBER 2015

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JANUARY 2016

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Weekly Quote:

*"Do your best, one shot at a time,
and then move on." — Nancy Lopez*

SATURDAY

2

8:00 PM - Men's Basketball vs
DePauw (Meadville, PA)

TBA - Women's Basketball vs
DePauw (Meadville, PA)

SUNDAY

3

4:00 PM - Men's Basketball vs
Wabash (Meadville, PA)

TBA - Women's Basketball vs
Wittenberg (Meadville, PA)

NOTES

Daily Events

www.thezonelive.com

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[illegible]

THURSDAY

7

FRIDAY

8

JANUARY

JANUARY 2016						
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Weekly Quote:

"Good, things happen to those that hustle." — Chuck Noll

SATURDAY

9

3:00 PM - Men's Basketball vs
Ohio Wesleyan (Meadville,
PA)

TBA - Women's Basketball vs
Ohio Wesleyan (Meadville,
PA)

SUNDAY

10

NOTES

Daily Events

THURSDAY

14

FRIDAY

15

JANUARY

JANUARY 2016						
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FEBRUARY 2016						
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Weekly Quote:

"It's not whether you win or lose, it's how you play the game." Gr anti and Rice

SATURDAY

16

1:00 PM - Men's & Women's
Swimming & Diving vs Case
Western Reserve (Meadville,
PA)

3:00 PM - Men's Basketball vs
Denison (Granville, OH)

TBA - Women's Basketball vs
Denison (Gambier, OH)

SUNDAY

17

NOTES

Daily Events

	MONDAY		18	TUESDAY		19	WEDNESDAY		20
Daily Events									
			Martin Luther King, Jr. Day - no classes			First day of spring semester classes			7:30 PM - Men's Basketball vs Wooster (Wooster, OH) TBA - Women's Basketball vs Wooster (Meadville, PA)

THURSDAY

21

FRIDAY

22

JANUARY

JANUARY 2016

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FEBRUARY 2016

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Weekly Quote:

"Strength doesn't come from what you can do. It comes from overcoming the things you once thought you couldn't do." —Rikki Rogers

SATURDAY

23

1:00 PM - Men's & Women's

Swimming & Diving vs

Wooster (Wooster, OH)

1:00 PM - Men's Basketball vs

Wittenberg (Meadville, PA)

TBA-Track & Field (Indoor)

NCAC Quad Meet (Wooster,

OH)

TBA - Women's Basketball vs

Oberlin (Oberlin, OH)

SUNDAY

24

NOTES

Daily Events

THURSDAY

28

FRIDAY

29

JANUARY

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31													

Weekly Quote:

"Success isn't overnight. It's when every day you get a little better than the day before. It all adds up." —Dwayne Johnson

SATURDAY

30

1:00 PM - Men's & Women's
Swimming & Diving vs Penn
State-Behrend (Meadville, PA)
3:00 PM - Men's Basketball vs
Kenyon (Meadville, PA)
TBA-Track & Field (Indoor) Spire
Indoor Open (Geneva, OH)
TBA - Women's Basketball vs
Kenyon (Gambier, OH)

SUNDAY

31

NOTES

Daily Events

TBA - Track & Field (Indoor) Spire
Indoor Open (Geneva, OH)

THURSDAY

4

FRIDAY

5

FEBRUARY

FEBRUARY 2016

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MARCH 2016

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Weekly Quote:

"I see the beauty in boxing. It teaches me strength physically, but mostly mentally." — Kelly Rowland

SATURDAY Biff

TBA - Men's Basketball vs Wabash (Crawfordsville, IN)

TBA - Track & Field (Indoor) Jim Wuske Invitational (Alliance, OH)

TBA - Women's Basketball vs Wittenberg (Springfield, OH)

SUNDAY

7

NOTES

8:00 PM - Women's Basketball vs DePauw (Greencastle, IN)

TBA - Men's Basketball vs DePauw (Greencastle, IN)

Daily Events

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	MONDAY 8		TUESDAY 9		WEDNESDAY 10	
Daily Events						
	Chinese New Year				Ash Wednesday 8:00 PM - Men's Basketball vs Oberlin (Oberlin, OH) TBA - Men's & Women's Swimming & Diving NCAC Championships (Granville, OH) TBA - Women's Basketball vs Oberlin (Oberlin, OH)	

THURSDAY

11

FRIDAY

12

FEBRUARY

FEBRUARY 2016

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MARCH 2016

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Weekly Quote:

"Hard work beats talent when talent doesn't work hard." — Tim Notke

SATURDAY

13

3:00 PM - Men's Basketball vs
Ohio Wesleyan (Delaware,
OH)

3:45 PM - Men's & Women's
Tennis vs Denison (Erie, PA)

TBA-Track & Field (Indoor)
Boston University Valentine
Invitational (Boston, MA)

TBA - Women's Basketball vs
Ohio Wesleyan (Delaware,
OH)

SUNDAY

14

Valentine's Day

NOTES

Daily Events

TBA - Men's & Women's
Swimming & Diving NCAC
Championships (Granville,
OH)

Lincoln's Birthday

TBA - Men's & Women's
Swimming & Diving NCAC
Championships (Granville,
OH)

TBA - Track & Field (Indoor)
Baldwin Wallace Invitational
(Berea, OH)

TBA - Track & Field (Indoor)
Boston University Valentine
Invitational (Boston, MA)

THURSDAY

18

FRIDAY

19

FEBRUARY

FEBRUARY 2016

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MARCH 2016

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Weekly Quote:

*"Sports do not build character.
They reveal it."* — Heywood Brown

SATURDAY

20

3:00 PM - Men's Basketball vs
Denison (Meadville, PA)

TBA - Men's & Women's

Swimming & Diving NCAC
Championships (Granville,
OH)

TBA - Track & Field (Indoor) Kent
State Invitational (Kent, OH)

TBA - Women's Basketball vs
Denison (Granville, OH)

SUNDAY

21

NOTES

Daily Events

THURSDAY

25

FRIDAY

26

FEBRUARY

FEBRUARY 2016

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MARCH 2016

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Weekly Quote:

"Hard days are the best because that's where champions are made." — Gabby Douglas

SATURDAY

27

8:45 AM - Men's Tennis vs
Wabash (Cleveland, OH)

4:30 PM - Men's Tennis vs Case
Western Reserve (Cleveland,
OH)

TBA - Track & Field (Indoor)
NCAC Multi Championships
(TBD)

SUNDAY

28

TBA - Track & Field (Indoor)
NCAC Multi Championships
(TBD)

NOTES

Daily Events

Final grades due from faculty
for previous semester
"Incompletes"

THURSDAY

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FRIDAY

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MARCH

MARCH 2016						
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Weekly Quote:

*"It's what you learn after you know
it all that counts." —Earl Weaver*

SATURDAY

5

TBA - Track & Field (Indoor)
NCAC Indoor Track & Field
Championships (Gambier, OH)



SUNDAY

6

NOTES

Daily Events

TBA - Track & Field (Indoor)
NCAC Indoor Track & Field
Championships (Gambier, OH)

THURSDAY

10

FRIDAY

11

MARCH

MARCH 2016

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APRIL 2016

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Weekly Quote:

"Believe in yourself when no one else does. That makes you a winner right there." — Venus Williams

SATURDAY

12

TBA - Track & Field (Indoor)
NCAA Division III Indoor Track
& Field Championships (TBD)



SUNDAY

13

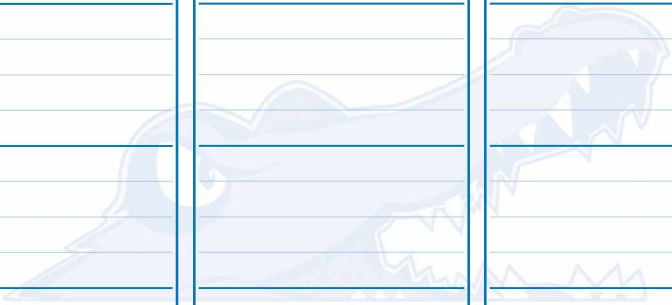
Daylight-Saving Time begins

NOTES

Daily Events

TBA - Track & Field (Indoor)
NCAA Division III Indoor Track
& Field Championships (TBD)

	MONDAY	14	TUESDAY	15	WEDNESDAY	16
Daily Events						



THURSDAY

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FRIDAY

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MARCH

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Weekly Quote:
"Winners never quit, quitters never win." — Vince Lombardi

SATURDAY

19

Spring Break - no classes
 TBA - Men's & Women's
 Swimming & Diving NCAA
 Division III Swimming & Diving
 Championships (Greensboro,
 NC)
 TBA - Track & Field (Outdoor)
 Costal Carolina Meet
 (Conway, SC)

SUNDAY ^*Sfl

First Day of Spring
 Palm Sunday
 Spring Break - no classes
 TBA - Men's & Women's
 Swimming & Diving NCAA
 Division III Swimming & Diving
 Championships (Greensboro,
 NC)

NOTES

Daily Events

St. Patrick's Day
 1:30 PM - Men's & Women's
 Swimming & Diving Kenyon
 "Fast Chance" Meet (Gambier,
 OH)

TBA - Men's & Women's
 Swimming & Diving NCAA
 Division III Swimming & Diving
 Championships (Greensboro,
 NC)
 TBA - Track & Field (Outdoor)
 Costal Carolina Meet
 (Conway, SC)

THURSDAY24

FRIDAY25

MARCH

MARCH 2016

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APRIL 2016

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Weekly Quote:

"Nobody's a natural. You work hard to get good and then work to get better." —Paul Coffey

SATURDAY26

Spring Break - no classes

TBA - Track & Field (Outdoor)

Carnegie Mellon Invitational

(Pittsburgh, PA)

SUNDAY27

Easter

Spring Break - no classes

NOTES

Daily Events

Spring Break - no classes

TBA - Men's & Women's Tennis vs Spring Break Trip (Hilton Head, SC)

Good Friday

Spring Break - no classes

TBA - Men's & Women's Tennis vs Spring Break Trip (Hilton Head, SC)

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73

THURSDAY

31

FRIDAY

1

MARCH

MARCH 2016						
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Weekly Quote:
*"It's always about wanting to
 one-up myself from the day
 before." — Cat Osterman*

SATURDAY

2

2:00 PM - Men's & Women's

Tennis vs Wittenberg

(Springfield, OH)

TBA - Track & Field (Outdoor)

John Homan Open (Alliance,
OH)

SUNDAY

3

10:00 AM - Men's & Women's

Tennis vs Ohio Wesleyan
(Delaware, OH)

NOTES

April Fools' Day

Daily Events

THURSDAY

7

FRIDAY

8

APRIL

APRIL 2016							MAY 2016						
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Weekly Quote:

"The reward is not so great without the struggle." — Wilma Rudolph

SATURDAY (HEBI)

TBA - Track & Field (Outdoor)
Bucknell University Bison
Classic (Lewisburg, PA)

SUNDAY Jisfi

2:00 PM - Men's & Women's
Tennis vs Kenyon (Meadville,
PA)

TBA - Track & Field (Outdoor)
Bucknell University Bison
Classic (Lewisburg, PA)

NOTES

Daily Events

	MONDAY		TUESDAY		WEDNESDAY	
	11		12		13	
Daily Events						
	Rising Senior Registration		Deadline for student-initiated withdrawal ("X") from a "Module B" 7-week course Rising Senior Registration		Rising Senior Registration	

THURSDAY **IIS!**

FRIDAY

15

APRIL

APRIL 2016						
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Weekly Quote:

"If you train hard, you'll not only be hard, you'll be hard to beat." — Hershel Walker

SATURDAY **HO**

1:00 PM - Men's & Women's
Tennis vs Wooster (Meadville,
PA)

TBA - Track & Field (Outdoor)
Kenyon College Spring Invite
(Gambier, OH)

SUNDAY **HU**

NOTES

Rising Senior Registration

Rising Senior Registration

Daily Events

Daily Events

THURSDAY 1181

FRIDAY

22

APRIL

APRIL 2016						
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MAY 2016						
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Weekly Quote:
*"The man who can drive himself
 further once the effort gets
 painful is the man who will
 win. — Roger Bannister*

SATURDAY

23

1:00 PM - Men's & Women's
 Tennis vs Oberlin (Oberlin,
 OH)
 TBA - Track & Field (Outdoor)
 NCAC Multi Championships
 (TBD)

SUNDAY HE!

TBA - Track & Field (Outdoor)
 NCAC Multi Championships
 (TBD)

NOTES

Rising Junior registration

Earth Day
 Passover begins at sundown
 Rising Junior registration

Daily Events

THURSDAY 1111

FRIDAY

29

APRIL

APRIL 2016						
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29	30	31				

Weekly Quote:
*"Everything is practice." — Edson
 Arantes do Nascimento, "Pelé"*

SATURDAY

30

TBA - Men's & Women's Tennis
 NCAC Tournament (Granville,
 OH)
 TBA - Track & Field (Outdoor)
 NCAC Outdoor Track
 & Field Championships
 (Crawfordsville, IN)

SUNDAY **MU**

TBA - Men's & Women's Tennis
 NCAC Tournament (Granville,
 OH)

NOTES

Daily Events

RSE's; Rising Sophomore
 Registration

RSE's; Rising Sophomore
 Registration
 TBA - Men's & Women's Tennis
 NCAC Tournament (Granville,
 OH)
 TBA - Track & Field (Outdoor)
 NCAC Outdoor Track
 & Field Championships
 (Crawfordsville, IN)

THURSDAY

5

FRIDAY

6

MAY

MAY 2016

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JUNE 2016

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Weekly Quote:

"The only way to prove that you're a good sport is to lose." — Ernie Banks

SATURDAY

7

SUNDAY

8

Mother's Day

NOTES

Daily Events

Cinco de Mayo

Final exams

Final exams

TBA - Track & Field (Outdoor)

11th Annual Allegheny Gator Invite (Meadville, PA)

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85

MAY 2016						
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Weekly Quote:

"My attitude has always been if it's worth playing, it's worth paying the price to win." —Paul "Bear" Bryant

SATURDAY

14

Commencement
TBA - Track & Field (Outdoor)
North Central Invitational
(Naperville, IL)

SUNDAY

15

NOTES

TBA - Track & Field (Outdoor)
North Central Invitational
(Naperville, IL)

THURSDAY

19

FRIDAY

Bill

MAY

MAY 2016							JUNE 2016						
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22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Weekly Quote:

*"To give anything less than
your best is to sacrifice the
gift." — Steve Prefontaine*

SATURDAY

21

TBA - Track & Field (Outdoor)
NCAA Division III Outdoor
Track & Field Championships
(TBD)

SUNDAY

22

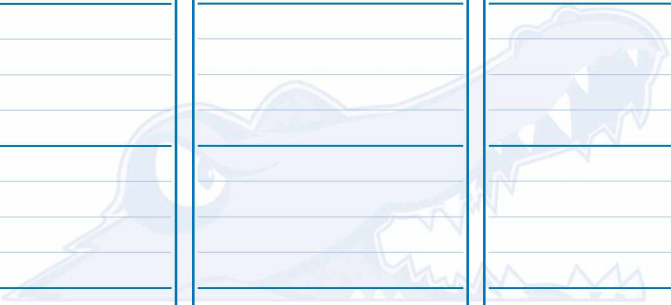
NOTES

TBA - Track & Field (Outdoor)
NCAA Division III Outdoor
Track & Field Championships
(TBD)

TBA - Track & Field (Outdoor)
NCAA Division III Outdoor
Track & Field Championships
(TBD)

Daily Events

	MONDAY23	TUESDAY24	WEDNESDAY25
Daily Events			



THURSDAY

26

FRIDAY

27

MAY

MAY 2016						
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Weekly Quote:

"In order to get out of a slump, you have to play." — Hideki Matsui

SATURDAY

28

SUNDAY

29

NOTES

Daily Events

THURSDAY

2

FRIDAY

3

JUNE

JUNE 2016

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Weekly Quote:

"Some succeed because they are destined to, but most succeed because they are determined to." — Henry Van Dyke

SATURDAY

4

SUNDAY

5

NOTES

Daily Events

THURSDAY

9

FRIDAY

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JUNE

JUNE 2016

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JULY 2016

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Weekly Quote:

*"I make my weaknesses
my strengths and strengths
stronger."* —Lisa Fernandez

SATURDAY

11

SUNDAY

12

NOTES

Daily Events

THURSDAY

16

FRIDAY

17

JUNE

JUNE 2016

SMTWTFS						
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JULY 2016

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Weekly Quote:

"When you are not practicing, remember, someone somewhere is practicing, and when you meet him he will win." — EdMacaulay

SATURDAY

18

SUNDAY

19

Father's Day

NOTES

Daily Events

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 we live in, which is shaped through active citizenship, respect for diversity and a commitment to environmental responsibility.

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

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

Section 2: General Process of the Student Conduct System

The student conduct system is educational in nature and is designed to provide a process to determine a student's responsibility and, when appropriate, assign sanctions for violation of College policy. The College Student Conduct process is distinct from the civil or criminal law legal process. A student's specific rights and responsibilities are outlined in each Article of this code.

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

ARTICLE II: COLLEGE AUTHORITY

Section 1: Jurisdiction

- A. Generally, the jurisdiction of the College shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. Decisions about whether to assert College jurisdiction over matters occurring off campus shall be made by the Dean of Students (or designee) in consultation with the Student Conduct Officer. This decision shall be final. Any student found in violation of the Honor Code or College policies is subject to disciplinary action according to the procedures outlined in this student conduct system. This includes misconduct during EL Seminars, Study Abroad experiences, entertainment groups, and off campus gatherings.
- B. All Allegheny College Safety and Security officers are Act 120 trained and certified under the Commonwealth's Municipal Police Officers' Education and Training Commission (MPOETC) and/or Act 501 as Special Police and are empowered to make arrests. Safety and Security has the authority to investigate and issue citations for summary violations and misdemeanor violations for incidents such as alcohol, drug use, etc.

- C. A College inquiry may be initiated if a student is charged with a violation of a law, which also is in violation of College policy. The College may take separate disciplinary action prior to, during, or after the disposition from a civil or criminal law legal process.
- D. The College will cooperate fully with federal, state and/or local authorities and other agencies in the enforcement of civil or criminal laws. If the alleged offense is also being considered for action within this conduct system, the College may inform off-campus authorities of how such matters will be handled within the College community.
- E. A student who takes a leave of absence or withdraws from the College while disciplinary action is pending, or who is involved in an alleged violation after a leave of absence or withdrawal, is subject to disciplinary review before permission to re-enroll is granted. In such cases, the College retains the right to investigate and to decide responsibility regardless of whether the student elects to participate in the process.

Section 2: Interim Suspension

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

Section 3: Extraordinary Circumstances

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

Section 4: Withholding Degrees and Diplomas

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

Section 5: Authorization for Search

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

Once authorization is given, the designee may enter a student room without permission of the residents when conduct in the room violates state law or College policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, safety concerns, suspicion of illegal activity, loud and boisterous conduct which can be heard outside the room).

ARTICLE III: ACADEMIC CONDUCT

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

Section 1: The Honor Committee

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

Section 2: The Honor Committee Review Panel

- A. The Review Panel will conduct an inquiry of the alleged violation(s), including meetings with the accused student. This inquiry will be conducted in accordance with the Honor Committee Constitution.
- B. The panel will report the results of its inquiry to the full Honor Committee. If the Honor Committee determines that there is a reasonable likelihood that a violation of the Honor Code occurred. It will refer the alleged violation to the Campus Life and Community Standards Committee.

- C. If the accused student voluntarily acknowledges that he or she violated the Honor Code prior to the full Honor Committee vote, the case may proceed as outlined in Article IV, Section 5 of the Honor Committee Constitution.

Section 3: Campus Life and Community Standards Committee

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

Section 4: The Campus Life and Community Standards Committee Hearings

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

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

Section 5: Appeal to the President

- A. The decision of the committee may be appealed to the President of the College by the accused student within 5 calendar days from the date of the letter notifying him/her of the decision.
- Such appeals shall be in writing and delivered to the President, with a copy to the Assistant Dean of Students.
- B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate grounds for the appeal. Appeals may be made on the following grounds:
- New facts not available at the hearing. If the facts were withheld at the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal;

- A violation of the process as described in this student conduct system that significantly and materially affected the student's ability to present complete information to the Campus Life and Community Standards Committee.
- C. The President may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce or retain any sanction.
- D. The decision of the President is final.

ARTICLE IV: NON-ACADEMIC CONDUCT

Any member of the College community may report an alleged violation of College policies. Such reports shall be prepared in writing and directed to the Student Conduct Officer. Reports can be submitted as soon as possible after the alleged violation occurs, by submitting an Incident Report form (accessible from the Dean of Students webpage) or by filing a report with the Office of Safety and Security.

The Student Conduct Officer or the Dean of Students (or designee), will conduct inquiries and determine sanctions for nonacademic matters.

For cases involving alleged violations of the College's Policy Against Discriminatory and Sexual Harassment, the processes in Article IV of this Student Code of Conduct will be modified as necessary and implemented to conform to the processes described in the Policy Against Discriminatory and Sexual Harassment.

Section 1: Disciplinary Conferences

- A. Students accused of non-academic offenses are subject to a disciplinary conference with the Student Conduct Officer, or designee who is an employee of the College. During a disciplinary conference, the student(s) is permitted to have access in the office to the information related to the incident, to respond to the information and call relevant and necessary witnesses. Incident reports and information related to the conference cannot be duplicated or removed from the office. This disciplinary conference is to be used as a dialogue to find resolution to the incident. Resolutions for students found to be responsible for violating College policy can include sanctions found in Article VI. Sanctions will be assigned by the Student Conduct officer or Dean of Students (or designee). For incidents in which the behavior would not result in suspension or expulsion, a decision may be rendered without a disciplinary conference. In these cases, the student, upon reviewing the preliminary decision may request a conference to discuss the incident or decision. If the student chooses not to request a conference after reviewing the decision, the student will not be allowed to appeal the decision.
- B. During a disciplinary conference, the student is permitted to be accompanied by a Community Support Person. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meeting s/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meeting s/hearings without approval from the convener. A Community Support Person must be a current student or employee of the College. In cases involving alleged violations of College Policy #4 (Policy Against Discriminatory & Sexual Harassment, Including: Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking), the student may be accompanied by an advisor of his/her choice. In other types of cases, the community support person must be a current student or employee of the College.
- C. Any student failing to attend or reschedule a scheduled disciplinary conference with the Student Conduct Officer or designee does so with the understanding that the disciplinary conference may be held in his/her absence and that the student may be additionally charged with a violation of General College Policy # 18a (Failure to attend disciplinary conference).
- D. For behavior that may result in suspension or expulsion, the student will be notified in writing about the date and time of the disciplinary conference. The notice will also include the nature of the specific alleged violations of College policy.

Section 2: Appealing the outcome of Disciplinary Conferences

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

Section 3: The Campus Life and Community Standards Committee

The Campus Life and Community Standards Committee consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of the College, and six full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the committee. Additionally, student members who are on Probation during the time of service will not be eligible to serve on the committee. The Assistant Dean of Students (or designee) will provide administrative support to the Campus Life and Community Standards Committee conduct hearings.

- A. Appointment and training of new board members will be facilitated by the Student Conduct Officer and the Assistant Dean of Students.
- B. Quorum shall consist of four members (an equal number of students and faculty or staff).
The hearing committee chair shall be a college employee selected by the Assistant Dean from the committee board members on a case-by-case basis. If a sufficient number of committee members cannot be present to conduct a hearing, substitutes may be appointed by the Assistant Dean. In cases involving alleged violations of College Policy #4 (Policy Against Discriminatory & Sexual Harassment, Including: Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking), students shall not be eligible to serve on the CLCS committee.
- C. If a member of the committee feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused with the approval of the chairperson. If the accused student believes that a member of the committee is unable to render an impartial decision the student may request that the committee member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

Section 4: The Campus Life and Community Standards Committee Hearing

- A. Once an official appeal has been referred to the Campus Life and Community Standards Committee, the Assistant Dean of Students will appoint a chair for the hearing. Within 5 calendar days, the Assistant Dean of Students will contact the accused student and inform the student of the following as it relates to the hearing:

- time, date and place of the hearing;
- specific College policies that have allegedly been violated;
- that the student is permitted and encouraged to have a Community Support Person accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system.

The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. In cases involving alleged violations of College Policy #4 (Policy Against Discriminatory & Sexual Harassment, Including: Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking), the student may be accompanied by an advisor of his/her choice. In other types of cases, the community support person must be a current student or employee of the College.

- that the student is permitted and encouraged to meet with a College staff member to discuss the hearing process and to be accorded reasonable access to the disciplinary file, which will be reviewed and retained in the Dean of Students office;

- that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the committee;
 - that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.
- B. The committee will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether College policy has been violated, and to determine sanctions, if appropriate.
- C. These notes are maintained by the committee as a record of past proceedings. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal.
- Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.
- D. During the hearing, members of the committee, the Complainant (conduct officer), the Respondent (accused student) and Community Support Person will be present to hear all information and facts related to the disciplinary issue. The Assistant Dean of Students will also be present. The committee will listen to all relevant information and facts from:
- The complainant;
 - The accused student;
 - Any relevant or necessary witnesses to the incident.
- E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The committee may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the committee.
- F. When the committee has heard all relevant information, they will enter executive session when only committee members may be present. After reviewing all substantial facts, the committee will decide whether College policy has been violated and will assign sanctions, if appropriate. The committee's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code. All decisions of the committee are by simple majority vote. In the case of a tie vote, the student will be found not responsible.
- G. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the committee will report the outcome to the Assistant Dean of Students, who will notify the accused student of the decision in writing within 5 calendar days from the date of the report from the committee.
- H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 5: Appeal to the President

- A. The decision of the committee may be appealed to the President of the College by any party to the case (excluding college employees and student witnesses who did not file the original complaint) within 5 calendar days from the date of the letter notifying the student of the decision of the Campus Life and Community Standards Committee. Such appeals shall be in writing and delivered to the President, with a copy to the Student Conduct Officer and the Assistant Dean of Students.
- B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate the grounds for the appeal. Appeals may be made on the following grounds:
- New facts not available at the hearing. If the facts were withheld during the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal.

- A violation of the process as described in this student conduct system that significantly and materially affected the student's ability to present complete information to the committee. The President may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce or retain any sanction.

C. The decision of the President is final.

ARTICLE V: ORGANIZATIONAL CONDUCT

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

ARTICLE VI: SANCTIONS

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

- A. Restrictions and Loss of Privileges: Restrictions and Loss of Privileges: In addition to, or instead of a formal disciplinary sanction, "Loss of Privileges or Restriction" sanctions may be invoked. Examples include, but are not limited to, restriction from visiting a specific residence hall or other specific areas on campus, restrictions from attending extracurricular activities, Greek fonnals, athletic events, concerts, or other campus programs. Students might lose off campus housing privileges. A copy of the restriction sanction is placed in the student's file and copied to the appropriate college officials. Notification may be given to parents or guardians.
- B. Warning: Warning is notice that the student's behavior is unacceptable to the College community and that further misconduct may result in more severe penalties. Warning is for a specified period of time not to extend beyond two years and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. After the Warning period, the Warning will not be externally reported outside the College community as part of the student's disciplinary record. In certain instances parents (guardian) or advisors may be notified.
- C. Probation: Probation is notice that the student is no longer in good standing with the College community. Probation may accompany conditions including but not limited to restrictions on activities or the requirement that specific activities be performed. Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Probation is considered grounds for further action, including Suspension. At the conclusion of the Probation period, the student is returned to good standing. Records are

maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In general, and in accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is placed on probation. The student's academic advisor is notified when a student is placed on probation.

- D. Suspension: Suspension encompasses exclusion from the campus and from all activities related to the College, whether on or off campus, for a specified period of time including the activities of College-recognized or sponsored organizations. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other educational sanctions have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is suspended. The student's academic advisor is notified when a student is suspended.
- E. Expulsion: Expulsion encompasses permanent separation from the College. Expulsion means that a student may not enroll at the College nor participate in College activities whether on or off campus. If the expelled student fails to honor the Expulsion, legal action may be instituted to enforce it. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents. In accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is expelled. The student's academic advisor is notified when a student is expelled.
- F. Notations on Transcripts: Sanctions are not typically placed on a student's transcript. Due to certain circumstances, if a conduct officer or committee determines that a sanction should be placed on a student's transcript, then notation of the sanction will appear on the transcript and in the Dean of Students Office file.
- G. Other Educational Sanctions: Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: financial restitution, community restitution (programming requirements or community service hours), being barred from residence halls and/or other campus buildings, being restricted from participation in College-sponsored or College-recognized activities or organizations, or being prohibited from or limited in College employment. The student will be given specific deadlines for the completion of these activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents.
- H. Academic course work: The following sanctions are recommendations to an instructor who may assign them only after the decision of the conduct committee:
 - 1. Redo the work in question with or without credit;
 - 2. Fail assignment in question;
 - 3. Fail the course.

ARTICLE VII: DISCIPLINARY RECORDS

Section 1:

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

Section 2:

Records of Suspension and Expulsion from the College are permanent. Records of Probation are maintained until graduation or two years after permanent withdrawal from the College.

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

Section 3:

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

ARTICLE VIII: INTERPRETATION AND REVISION

Section 1: Interpretation

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

Section 2: Revision

This system shall be reviewed periodically and at least every three years under the direction of the Student Conduct Officer and the Dean of Students Office. ASG and the Campus Life and Community Standards Committee will be consulted when the student conduct system is reviewed. Any amendments to the disciplinary system require a simple majority vote of the ASG Senate and the Allegheny faculty and the approval of the President, (as amended Fall 2008)

HONOR CODE

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

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

ARTICLE I

The Honor Program shall apply to all work submitted for academic credit or to meet non-credit requirements for graduation at Allegheny. This includes all work done in class (examinations, quizzes, and laboratory work), all papers, and any other material so designated by the instructor.

All students who have enrolled in the College will work under the Honor Program. The College assumes that the integrity of each student and of the student body as a whole will be upheld. A primary responsibility of each student is the maintenance of honesty in one's own academic work. In addition, it is the moral obligation of each student to help maintain the integrity of the entire College community.

ARTICLE II

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

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

ARTICLE III

Section 1

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

Section 2

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

Section 3

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

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

Section 4

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

Section 5

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

ARTICLE IV

Section 1

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

Section 2

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

Section 3

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

Section 4- Honor Code Signature (Revised Spring 2015)

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

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

HONOR COMMITTEE CONSTITUTION

ARTICLE I

Section 1

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

ARTICLE II

Section 1

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

Section 2

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

Section 3

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

Section 4

Approval. A candidate for membership must be approved by a majority of the current full membership of the Honor Committee. The Honor Committee will submit names of new members to the Campus Life and Community Standards Committee for approval.

Section 5

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

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

Section 6

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

Section 7

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

Both may be present at all meetings.

ARTICLE III

Section 1

Duties. The duties of the Honor Committee are:

- A. To educate members of the College community regarding the provisions of the Allegheny College Honor Code and their rights and responsibilities under it.
- B. To revise the Honor Code when necessary.
- C. To hold a preliminary review when a student is charged under the Honor Code and to determine whether there are substantial facts to forward the case to the Campus Life and Community Standards Committee for a hearing.

- D. To hold a referendum of the student body to determine whether the Honor Code shall remain a part of the Allegheny community. This referendum shall be held in the second semester of every third year with the first referendum being held in 1990. A majority of the students in the three rising classes must vote to affirm the Code in order to keep the Code.

Section 2

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

ARTICLE IV

Section 1

Review Panel. A modified review panel will be assigned in cases referring to Article IV; Section 5. When the Committee receives a charge, the chair will appoint a Review Panel consisting of three committee members under the charge of a Panel Moderator.

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

Section 2. Preliminary Procedure

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

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

Section 3. Review Panel's Responsibilities

- A. The Review Panel should interview the accuser(s) and the instructor of the course in question during the course of its investigation. Additionally, any prospective witnesses should be questioned.
- B. The Review Panel shall inform the accused student(s) of the time and place of the meeting.
- C. Review Panels should be recorded on tape. This tape will be kept by the Moderator until the process is concluded and all right of appeal exhausted, after which it will be erased or destroyed. The tape is the property of Allegheny College. Additionally, notes will be taken during the Review Panel meeting and during any interviews conducted. Each party will review and sign the notes attributed to him/her.
- D. Review Panels will be conducted in confidence, with only one person testifying at a time. When the Review Panel convenes, the Moderator will proceed as follows:
1. Review the procedure as outlined in Section 2: Preliminary Procedure.
 2. Read the accusation.
 3. Inform the accused of the Honor Committee's responsibilities and of the purpose of the Review Panel meeting.

4. Ask the student whether he/she understands the purpose of the Review Panel, and for any opening remarks.
5. Ask for the accused's closing statement. Allow him/her to read, correct, and sign the Review Panel notes, thereby verifying the accuracy.

After the inquiry is completed, the Review Panel will discuss all substantial facts. The Review Panel will then make a recommendation to the full Honor Committee using the "more likely than not" standard. Technical rules of evidence, such as may apply in civil or criminal courts of law, do not apply to the Review Panel meeting.

Section 4. Concluding

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

Section 5

If the accused student voluntarily acknowledges to the modified review panel that he or she has violated the Honor Code prior to the full Honor Committee vote, the case will proceed as follows granted that it is a first offense. Before a final decision is reached, the student reserves the right to revert back to the formal process involving the Campus Life and Community Standards Committee. In the event that the case is not the student's first offense, the case will revert back to the formal process that includes a hearing with the Campus Life and Community Standards Committee.

1. A meeting will be set up between the accused, the professor of the course, a member of the Honor Committee and a representative from the Dean of Students Office to discuss and resolve the Honor Code violation.
2. The professor of the course determines how he or she will handle grading the assignment as well as the final outcome of the course.
3. The representative from the Dean of Students Office, in consultation with the Honor Committee representative, will place a sanction on the student. The course and the college sanctions can be appealed by the student to the Honor Committee, which will begin the review process anew.

ARTICLE V

Section 1

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

ARTICLE VI

Section 1

Constitutional Amendments. This constitution may be amended by a three-fourths vote of the full membership of the Honor Committee in consultation with the Dean of Students Office. (Reviewed Spring 2015 - last referendum passed Spring 2014)

GENERAL COLLEGE POLICIES

As an educational institution, Allegheny College has the authority to establish and enforce reasonable policies regarding the conduct of its students, toward the end of protecting the integrity of its educational program, its facilities, and the rights and safety of its constituents. Upon admission to Allegheny College, students acknowledge both the authority on the part of the College and their awareness that they will be held accountable through the Allegheny College Student Conduct System if they are found to have committed one or more of the following violations. In most circumstances, Allegheny College will treat attempts to commit any of the following violations as if those attempts had been completed.

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

10. Any possession and/or use of firearms, explosives, other weapons, or dangerous chemicals while on campus, unless properly authorized.
11. Participation in activities, which interfere with freedom of movement about the campus.
This includes activities that obstruct the free flow of pedestrian or vehicular traffic on campus or at College-sponsored or supervised functions.
12. Inappropriate conduct which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the College. This includes misconduct during EL Seminars, Study Abroad experiences, entertainment groups, and off campus gatherings
13. Action or inaction by a witness, bystander which fails to discourage a violation of College policy. Enforcement of this policy will be in effect when the behavior causes damage to college property or causes harm to an individual(s).
14. Violation of state, local, or campus fire policies, including:
 - a. Failure to evacuate a College-owned building during a fire alarm.
 - b. Improper use of College fire safety equipment.
 - c. Tampering with or improperly engaging a fire alarm in a College-owned building.
 - d. Acts of arson.
 - e. Open flames are prohibited.

A complete copy of the College's Fire Regulations is available with the Safety Officer in the Security Department.
15. Smoking is prohibited in all College buildings. Refer to Residence Life hall policies for guidelines for residential areas.
16. Bringing pets or other animals into College buildings with the exception of assistance animals used by members of the community with disabilities. A complete copy of the Animal Rules and Regulations brochure is available from the Office of Security. Some exceptions exist in residential areas; see applicable Residence Life policies found in this publication.
17. By using the computer facilities at Allegheny College, students acknowledge their awareness of College policies concerning computers and that they will be held accountable through the Allegheny College Student Conduct System if they are found to have violated one or more of these policies. In addition, students who connect their personal computers to the campus network will be held responsible for any violation of these policies that originate from that computer. College computing policies prohibit the abuse of computing facilities and/or accounts, including, but not limited to:
 - a. Use of computing facilities or additional technologies to send harassing or abusive messages.
 - b. Use of computing facilities to interfere with the work of other community members.
 - c. Unauthorized access to a file or personal or group account.
 - d. Use of computing facilities to interfere with normal operation of the College computer system.
 - e. Anonymous or forged network news articles or email messages.
 - f. Usage over the allotted limit without prior approval.
 - g. Unauthorized transfer of a file, Violation of the Digital Millennium Copyright Act is a violation of College policy.

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

18. Abuse of the student conduct system, including:
 - a. Failure to attend meetings scheduled for disciplinary purposes.
 - b. Falsification, distortion, or misrepresentation of information.

- c. Failure to provide information during an investigation of an alleged policy violation.
 - d. Attempting to discourage an individual's proper participation in, or use of, the conduct system.
 - e. Harassment (verbal or physical) and/or intimidation of a member of the community body prior to, during, and/or after a conduct proceeding.
 - f. Failure to comply with the sanction(s) imposed within the Conduct System.
 - g. Influencing or attempting to influence another person to commit an abuse of the conduct system.
19. Violation of other published College policies, rules, or regulations. This includes all provisions of the College's Traffic Regulations found in this publication and available in the Office of Security.
20. Violation of federal, state, or local law whether on or off campus. See "Allegheny Student Conduct System; Article III, Section 1: Jurisdiction".

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

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

OUTDOOR EVENT GUIDELINES

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

PHOTOGRAPHY

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

ALLEGHENY COLLEGE ALCOHOL POLICY

Section 1: Purpose

The living/learning component of a residential college is an important part of the Allegheny College experience. The goal of the College is to create a supportive community conducive to academic success, personal growth, and healthful lifestyles. The misuse of alcohol significantly interferes with the mission of the College and can adversely affect students' ability to learn in the Allegheny community. Allegheny College considers all of its members - faculty, staff, and students - to be mature persons and, accordingly, the decision to use alcohol legally and responsibly is an individual one. The College through its emphasis on wellness will educate members of the community regarding responsible alcohol use and the dangers of problematic

use, and seeks to teach students how to live healthy and balanced lives. Alcohol is one of the ongoing challenges to health and wellness in the lives of students. Alcohol influences people regardless of their choice to use or to abstain. At Allegheny, we expect students to manage their use of alcohol in responsible ways. Our goal is to minimize high risk drinking and to support and respect students who choose not to drink.

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

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

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

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

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

Section 2: Statement of Principles

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

Section 3: Jurisdiction

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

- The College expects all students to observe these regulations, including those living and gathering on and off campus and any student representing the College in both formal terms (for example, athletic teams and traveling music groups) and informal terms (for example, students attending a party off campus).
- Allegheny students participating in EL Travel Seminars (during summer or other semester breaks) are expected to follow Allegheny policies as stated in the EL Travel Seminar: Student Participation Agreement Form.

- Students studying abroad (either semester or academic year programs) are expected to follow all alcohol-related laws of their host countries.
- The College requires that all visitors to campus also follow Allegheny's Alcohol Policy. Students are responsible for the conduct of any of their guests on campus. All employees of the College are bound by the Drug Free Workplace Policy available through Human Resources.
- Students gathering in off campus locations are expected to observe these regulations.

Section 4: Alcohol Related Health Risks

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

- Alcohol is the number one drug used in sexual assaults. The majority of sexual assaults occur when an individual is incapacitated due to the use of substances, primarily alcohol. Being incapacitated by alcohol, or other drugs, makes a person unable to freely consent to sexual activity. Use of alcohol does not mean someone is willing to participate in sexual activity, and the victim of sexual assault is never to blame, regardless of the use of alcohol.
- Alcohol is a depressant, although it may initially stimulate emotions, it slows heart rate and respiration, causes intoxication, sedation, unconsciousness, death.
- Alcohol is generally metabolized at the rate of one drink per hour.
- Mixing alcohol with prescribed medications or recreational drugs can be lethal.
- Food slows down the absorption of alcohol.
- Long term alcohol misuse can lead to liver disorders, heart disease, brain damage, sterility, and dependency.
- Approximately 1 in 10 drinkers becomes an alcoholic; children of alcoholics are 3-4 times more likely to become alcoholics themselves.
- BAC (Blood Alcohol Concentration) is affected by the amount consumed, rate of drinking, size and gender of drinker, and tolerance.
- Alcohol impairs judgment, performance, memory, and motor skills; an impaired person cannot usually recognize his/her own impairment.
- Tolerance, the need to use more of a substance to maintain the effectiveness of that substance, occurs with use over an extended period of time. Tolerance increases the risk of alcohol-related problems, including alcoholism and social problems.
- There are long-term health risks associated with drinking over time. These risks include damage to the heart, liver, and brain. However, it should be noted that the vast majority of our health risks occur over the course of a single evening, not after decades of abuse. A college-aged student has a much higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc. than developing cirrhosis of the liver.
Source: <http://www.bacchusnetwork.org/alcohol-healthli.html>

Signs of Alcohol Poisoning:

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

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

Section 5: College Requirements

- In accordance with state law, students under the age of 21 are not permitted to possess, transport, and/or consume alcohol. Alcohol is permitted only in rooms/houses in which at least one person living in the room/ house is of the legal drinking age. All visitors must also adhere to these requirements.

Students are responsible for making sure that their guests abide by the College's Alcohol Policy. No person may furnish alcohol to persons under the age of 21.

- Public intoxication by persons of any age is prohibited. If a student is intoxicated and College staff view the person as unable to care for him/herself, the staff may choose to have the student transported to the hospital. This action will be taken to protect the student and the community and will be the financial responsibility of the student. Parents are generally notified if a student is hospitalized due to alcohol consumption.
- Open containers, carriers, or cups of alcohol are strictly prohibited outside of residential rooms/houses or approved registered events.
- Alcohol is not permitted at Robertson Field Complex during College sponsored events. Consistent with NCAA regulations, alcohol is not allowed in the stadium, Wise Center, or on any playing fields. Allegheny College tailgating policy can be found here: http://www.allegheenvgators.com/documents/2012/8/15/Tailgating_Policy.pdf?&tab=2
- As student health and safety is the College's main priority with regard to alcohol, we establish reasonable limits on alcohol amounts for those of legal age. The amount of alcohol allowed in a college owned residence by a student who is of legal drinking age is limited to one unit per person of age. One unit is defined as one case (24 - 12 oz. containers) of beer/malted beverage OR two (750ml) bottles of wine OR one (750ml) bottle of spirits OR a reasonable combination of these types.
- As a practical matter of enforcement, alcohol beverage containers are not permitted within the rooms (residence hall or College-owned house) of students under the age of 21 unless at least one of the residents living in the room/house is of legal drinking age.
- The College maintains the right to dispose of alcohol in instances when a person under 21 is consuming, even if a person of legal drinking age is present, or when there is alcohol in excess of the established limits.
- Pursuant to state law, grain alcohol is prohibited except for research purposes.
- Regardless of a student's age, alcoholic beverages are prohibited in any non-residential building, outside, and in any public areas of residential buildings including porches, corridors, lounges, study rooms, and bathrooms except when written approval is received in advance.
- Common sources of alcohol (e.g., kegs, punch bowls, shared containers), empty or full, are prohibited. Exceptions may be made for approved College functions. Information on the approval process is available through the Office of Student Involvement or the Office of Student Life.
- In accordance with state law, alcoholic beverages may not be sold on campus except by licensed vendors. This includes, but is not limited to: cover charges, charging for cups, or "passing the hat."

All violations of the Alcohol Policy will be referred to the College student conduct system and may be referred to the criminal justice system. Information about the College student conduct system and sanctions can be found in the relevant section of *The Compass*. *Questions or concerns about any part of this policy should be directed to the Office of Student Involvement or Office of Student Life.*

Section 6: Event Registration:

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

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

Section 7: Event Guidelines

- All events must be in accordance with all College requirements and state laws. The number of invited guests must be limited according to local fire code regulations. Information on fire code regulations is available through the Office of Safety and Security.
- Only persons 21 years of age or older may sign on as purchasers of alcohol for an event. Some of the sponsors must be 21 years of age or older. At least two sponsors must be present to monitor the event and abstain from alcohol use. All sponsors, whether present or not, will be held accountable for any problems that occur.
- Common sources of alcohol (e.g., kegs, punch bowls, shared containers), empty or full, are prohibited. Exceptions may be made for approved College functions. Information on the approval process is available through the Office of Student Involvement or the Office of Student Life.
- Underage drinkers, as well as event sponsors, will be held accountable under both state law and College policy if persons under age 21 are served alcohol at the event. Underage drinkers and the event sponsors will be held accountable if the underage guest is in possession or consumes alcohol.
- Alcohol may not be given as a prize for any contest/party game and should never be used as part of a party game. Chugging, drinking games, initiations, and other potentially dangerous drinking activities involving alcohol or the presence of alcohol are prohibited.
- Sufficient quantities of food and non-alcoholic beverages are to be available throughout the entire event. The total amount of alcohol available should be limited in quantity according to the number of guests age 21 or older. Alcohol is limited to one drink per hour per guest of legal drinking age. Specific quantities of food, non-alcoholic beverages and alcohol will be defined upon approval of the events.
- Persons who appear intoxicated should not be admitted into the event and should not be served alcohol. Students found responsible for providing alcohol to intoxicated persons can be held accountable through the college disciplinary process.
- Proof of age (driver's license, other valid ID) must be required to be served alcohol.
- Party sponsors must consult with the Office of Student Life or Office of Student Involvement to determine a plan for verifying that intoxicated event attendees have safe transportation home. In all instances, arrangements should be made to help the intoxicated person return safely home and receive the appropriate assistance.
- Alcoholic beverages may not be sold on campus to raise funds for any organization.
- With the approval of the Office of Spiritual and Religious Life, alcoholic beverages may be served at religious events on campus as part of religious rituals.

ADVERTISING

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

PENNSYLVANIA STATE LAWS AND LEGAL RISKS

Alcohol

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

- Any person under the age of 21 who purchases, consumes, transports or is in possession of alcohol will face a 90 day suspension of the driver's license and a \$500 fine. A person committing a 2nd offense will be sentenced to pay a fine of not more than \$1,000 and 1 yr. license suspension. A person committing a 3rd offense will face the same fines, plus a 2 yr. license suspension.
- Selling or furnishing alcohol to minors (those under 21 years) carries a minimum of \$1000 - \$2500 in fines and court costs.
- For a 1 st offense: Carrying or using a false ID results in a 90 day license suspension, fines up to \$ 1000 500. Manufacturing or selling a false ID is punishable by fines of \$ 1000 - \$2500 and court costs.
- The legal limit for Driving Under the Influence in Pennsylvania is under 0.08 % (.02% for minors under age 21). A first DUI offense (at the general impairment level) will result in \$300 in fines, up to six months probation, and a mandatory 12 month license suspension. Refusal of a breath test results in an automatic 12 month license suspension in conjunction with the DUI offense,. All convictions result in drug and alcohol treatment requirements and terms of supervision.
- Public drunkenness results in fines up to \$500 1000 and court costs. Offenders are placed in a "holding tank" until sober. Additional jail costs may apply depending on the individual situation.
- By law, police (including officers in the College's Office of Safety and Security) making an arrest for a suspected underage drinking/possession violation and/or for carrying or using a false ID are required to notify the parents or guardian of the minor charged. For alcohol related laws, Pennsylvania defines a minor as someone under 21 years of age.

Drugs & Drug Paraphernalia

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

- A federal or state conviction of possession or sale of drugs during a period of enrollment for which the student was receiving federal aid results in the loss of federal aid for at least one year.
- A criminal record for drug possession may prevent professional licensing and/or certification.
- Possession of up to 30 grams of marijuana - up to 30 days in prison, \$500 in fines.
- Possession of any controlled substance, such as heroin - up to 1 year in prison, \$5000 in fines.
- Possession of 5+ grams of cocaine - minimum of 5-20 years in prison, \$5000 in fines.
- Manufacture, distribution, importation of any designer/club drug, such as ecstasy - up to 20 years in prison and \$250,000 in fines.

EDUCATIONAL RESOURCES AND TREATMENT OPTIONS

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

- The Office of Residence Life, including Resident Advisors, Community Advisors, and Area Coordinators, is a valuable resource and provides much of the alcohol education programming on campus.
- The Counseling Center is available to address individual concerns, provide assessments and referrals for treatment off campus, and to provide information and education about alcohol use.

- Winslow Health Center is available to assist individuals with situations involving alcohol that affect the physical well-being of a student.
- Crawford County Drug & Alcohol, Downtown Mall, 814-724-4100
- Stepping Stones Treatment Center, Meadville Medical Center, 814-333-5810 or 336-4357(crisis)
- Alcoholics Anonymous, 814-337-4019
- Mercy House, (814) 337-6180
- Narcotics Anonymous, 814-337-4529, 24 hour crisis line, 888-251-2426

WEB SITES OF INTEREST:

- Pennsylvania Liquor Control Board: www.lcb.state.pa.us
- National Institute of Alcohol Abuse and Alcoholism: www.niaaa.nih.gov
- The National Clearing House for Alcohol and Drug Information: www.healthi.org
- AlcoholEdu for college students:
<http://college.alcoholedu.com/ReviewInfo.aspx>
www.everfi.com

The Alcohol Policy is reviewed every two years as required by the Drug Free Schools and Campuses Act. The review committee is made up of representatives of Student Affairs, the Faculty, and the Student Body. (Revised Spring 2015)

MEAL PLAN EXEMPTION

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

- Documentation from a medical doctor regarding the medical condition, including specific nutritional recommendations, should be submitted to the Dean of Students office or to the Dining Services office.
- The Director of Dining Services will review the documentation and meet with the student. Within five business days of meeting with the student, the Director of Dining Services will determine if the needs can be met through our current dining options or if special arrangements can be made through our on-campus facilities.

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

COLLEGE OWNED RESIDENCES POLICIES & PROCEDURES

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

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

Keys: You will be issued the appropriate keys to gain entry to your assigned room. If you lose any of the keys issued to you, you should report this to the Office of Residence Life and/or the Security Office as soon as possible. If keys are lost, stolen, or not returned for any other reason, you will be charged \$125 to cover the cost of lock changes. Additionally, College keys should not be reproduced; such action is subject to disciplinary action and a \$500 fine. All Card Access: Students living in residential facilities with card access will be issued their first "All" card free. The Office of Safety & Security will issue replacement cards for \$25.

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

Fire Safety: Open flames such as candles or incense are not permitted. If you need to use extension cords, please make sure you use heavy-duty cords with a minimum of 14-gauge wire. If you use surge protectors, please make sure that they are heavy duty with a self-tripping breaker. As a safety measure, you are not allowed to hang tapestries from the ceiling or in front of the door. Additionally, we do not allow halogen lamps due to fire safety concerns. Finally 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.

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

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

Security: You should keep your room locked at all times. To guard against theft, record serial numbers of your personal property and mark all items such as stereos, cameras, etc. with your name or social security number. Students are also encouraged to participate in “Operation Identification” offered through the Office of Security. “Operation Identification” is a program that allows students to engrave personal items and keep a log of these items in the Office of Security. In the event that you are the victim of a theft, please notify the Residence Life staff and the Security Office immediately. Students/Residents within a hall or building who prop open outside or internal fire doors may be subject to fines and/or disciplinary action.

Guests and Visitation: Guests are welcome to visit their hosts as long as all roommates agree upon the length of the visit and the guest does not stay for more than 3 nights in any fourteen day. Visitation periods may be held in all College residential facilities during those hours established by each floor or section. During those periods, guests of either sex may visit individual rooms and lounges. All students are expected to observe the hours applicable to each floor or section and to individually support the visitation policy.

Room Changes: For roommate conflicts it is expected that roommates will have attempted to resolve any issues prior to going to the Resident Advisor, Community Advisor, or Area Coordinator to discuss a room change. Students should contact their Resident Advisor first to report any issues. They will be asked if they have spoken to their roommates in regards to their wishes to move. If the situation can be mediated, the appropriate staff person will work with the roommates. If the situation is beyond mediation then the student(s) is referred to an Area Coordinator who will begin the room change process. After the process is started the Area Coordinator and/or Community Advisor will discuss possible room choices with the student(s). Resident Advisors and Community Advisors will coordinate times for the student to meet new perspective roommates. Upon final approval and notification students will be given new keys and the move will be official. **Students have 48 hours to complete the move and return old keys. Failure to return old keys could result in a \$125 charge to replace locks and keys.**

Smoking: All campus buildings are non-smoking, including all residential and academic facilities. This includes electronic cigarettes or similar vapor producing products. You are welcome to smoke outside of the building as long as it does not interfere with others.

SECURITY POLICIES

Escort Services

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

Motor Vehicles

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

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

Traffic Regulations

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

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

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

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

Use of Motor Pool Vehicles

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

Fire Extinguishers, Fire Alarms, and Smoke Alarms

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

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

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

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

ALLEGHENY COLLEGE “ALL” CARD (ID)

Individual Use

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

Identification

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

Responsibility/Required to be Produced

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

Lost or Stolen All-Cards (ID)

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

Tampering With Magnetic Stripe or Equipment

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

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

Changes to these policies are through recommendation by the Assistant Dean of Students for Safety and Security and approval of the Dean of Students Office.

CLASS ATTENDANCE, EXAM, AND ACADEMIC POLICIES

Class Attendance

1. With the exception of medical excuses (described in section 6 below), students are permitted to be absent from class only with the approval of the instructor. Unauthorized absences may result in grade penalty or other consequences at the discretion of the instructor. Course instructors are required to state their attendance policy at the outset of the course. Religious

holidays and illness or death of a family member are generally recognized as legitimate reasons to miss class, although students should be prepared to provide documentation.

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

Tests, Papers, and Examinations

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. According to Faculty vote, 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. following guidelines regarding take-home examinations have been adopted by vote of the Faculty:
 - a) 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.

- b) 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.
4. 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.
5. The schedule of final examinations for the ensuing academic year is included in the Registration Guide published online by the Registrar's Office during the spring semester. 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. 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.
6. 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.
7. 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.
8. Under the Honor Code it is normal practice to allow students to take their examinations to other, presumably quieter, examination rooms within the building in which an examination is being given. This practice does not extend to permission to leave the building. (Please see the full version of the Code published in the *Catalogue*).
9. Faculty are urged to establish clearly announced (preferably in writing) due dates for all term papers, laboratory reports, and other exercises and to make positive note of receipt of these exercises and examination papers when they are handed in. While the burden of proof regarding completion of an exercise or assignment is on the student, a clear record of receipt of the material can reduce the possibility of later controversy. Students should be urged to keep copies of all significant reports and papers, as well as pertinent notes and other documentation, at least until the original copy has been graded and returned by the instructor.

This policy has been adopted by vote of the full faculty. Suggested changes should be submitted to the Academic Standards and Awards Committee. (Revised 2014)

Works Created by Students

A. Student Materials

In general, student initiated research and creative work—including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—remain the physical and intellectual property of the creator. Student materials that are assigned and completed in support of faculty initiated research – including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—become the physical property of the school, although the creator retains all rights to the intellectual property contained within the material unless (i) the student received financial support from the College in the form of wages, salary, stipend, or grant funds for the research, (ii) the student made significant use of College resources (including College-administered funds or College-funded time, facilities, or equipment) in connection with the research, or (iii) the research was funded by a sponsor pursuant to a grant or sponsored research agreement or is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation that restricts ownership of Intellectual Property. The school assumes no responsibility for the safeguarding of such material and may, at its discretion, retain such

material, return it to its creator, or discard it. Ordinarily, material of current students will not be discarded without giving the student a chance to reclaim it.

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

Grades of Incomplete

Faculty stipulate grades of Incomplete (“IN”) when they believe that extenuating circumstances preclude completion of the work on time by the student. The student is responsible for providing evidence for the extenuating circumstances to the satisfaction of the faculty member, who has sole authority to grant the Incomplete. Incompletes are awarded with the expectation that the work will be completed by the student in a timely fashion. When instructors submit a grade of Incomplete, they must also submit the grade that will be awarded should no further work be submitted by the student. The instructor should formulate a plan for timely completion of the incomplete work, and this plan should be addressed in the Academic Performance Report the instructor submits explaining the Incomplete grade and specifying a tentative grade. Examples of circumstances in which the Incomplete is appropriate include, but are not limited to, serious illnesses or injuries that preclude a student from finishing work for a course; cases where the course grade depends on the outcome of an honor code hearing; or death of an immediate family member. An Incomplete should not be assigned when a student simply fails to turn in a final exam or project, nor when there is little likelihood that the student will be able to make up a large quantity of incomplete work (due, for example, to prolonged illness); in the latter case a Withdrawal (see below) may be more appropriate. After appropriate consultation with the student, the instructor will determine the date by which incomplete work must be completed. In all cases, the work must be completed no later than 30 days after the first day of classes of the semester or summer session in which the student is next registered. Students who have an “IN” but do not register in a subsequent semester or summer session, must complete the work within 12 months. Extensions to these deadlines may only be granted by the Dean of the College or designee. If no information is provided by the instructor by the end of the 12 months, the grade that was originally submitted at the time the “IN” was assigned is posted to the transcript. When the instructor submits the completed grade to the registrar, this completed grade is posted to the transcript and calculated into the grade point average for the semester in which the student was registered for the course. If no completed grade or other communication is received by the registrar from the faculty member, the grade that was originally submitted at the time the “IN” was assigned is posted to the transcript and calculated into the grade point average.

ADDING AND DROPPING COURSES

Students may add and drop 14-week courses through the first two weeks of the semester. Students may add and drop seven-week courses through the first two weeks of the module in which the course is offered.

To add or drop any class, students must adjust their schedules in *Web Advisor* (if it is open to do so) or submit a completed change of schedule card to the Registrar’s Office by the deadlines published in the on-line Academic Calendar. Students intending to add a course after classes begin must secure the written permission of the instructor and notify their advisor; those wishing to drop a class must notify both the instructor and advisor. *Students should be aware that, after a class starts, instructors will become increasingly reluctant to admit additional students.* Courses dropped will not appear on the official transcript but will appear, as appropriate, on the academic record maintained by the College. (Revised Spring 2015)

Withdrawing From a Course

A student who wishes to withdraw from *all* courses during a semester should take a Leave of Absence or withdraw completely from the College.

A single course may be dropped during the first two weeks as described above. Once the drop deadline has passed, withdrawals are noted on the transcript as described below.

STUDENT-INITIATED WITHDRAWAL (“X”)

Students may withdraw from a 14-week course without grade penalty through the first nine weeks of the semester. Students may withdraw from a 7-week course through the first four weeks of the course. Such a withdrawal will be denoted on the official transcript with a grade of “X,” but the course will not be included in the calculation of the student’s GPA. A student contemplating a student-initiated withdrawal must consult with an academic advisor and course instructor. The advisor and instructor must sign a Student-Initiated Withdrawal card to verify that students have discussed their plans to withdraw from the course. The Student-Initiated Withdrawal card must be submitted to the Registrar’s Office by the deadline published in the on-line Academic Calendar. Students may take a student-initiated withdrawal for at most one course in a single semester and at most four courses during their studies at Allegheny.

WITHDRAWAL FOR EXTENUATING CIRCUMSTANCES (“W”)

If, as a result of extraordinary extenuating circumstances, a student wishes to withdraw from a course after the appropriate course registration change period has expired (see “Adding and Dropping Courses” above), the student may ask the instructor to grant a Withdrawal for Extenuating Circumstances (“W”). Such a Withdrawal can only be granted to a student whose performance has been significantly affected by unexpected circumstances beyond the student’s control. For example, a Withdrawal for Extenuating Circumstances may be granted in the event of a prolonged serious illness, or if there is a serious and incapacitating change in a student’s family situation. A Withdrawal cannot be granted simply for poor academic performance or failure to attend class, nor will it be granted when a Student-Initiated Withdrawal (“X”) is appropriate. The student is responsible for providing evidence of extraordinary extenuating circumstances to the satisfaction of the faculty member, who has sole authority to grant the Withdrawal. When such a request is granted, the student’s transcript will show a grade of “W.” This grade will not be included in the calculation of the student’s grade point average. (Revised Spring 2015)

ACADEMIC STANDING

Academic Standards and Awards Committee

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

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

Grade Point Average

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

ACADEMIC STANDING CATEGORIES

Academic Warning

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

Academic Probation

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

Poor Academic Standing

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

Students in their first semester at Allegheny College who receive a G.P.A. of 1.0 or below are eligible for academic dismissal as discussed below. If not dismissed, these students are placed on Poor Academic Standing and are subject to the following requirements: 1) to meet with a representative from the Learning Commons; and 2) to work with that representative to create a plan to improve their academic performance. Students may also be required to enroll in no more than 12 credits during the next semester. Please note that students on Poor Academic Standing cannot participate in varsity athletics until their cumulative G.P.A. rises to a 2.0 and are not permitted to become members of the College Greek system until their G.P.A. meets the requirements outlined for Greek chapters. *(Revised April 2010)*

Academic Dismissal

Students placed on Academic Probation or Poor Academic Standing, and whose cumulative grade point average remains below 2.0 at the conclusion of their next semester at Allegheny, are dismissed from the College unless they are registered for at least 12 credits and receive passing grades for all their courses with a semester grade point average of at least 2.0; these students will be continued on Poor Academic Standing.

Dismissal is for a minimum of six months, and students will be placed on Poor Academic Standing upon their return. Students who are dismissed are prohibited from taking Allegheny courses until they are readmitted. Dismissed students seeking readmission should submit a written request to Office of the Registrar by May 1 for a fall term readmission and November 1 for a spring term readmission. Students are encouraged to contact the Office of the Registrar prior to these deadlines for assistance in preparing the request for readmission. If a student who has been readmitted to the College after dismissal fails a second time to achieve the minimum standard, the student may be dismissed for a second time. A student who is dismissed twice for poor academic performance may not apply for readmission. The second dismissal may occur at the conclusion of any semester subsequent to readmission, provided the cumulative average does not arise above 2.0. *(Revised April 2012)*

Appeals

Academic Warning, Academic Probation, and Poor Academic Standing are determined by grade point average and are not subject to appeal. Academic dismissals are initially determined automatically on the basis of academic performance, as described above. Students are encouraged to appeal dismissal if they can demonstrate the potential for success at Allegheny. To Appeal, students must send statements specifically discussing recent academic performance, trends in grades, and any relevant personal circumstances to the Registrar's Office. All materials related to an appeal of academic dismissal must be received by the date specified in the letter informing the student of the initial dismissal. Late appeals will not be considered. (Revised April 2012)

Transcript Notation

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

Academic Assistance

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

Short-term Leaves from Campus

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

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

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

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

Leaves of Absence

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

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

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

Leaves of Absence for Personal or Community Health/Safety Reasons

1. Students are permitted to take voluntary leaves of absence to address medical or mental health concerns. All requests for voluntary leaves must be approved by the Dean of Students or his/her designee. The Dean of Students, in consultation with health professionals as necessary, will specify the conditions to be satisfied (if any) before the student may return to Allegheny.
2. The Dean of Students may place a student on a leave of absence following an individualized assessment of a student in which the College determines in the exercise of its judgment that a student reasonably meets one or more the following criteria:
 - a. A student presents a substantial risk of harm to others or has engaged in threatening or violent activities;
 - b. A student presents a substantial risk that the student will harm him/herself, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations;
 - c. A student significantly disrupts the educational or other activities of the College community;
 - d. A student is unable or unwilling to carry out substantial self-care obligations or to participate meaningfully in educational activities; or
 - e. A student requires a level of care that exceeds the resources and staffing that the College can reasonably be expected to provide for a student's well-being.
3. Where appropriate and feasible, the Dean of Students or his/her designee will notify a student that a leave of absence is under consideration. In situations involving an imminent or ongoing threat to the College community, it may be appropriate for the College to require the student to be away from the College while the individualized assessment and review are taking place. Students are expected to cooperate in the assessment. The Dean of Students may require a mental or physical evaluation from a clinician 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 pennitted by the Executive Vice President or the Dean of Students in writing, students on mandatory leave of absence are not pennitted to be present on campus and are not pennitted 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 pennitted to return may appeal the decision to the Executive Vice President. If the student is approved to return, Winslow Health Center or Counseling Center staff members may make recommendations to the Dean of Students regarding conditions of return. The student will receive written notification of any conditions. Written requests for return from mandatory leave should be submitted no later than July 1 for the fall semester or November 15 for the spring semester.
11. A leave of absence under this policy is an administrative process, not a disciplinary process. It is possible that conduct leading to a mandatory leave of absence under this policy may also be subject to review and sanctions under the College's Student Code of Conduct.
12. For information regarding the effect of a leave of absence under this policy on matters such as transcripts, registration, financial aid, housing and refund policies, the student should see the information in the Allegheny College Catalogue under the heading "Leave of Absence."

(Revised Spring 2015)

Withdrawal from the College

Students desiring to withdraw from the College must complete the withdrawal form available from the Dean of Students Office. In order to receive a deposit refund, students must withdraw according to the following deadlines: July 1 for fall semester and by one week prior to the first official day of classes for the spring semester. Students may withdraw from the College without grade penalty up until the last day of classes in any semester. When a student withdraws from the College during the first two weeks of the semester, 14-week courses will not appear on the official transcript, but, as appropriate, will appear on the academic record. Students who withdraw from the College between the conclusion of the second week of the semester and the last day of classes will receive the grade of “WC” for all courses for which they are registered. This will not affect their quality point average. Students who do not resume study at the opening of any semester are withdrawn from the College by action of the Dean of Students. Students who withdraw are expected to return their student identification card to the Dean of Students Office or the Student Accounts Office. Students who withdraw from the College are expected to leave the campus within 48 hours. They lose all privileges of enrollment until such time as they are readmitted. Tuition and board refunds for withdrawal are governed by the provisions set forth by the Student Accounts Office.

Re-entry after Leave of Absence or Withdrawal

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

All outstanding financial balances must be paid before re-entry can be approved. In addition, any conditions for re-entry will need to be met before the student is approved. The student will receive written notification of any conditions when the leave of absence or withdrawal is processed. When students re-enter, they shall be governed by the academic requirements applicable to the class of which they become a part. *(Revised April 2010)*

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

GUIDELINES AND PROCEDURES REGARDING DISABILITY ACCOMMODATION FOR STUDENTS

Procedures for Requesting Accommodation for Disability

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

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

1. Students seeking accommodation must document that they are a person with a disability by providing the following information: the nature and extent of the disability, the functional limitations resulting from the disability, and the accommodation requested. Students must put the request in writing to the DDS Coordinator, Pelletier Library Box 6 Allegheny College. Students are responsible for cooperating with the DDS Coordinator in an interactive process to identify the appropriate accommodation.
2. Students should provide current documentation describing how the disability affects or impacts the individual’s ability to partake of the College’s programs and activities. In some cases, it may be necessary for the College, with student permission, to contact the medical or health professional providing the report to obtain further information or clarification.

While documentation from professionals may include specific recommendations for accommodation, the College reserves the right to determine what accommodation is reasonable and appropriate within the College setting and within technical and academic requirements of the program.

3. The College will carefully review information and documentation provided by a student, analyze each student's individual needs, and engage in an interactive process with the student to determine what accommodation may be reasonable and appropriate under the circumstances. In evaluating and coordinating requests for accommodation, the DDS Coordinator may consult with other members of the College Community if and as necessary.
4. The College need not provide accommodation that would fundamentally alter the essential characteristics or nature of a program. Likewise, the College need not provide the exact accommodation requested by the student. The College may provide alternate accommodation as long as they are reasonable and appropriate to make the College's programs, activities, services and facilities accessible to that individual.
5. The College has the right to establish qualifications and other essential standards and requirements for its courses, programs, activities, and services. All students are expected to meet these essential qualifications, standards and requirements, with or without reasonable accommodation.

Implementation of an Approved Accommodation

Once the College has approved the accommodation, the student is responsible for sharing an accommodation letter, if needed, with his/her instructors and meeting with them to discuss the implementation of the accommodation. The student is not obligated to identify or discuss the specifics of the disability. The student should inform the DDS Coordinator when the accommodation is not being implemented, when it is not effective or necessary, when it might need to be adjusted, or when it is no longer being utilized. Further, the student should follow through and be on time with any accommodation which impacts other individuals' schedules, such as tutors, readers, signers, test administrators, aides, or, if necessary, canceling them with adequate notice. Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of medical documentation and the College's determination of any necessary accommodation.

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

Appeals

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

Jacquie Kondrot- Interim Dean of Students

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

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

2015-16 POLICY AGAINST DISCRIMINATORY AND SEXUAL HARASSMENT

INCLUDING: SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

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

PART I: STATEMENT OF POLICY

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

In establishing this policy, the College's purposes include: (1) to make clear that no member of our College community shall be subject to any harassment, abuse or violence based on the individual's race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, or disability; (2) to provide a means by which the entire College community can be made aware of the deep-seated, corrosive and sometimes hidden nature of racism, sexism, religious bigotry and other forms of group hatred; and (3) to set forth the processes available for reporting, investigating and resolving alleged instances of discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College will respond promptly and appropriately to any form of alleged misconduct under this policy occurring in the College community.

Allegheny also affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination, discriminatory harassment, and sexual harassment while supporting freedom of speech is not to be viewed as mutually exclusive; these values are to be considered in tandem when addressing incidents of alleged discriminatory harassment or sexual harassment.

PART II: DEFINITIONS

- A. Discriminatory Harassment: Discriminatory harassment is defined as any verbal, physical, written or symbolic behavior that is directed at an identifiable individual or group and/or their property and is based on that individual's or group's membership (or perceived membership) in a particular demographic group, including race, color, religion, age, gender, gender identity, gender expression, national origin or ethnicity, mental or physical disability, or sexual orientation, and interferes with a reasonable person's academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors

include, but are not limited to, the use of slurs, epithets, name-calling, gestures, demeaning jokes, derogatory stereotypes, bullying, or conduct that may be physically threatening, harmful or humiliating or cause a person to feel unsafe. Examples of forms of discriminatory harassment are included in Appendix A of this policy.

- B. Sexual Harassment: For purposes of this policy, sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature. Sexual harassment may be found in a single episode as well as in persistent behavior. Sexual harassment also includes unwelcome sexual conduct when:
- such conduct has the purpose or effect of interfering with an individual's academic and/or work performance or of creating an intimidating, hostile, or offensive living, learning or working environment; or
 - submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or education; or submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- C. Sexual Violence: Sexual violence is a form of sexual harassment and it includes rape, sexual assault, sexual battery, and sexual coercion. Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused.
- D. Sexual Assault: Sexual assault is also a form of sexual harassment, and it includes any type of sexual activity perpetrated against a person's will, where that person does not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities. Examples of sexual assault, sexual violence and other forms of sexual harassment are included in Appendix A.
- E. Dating Violence: Dating violence is violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- F. Domestic Violence: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state.
- G. Stalking: The term "stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress.
- H. Consent: Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.
- I. Retaliation: Retaliation is treating someone differently because they in good faith made a report under this Policy or participated in/cooperated with an investigation of a complaint under this Policy and/or otherwise opposed conduct or practices prohibited by this Policy.

Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment, threatening, intimidating, or coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy. Depending on the circumstances, retaliation may also be unlawful. Retaliation under this policy may be found whether or not the complaint is ultimately found to have merit.

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

PART III: RIGHTS AND RESPONSIBILITIES UNDER THIS POLICY

Members of the College community who are aware of conduct that violates this policy, whether they observe the conduct directly or otherwise learn about it, should report it to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. Responsible employees (as defined in Part II above) are obligated by this policy to report such conduct to assure that the matter is handled promptly and appropriately by trained personnel and that appropriate corrective and remedial actions may be taken as warranted, including interim measures. Violations of this policy can occur regardless of gender identity or sexual orientation. Although sexual harassment often involves a supervisory employment relationship or faculty/student relationship, it can also be committed by a student against a faculty member, by an employee against a supervisor, by a member of one's peer group (such as by a student against another student), or by a contractor, vendor or other visitor to the College. A hostile environment can also be created by the actions of more than one person or a group. Every member of the Allegheny College Community has both rights and responsibilities under this policy. Since an educational institution depends on the free and open exchange of information and views, some of which may be controversial or even offensive, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings. Student Requests for Confidentiality: Students reporting incidents of alleged sexual violence sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that his or her name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the College can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence.

PART IV: TITLE IX COORDINATOR AND DEPUTY COORDINATORS

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

Katie Pope serves as Title IX Coordinator /EO Officer for Allegheny.

Email: kpope@allegheny.edu

Phone: (814) 332-3085

Office Address: 201 Bentley Hall

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

Patricia Ferrey, Director of Human Resources and EEO Officer

Email: pferrey@allegheny.edu

Phone: (814) 332-2312

Office Address: Bentley Hall

Mandy Prusia, Associate Athletics Director, Compliance and Internal Operations

Email: mprusia@allegheny.edu

Phone: (814) 332-3367

Office Address: Wise Center

Gilly Ford, Chief of Staff,

President's Office

Email: gford@allegheny.edu

Phone: 814-332-2155

Office Address: Bentley Hall

Angelo Panzetta, Men's Soccer Coach

Email: apanzett@allegheny.edu

Phone: 814-332-5208

Office Address: Wise Center

Amenta Hinton, Associate Dean of the College, Director of the CIASS

Email: ahinton@allegheny.edu

Phone: 814-332-3353

Office Address: Campus Center

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

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

PART V: OPTIONS AND PROCESSES FOR RESOLUTION

Any student, prospective student, employee, applicant for employment, or campus visitor who believes that he/she has been subjected to conduct in violation of this policy or who has observed, knows of, or suspects an occurrence of discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence, or stalking should immediately contact the Title IX Coordinator or one of the Deputy Title IX Coordinators listed above.

Students who report being a victim of physical or sexual assault while intoxicated through voluntary or involuntary means will not be subject to disciplinary sanctioning by the College for an alcohol violation even if they are underage. Prompt reporting of such incidents makes

investigation of the incident more effective and enhances the ability of the College to take prompt and appropriate action regarding a complaint or report, including the ability to undertake appropriate interim measures. Although the College does not impose a limitations period for reviewing internal complaints of alleged violations of this policy, the College recognizes that to conduct a meaningful investigation and take prompt remedial action as appropriate, a timely report or complaint is important.

Individuals who believe they have been subjected to alleged violations of this policy will be informed about options for resolving potential violations. Those options include informal dispute resolution, referral to other college offices (where appropriate), and formal resolution pursuant to this policy.

Certain forms of misconduct under this policy may constitute criminal conduct. Whether or not someone who has been subjected to such conduct chooses to pursue criminal charges externally, they have the right to pursue an internal complaint under this policy, regardless of the status of any external proceedings. Further, the College may have an obligation to pursue an investigation, make a complaint, and take corrective action directly even if a victim chooses not to pursue the matter internally at the College. See also Part III above, under the subheading “Students Requests for Confidentiality.” Students are also offered the opportunity to report to local law enforcement. For more information about reporting a matter to law enforcement, see Part VI - A, below.

A. INITIATION OF THE PROCESS

The Title IX Coordinator (or designee) will initiate the process under this policy by notifying the accused party (“respondent”) that a complaint has been filed against him/her and inform the respondent of the nature of the complaint, providing a written copy or a summary of the complaint to the respondent.

The Title IX Coordinator (or Deputy Coordinator) shall explain to both parties the avenues for informal and formal action, including a description of the process and the relevant avenues of redress to the complainant and the respondent and provide each of them with a copy of this policy.

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

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

B. INFORMAL RESOLUTION PROCESS

The College provides an informal resolution process when the parties desire to resolve the situation cooperatively. Informal resolution may include inquiries into the facts, but does not typically rise to the level of a formal investigation. The informal process, which is overseen by the Title IX Coordinator or a Deputy Coordinator, is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, the informal process will be initiated as soon as possible after the filing of the complaint or receipt of a report of an alleged violation, absent any unusual circumstances. Informal

resolution may include, but is not limited to, options such as meeting informally with the complainant and the respondent (individual or group representative) with the intent of bringing about resolution, meeting privately with the respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures. In cases where groups are involved, the Title IX Coordinator may require that one or two members of the group be authorized in writing to act on behalf of the group in the informal process; all members of the group would be bound by the terms of the informal process.

Situations that are resolved through informal resolution are usually subject to follow up after a period of time. Steps taken by the Title IX Coordinator or a Deputy Title IX Coordinator to help the parties achieve informal resolution will be documented. Some reports of alleged violations of this policy may not be appropriate for informal resolution but may require a formal investigation at the discretion of the Title IX Coordinator.

The College does not, however use mediation for resolution of alleged sexual assault / sexual violence.

The Office for Civil Rights of the U. S. Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in cases of alleged sexual assault/sexual violence.

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.

C. PROCEDURES FOR FORMAL COMPLAINT PROCESS

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

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

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

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

1. All persons concerned are to be treated with respect and impartiality.
2. Procedures are to be fair, both in substance and in perception, to all persons concerned and to the College community.
3. The Title IX Coordinator (or Deputy Coordinator) shall provide the respondent with a description of the primary facts of the allegation at the first meeting set to discuss the investigation.
4. The investigation of all formal complaints generally includes interviews of (i) the complainant, (ii) the respondent, and (iii) any witnesses as needed; and (iv) review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

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

D. RECORDKEEPING

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

E. RETALIATION IS PROHIBITED

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

PART VI: OTHER AVAILABLE ACTIONS AND RESOURCES

A. CONTACTING LAW ENFORCEMENT

Certain forms of misconduct covered by this policy would also be a violation of criminal law. An individual has the option of filing a criminal complaint, and may do so with the Office of Campus Safety & Security, which is located in the Newton Observatory and can be reached by telephone at (814) 332-3357. The Office of Campus Safety & Security is open seven days per week, and 24 hours per day. A criminal complaint may also be lodged with the Meadville City Police, (814) 724-6100 or 911 (emergency). Notifying Safety & Security of a violation of this policy will result in Safety & Security contacting Meadville City Police; however, you are under no obligation to file a report with the Meadville Police.

Telling your experience to the Title IX Coordinator does not obligate you to report it to the police, nor does reporting it to the police obligate you to file a formal complaint under this policy —these are separate processes. College process and criminal process can occur simultaneously and occur independently.

After filing a report with criminal law enforcement, the complaining party will meet with a representative of the Police Department and/or District Attorney's Office who will explain the criminal process and help the complainant decide whether to pursue criminal charges against the assailant. The District Attorney's office will also make the decision on whether there is enough evidence to pursue criminal charges against the assailant. Please also see Appendix B for additional information on gathering evidence.

B. OTHER CAMPUS RESOURCES

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

Confidential reporting options on or nearby the Allegheny campus include:

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

Non-Confidential reporting options include:

- Center for Intercultural Advancement and Student Success (CIASS), (814) 332-2718
- Dean of Students Office, (814)-332-4356
- Title IX Coordinator and Deputies (814)-332-3085
- You can also report to any faculty or staff member that you are comfortable talking with about the incident; however, that person will be required to make a report to the Title IX Coordinator.
- Safety and Security - (814)- 332-3357

Seeking Assistance

1. If the incident caused physical injury, the victim should seek medical attention immediately, and should also preserve any evidence of the incident and injuries as the evidence may assist with the investigation and/or serve as proof of a crime. The following resources are available locally to assist victims of the types of misconduct encompassed by this policy:
 - Winslow Health Center, Schultz Hall, (814) 332-4355
 - Emergency Room-Meadville Medical Center, 751 Liberty Street, (814) 333-5500
 - Meadville Crisis Line, (814) 724-2732
2. For assistance after regular business hours, Campus Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel. See also the College's Campus Security Report, available on-line at <http://sites.allegheeny.edu/security/>.
3. In addition to reporting the misconduct to the Title IX Coordinator or to one of the Deputy Title IX Coordinators as described in Part IV above (and/or to law enforcement), victims are also encouraged to take the following actions:
 - Get to a safe place. This may mean simply getting away from the location of the incident, or seeking support from a friend, Residence Life staff member, or person with whom the victim is comfortable. 145
 - Seek medical attention. The victim's well-being is of primary concern. If the incident caused physical harm, the victim should seek medical attention immediately.

See the list of local healthcare facilities above.

- Preserve evidence. If the incident was a form of oral/verbal harassment, write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), preserve the written evidence. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.
- Seek support. The local rape crisis center is provided by Women's Services, Inc. [24 hour hotline: (814) 333-9766], The victim can also speak to a counselor at a national center by calling the RAINN hotline [800-656-HOPE]. Telling someone is the first step to healing and will help the victim re-establish control of the situation.

The Meadville Crisis Line (814) 724-2732 is an additional resource for support.

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

PART VII. AWARENESS EDUCATION AND PREVENTION

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

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

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

under this policy, and 3) train College staff members who are most likely responsible for the implementation and administration of this policy, protocol, and standard reporting procedures.

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

As of Fall 2013, every first year student is required to complete "Haven", an on-line sexual assault/sexual violence education and prevention tool. Because the law pertaining to matters addressed in this document may evolve over time, this policy will be reviewed regularly and revised as needed.

APPENDIX A

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

Examples of forms of Discriminatory Harassment:

- a) Discriminatory behavior that could discomfort, humiliate, demean or bully an individual or group. Such behaviors include physical violence, such as shoves or kicks, and statements and comments such as questions, jokes or anecdotes that are offensive to a person's or group's membership (or perceived membership) in a particular group, including race, color, religion, age, gender, gender identity, gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation.
- b) Verbal insults: verbal communication which includes lewd or obscene remarks directed at a person or group because of their identities (or perceived identities), including race, color, religion, color, age, gender, gender identity, gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation.
- c) Written insults: written or graphic communication that is similarly meant to harass an individual or group because of their membership or perceived membership in a particular demographic group. These insults may be in the form of written or electronic means, including printed posters or flyers, electronic mail, internet postings, facsimile documents, wireless communication or similar transmission.

Examples of forms of Sexual Assault and Sexual Violence:

- a) Non-consensual sexual contact: the intentional touching of another person's body in a sexual manner without his/her consent).
- b) Sexual exploitation: taking non-consensual sexual advantage of another for one's own benefit or to the benefit of anyone other than the one being exploited. Examples include but are not limited to: videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him or her to an STI or HIV; inducing incapacitation of another, through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his or her knowledge, with the purpose of having sex with the other person (this is exploitation regardless of whether sexual activity occurs; if the incapacitation results in unwanted sexual activity, it is a violation of multiple college policies).
- c) Non-consensual sexual intercourse: unwanted vaginal, oral, and/or anal intercourse using any part of the body or an object.
- d) Unwanted sexual contact with victim unable to give consent: taking non-consensual advantage of another when a person knew or reasonably should have known that the other person was unable to give consent due to voluntary or involuntary intoxication from drugs and/or alcohol.

Examples of other forms of Sexual Harassment:

- a) Sexist remarks and behavior: behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation; a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that could

discomfort, humiliate, or demean an individual because of their sex. Behaviors include comments of a sexual nature or sexually explicit questions; sexually suggestive remarks; jokes or anecdotes; visual conduct such as leering at a person's body; displaying obscene materials in publicly shared spaces; and unwanted physical advances.

- b) Written insults of a sexual nature: written communication or graphic communication, including electronic communication, which offends or humiliates an individual or group based on sex.
- c) Unwelcome sexual advances or repeated requests for dating or other social engagements, with or without a promise of reward or punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance. 147

APPENDIX B

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

1. Do not bathe, shower, douche, or change your clothes. If you have already done so, preserve evidence of the assault by placing clothing in a brown paper bag. Try to avoid eating, drinking, smoking, and urinating until you have sought medical care (although if you have already done these things, evidence can still be collected and it is still very important to receive medical care).
2. Seek medical care as soon as possible. Medical care is advised for many reasons-you may have a physical injury that you are unaware of, you can be tested and preventatively treated for sexually transmitted diseases, you can explore options for emergency contraception to prevent pregnancy, and evidence can be collected for crime prosecution by a Physical Evidence Recovery Kit (P.E.R.K.). The kind of evidence that supports a legal case against an assailant should be collected within 72 hours of an assault. Having a P.E.R.K. completed does not obligate you to follow through on criminal charges - it just offers you this option. You have the right to refuse the PE .RK., and even if you do consent to it, it does not commit you to following through with filing criminal charges against your attacker. However, if it is not collected, you will lose the opportunity for its use should you later decide to pursue criminal charges against the assailant.

You can expect the following:

- a) A physical exam, including an exam of the area violated (i.e. pelvic exam if vaginally penetrated, rectal exam if anally penetrated). Any bruises or other injuries will be evaluated.
- b) Blood work will be offered to test for STIs and HIV. Follow-up testing will be required for these as well (it can take several months for an infection to be detected). You will be offered antibiotics to prevent actual infection in case of exposure.
- c) If you suspect that you have been drugged, request urine testing for drugs. Testing for some drugs (such as the date rape drug, GHB) must be done within a short time frame (12 hours) while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight fitting lid, place it in the refrigerator, and take it with you to the medical facility. The sample would not be usable for evidence in this situation, but you would find out for yourself if you were drugged.
- d) If you are concerned about the possibility of pregnancy, emergency contraception (EC) may be a good option. EC is medication that works by preventing ovulation or fertilization, and may inhibit implantation. It is available at the ER, for purchase from pharmacies without a prescription, and from the Health Center.
- e) You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The process can be long (up to two hours), but this just means that the medical team is being thorough in making sure you are physically okay. The medical staff will advise you about follow-up treatment, but you can expect to be encouraged to seek follow-up care six weeks, six months, and twelve months after the attack. At these visits, you will be given follow-up tests for pregnancy, STIs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.

- f) You have the choice to either have your health insurance billed for your medical exam or have the payment made through the Pennsylvania Crime Victims Compensation Program. You should receive information on this program if you go to the Emergency Room. If you would like more information, contact the PA Victims Compensation Program (800-233-2339) or Women's Services (hotline: 814-333-9766; office: 814-724-4637).
- g) The Emergency Room at Meadville Medical Center (751 Liberty Street, 814-333-5500) is a nearby healthcare facility where you can seek medical care. The hospital is required to contact the Meadville Police when a sexual assault is reported to them, but this in no way obligates you to speak with the officer or follow through on criminal charges. The Emergency Room will also call in an advocate from Women's Services - the local rape crisis center. This person will simply provide as much support as you want.
Transportation to the Emergency Room can be arranged through the Winslow Health Center, Campus Safety & Security or Residence Life. The P.E.R.K. can be collected at the Emergency Room of the Meadville Medical Center. 148
- h) The Winslow Health Center (Schultz Hall, 814-332-4355) or Family Planning Services (747 Terrace Street, 814-333-7088) can also provide a medical exam and testing. Family Planning and the Health Center can provide emergency contraception; neither can collect the P.E.R.K. (collected at the ER). Hours are more limited at these locations and neither is an emergency response center.

(Revised Spring 2015)

SMOKE-FREE WORKPLACE

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

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

Responsibility for enforcement of this policy rests with the President and the Administrative Executive Committee (AEC). Because Allegheny is the kind of place it is, we have every expectation that voluntary, thoughtful compliance will make formal enforcement almost unnecessary. We know that implementation of this policy will cause inconvenience to smokers in our community, but we believe strongly that the evidence of harmful effects of secondary smoke on non-smokers warrants its adoption. Information about smoking cessation is available through the Winslow Health Center. Allegheny's Smoking Policy was approved by the Administrative Executive Committee, and has not changed since its implementation on May 1, 1994, except for the inclusion of residence halls beginning with the 1997-1998 academic year. Changes to the smoking policy, if authorized, would also have to be approved by the Administrative Executive Committee of Allegheny College. Policy changes are made, as circumstances require. (*Rev. 4/1/03*)

POLICY ON PRIVACY OF STUDENT RECORDS

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

Educational Records

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

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

FERPA allows the release of any information from a student's educational record without the written consent of the student to the parent(s) of a student who have established the student's status as a dependent according to federal tax laws. Information concerning a student who is a dependent, within the meaning of Section 152 of the Internal Revenue Code of 1954, may be released to that student's parent(s). The Internal Revenue Code defines a dependent student as one who has attended an educational institution full time for any five calendar months of a tax year and who was provided more than one-half of his/her support as claimed by the parent(s) on their income tax statement. A student may change his/her status regarding dependency by submitting the proper form and necessary supporting documents to the Financial Services Office.

For purposes of this policy, the assumption will be that a student is not a dependent within the meaning of the Internal Revenue Code, unless individually certified to the contrary under the criteria above. Regardless of dependency, a student may submit a release form authorizing the College to share information with his/her parent(s). The submission of such a release is encouraged and can be done by contacting the Dean of Students Office.

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

Directory Information

- A. At its discretion, the College may provide directory information to the public, without prior approval, to include: student name, local and permanent address, photographs, telephone number, email address, date and place of birth, enrollment status, major field of study, date of attendance (including graduation date), degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information includes a student ID number, user ID, or other unique personal identifier used by the student but only if that information cannot be used directly to gain access to educational records. (ID numbers are NOT included in any documents such as The Compass (Allegheny Student Handbook or the Student Directory).)
- B. A student may withhold directory information from public disclosure by notifying the Dean of Students Office in writing. Directory information can be withheld at any time of year and once a student requests non-disclosure this will be in effect until the student gives written notice to change their non-disclosure status. A parent or eligible student may not opt out of directory information disclosures to prevent the institution from disclosing or requiring a student to disclose the student's name, student ID number, or institutional e-mail address in a class in which the student is enrolled. Directory information will be withheld even after graduation until Allegheny College is notified otherwise. At the beginning of each academic year, students who have not already requested a hold on directory information and who want to withhold directory information from the Allegheny student government telephone directory must do so by the end of the add period for Fall classes.

Inspection and Review of Educational Records

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

Amendment of Educational Records

- A. If a student believes that the information contained in his/her educational records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the College amend the record. Such request shall be in writing addressed to the Dean of Students, and shall specify the amendment sought.
- B. The Dean of Students or designee shall, within 30 days after receiving the student's request, and after consulting with appropriate College officials, decide whether the record will be amended in accordance with the request and inform the student in writing. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the Dean of Students or designee shall simultaneously advise the student that he/she may request a hearing to challenge the content of the educational records by contacting the Dean of Students in writing.
- C. If a request for a hearing is received, the Dean of Students or designee shall request that the President appoint a panel of three College faculty members or administrators to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The President shall designate a chairperson for the panel and shall provide the panel such assistance as deemed appropriate.
- D. The chairperson of the hearing panel shall notify the student and the Dean of Students or designee of the date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's educational record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The Dean of Students or designee shall be afforded a like opportunity. The panel shall make its decision solely on the basis of the evidence presented at the hearing.
- F. The student may be assisted throughout the process by a Community Support Person. The Community Support Person must be a current student or employee of the College who is chosen by the student to serve in an advisory capacity during the hearing. The primary role of the Community Support Person is to assist the student in preparing for the hearing and to attend the hearing as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in the hearing without approval from the chairperson.
- G. The chairperson of the hearing panel shall, within five days after the hearing, inform the student of the panel's decision in writing including a summary of the evidence and the reasons for the decision. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the chairperson shall simultaneously advise the student that he/she has the right to place in the educational record a statement commenting on the records and setting forth the reasons for disagreeing with the College. Such statement shall thereafter be maintained as part of the educational record and thereafter disclosed to any party to whom the contested record is disclosed.
- H. If the student believes that their challenge and/or hearing was handled incorrectly or was not in keeping with the requirements of the Act, he/she may direct a written appeal to the President. Furthermore, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605.

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

Location of Student Records:

Academic Records:	Registrar's Office, Bentley Hall
Admissions Records:	Admissions Office, 454 House (pre-matriculation) Office of Student Life; Dean of Students, Reis Hall (post-matriculation)
Campus Police Records	Security Office, Newton Observatory
Career Planning & Placement Records:	Career Services (The Allegheny Gateway), Reis Hall
Counseling Records:	Counseling Center, Reis Hall
Employment Records:	Human Resources Office, Bentley Hall (full-time) Financial Aid Office, Schultz Hall (work study)
Enrollment Records:	Registrar's Office, Bentley Hall
Financial Aid Records:	Financial Aid Office, 454 House
<i>bit 7 Student Program Records:</i>	<i>International Office (The Allegheny Gateway.), Reis Hall</i>
Learning Common Records:	Learning Commons, Pelletier Library
Student Conduct Records:	Office of Student Life, Reis Hall
Medical Records:	Winslow Health Center, Schultz Hall
Student Accounts Records:	Student Accounts Office, Schultz Hall
Student Athletes Records:	Athletic Department, Wise Center
Student Life Records:	Office of Student Life, Reis Hall

Created April 15,1997 (Revised May 2009)

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

PARENTAL NOTIFICATION IN STUDENT CONDUCTOR DISCIPLINARY SITUATIONS

It is our intention to work in close partnership with families (in most cases parents) regarding student conduct or disciplinary situations in a way that is consistent with our philosophy of working directly with students as adults. Should a student become involved in an incident that violates our policies, we hope our communication with families regarding these matters will enable us to work cooperatively to address the current situation and change behavior to avoid future issues. Federal law allows us to share the results of student conduct or disciplinary cases if they involve alcohol or drugs, regardless of financial dependency or the College's receipt of a signed release giving the College permission to share protected information. In these cases, the College will notify families based upon the following guidelines: 1) In all student conduct or disciplinary cases, students are encouraged to discuss the situation with their families; 2) If a student is placed on disciplinary probation, we will send a copy of the letter written at the conclusion of the student conduct or disciplinary process to the family in care of the home address listed with the College; and 3) If a student is placed on disciplinary suspension or expulsion, we will attempt to contact the family by telephone and we will send a copy of the letter written at the conclusion of the student conduct or disciplinary process to the family in care of the home address listed with the College. For cases that do not involve alcohol or drugs, the College can only share information if a student has signed a release giving the College permission to share protected information and/ or the family has notified the College of the student's financial dependence. If a student has not signed a release giving the College permission to share protected information and/or the family has not notified the College of the student's financial dependence, the College is not able to notify the family regarding student conduct or disciplinary situations. However, in all student conduct or disciplinary cases, we encourage students to discuss the situation with their families. If the student has signed a release

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

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

STUDENT PARTICIPATION IN 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.

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:
 - a) 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.
 - b) 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) Co-op students. Students participating in approved cooperative (3-1; 3-2; 3-3) programs who are making satisfactory progress in their post-Allegheny programs are permitted to participate in Commencement exercises with the rest of their entering class. Appropriate documentation (transcripts and/or proof of enrollment) must be submitted to the Allegheny Registrar's Office to verify that the student is making satisfactory progress. The Allegheny degree will not be conferred until the terms of agreement for the cooperative program have been completed satisfactorily.
4. Students must comply with all published procedures and deadlines related to participation in the Commencement exercise.

Petitions to “Walk”

Students who do not meet the above criteria for participation in Commencement in a given year may petition to be allowed to participate. Such requests must be submitted in writing to the Academic Standards and Awards Committee and must include the written endorsement of the student’s academic advisor. The responsibility lies with the student to make a compelling case for why an exception to the College policy should be made. The decision of the Academic Standards Committee in these matters is final. In its periodic reports to the Faculty, the Academic Standards Committee will include data on the number of petitions and their disposition (Revised Spring 2015).

GRADUATION

The faculty confers degrees on three separate occasions during the academic year: at the beginning of the Fall semester, at the beginning of the Spring semester, and at the end of the Spring semester immediately preceding the Commencement ceremony. Most graduates receive their degrees in May.

PROCEDURE

1. After the conclusion of the drop period for the first semester, the Registrar’s Office will prepare a list of all students likely to be able to graduate at the conclusion of the second semester. This list will be sent to all faculty and department chairpersons. They will check their majors and advisee files to see if the students on the list are indeed likely to graduate and to see if any student has been inadvertently omitted. Each student on the list will be notified directly by the Registrar, and a notice will be posted on the College Website telling students that if they have not received a notification but do expect to graduate to contact the Registrar immediately. The public notice will state that students are responsible for being sure their names are on the tentative list.
2. The Registrar’s Office will maintain the list of probable May graduates. Faculty and students should report any changes in a student’s likely graduation date.
3. After the second semester Drop deadline, the Registrar will send to all faculty, as part of the agenda for a regular faculty meeting, the list of students to be tentatively approved for graduation. The only students appearing on this list will be those registered to complete all degree requirements by the end of the second semester; students needing additional courses, even if they are planning on taking them in the summer, will be omitted. The Faculty will review, and perhaps amend, this list; it will then become the tentatively approved roster.
4. At the first and last faculty meetings of the Fall semester and at the final faculty meeting of the academic year, the Registrar will present to the faculty for their review and approval a list of all students meeting graduation requirements. Students approved for graduation are eligible to receive a diploma unless they have not settled their accounts satisfactorily with the Bursar’s Office; these students are graduates of the College but will not be provided with a diploma or transcripts until they have settled their accounts.
5. At the same faculty meetings at which graduates are approved, the Registrar will also present to the faculty a list of students who were on the “tentatively approved roster” (see #3 above) but are not eligible to receive their degrees for one or more of the following reasons:
 - a) Incomplete in one or more required courses. At the faculty meeting at which the faculty are informed that the student has not met requirements, the Registrar will request “power to act” to confer the degree if the student completes the Incomplete(s) prior to the beginning of the next academic term. If the Incomplete is not completed until after that date, the student will be considered for a subsequent graduation date and presented to the faculty for their approval at that time.

- b) Transfer credit pending. If a student has informed us that s/he is taking or has taken courses that will complete all of his/her remaining requirements by the official degree conferral date, then, at the faculty meeting at which the faculty are informed that the student has not met requirements, the Registrar will request “power to act.” If such power is granted, the Registrar will confer the degree provided that, prior to the beginning of the next academic term, an official transcript showing that all needed courses were completed by the end of the term in which the degree is to be conferred is received by the College. If the documentation is not received until after the beginning of the next term, or if the courses fail to meet Allegheny’s criteria for transfer credit or to satisfy all outstanding Allegheny requirements, then the student will be considered for a subsequent graduation date and presented to the faculty for their approval at that time.
- c) Documentation from a cooperating 3-2 institution not complete. At the faculty meeting at which the faculty are informed that the student has not met requirements, the Registrar will request “power to act” to confer the degree if the College receives, before the start of the next academic term, documentation that all required work at the partner institution has been completed by the end of the term in which the Allegheny degree is to be conferred. If the documentation is not received until after that date, or if the student has not successfully completed all requirements at the partner institution until after that date, the student will be considered for a subsequent graduation date and presented to the faculty for their approval at that time.
- d) Failing or withdrawing from one or more courses needed for graduation. The student must take additional course(s), and an additional faculty vote will be required after the student completes all graduation requirements. This rule applies even if the student takes the necessary course(s) during the immediately following summer.
- e) Failing to meet a required grade point average (cumulative, major, or minor). The student must take additional course(s) to improve his/her GPA, and an additional faculty vote will be required after the student brings the GPA(s) up to the required standard.

STUDENT INVOLVEMENT DIRECTORY

Official Organization Name	President Name	Box #	E-mail
Academic			
Allegheny Hackers	Luke Smith	2143	smithM
Astronomy Club	Breanna Whiting	2476	whitingb
Chemii Club	Matt Gray	456	graym
Clinical Careers Club	Alex Colarte	1643	colartea
Dimensions	Allison Ganger	990	gangera
Entrepreneurs	Walter Stover	2293	stoverw
Geology Club	Anna Lesko	1104	leskoa
Global Medical Brigades	Rachael Taylor	2319	taylorr
Mock Trial	Zachary Clark	1602	clarkz
Model United Nations	Khristine Dino	686	dinok
Neuroscience Club	Mark Abrams	194	abramsm
Philosophy Club	Mark Abrams	194	abramsm
Pre-Dental Club	Matthew Zaborowski	2013	zaborowskim
Pre-Education Club	Kelly Frantz	299	frantzk
Pre-Health Club	Karishma Reddy	1868	reddyk
Pre-Law Club	Carly Whisner	2270	whisnerc
Pre-Vet Club	Natasha Marzolf	1311	marzolfn
Psychology Club	Meghan Stewart	2290	stewartm
Society of Physics Students	Molly Shelton	2071	sheltomn
Athletics			
Aikido Club	Allison Ganger	990	gangera
Cheerleading	Emily Eikey	2086	eikeye
Equestrian Club	Bailey Kudla-Williams	963	kudlawilliamsb
Fencing Club	Alexis Crump	1798	crumpa
Ice Hockey	Hayden Moyer	1504	moyerh
Outing Club	Charles Sliger	803	sligerc
Rugby, Men's	Hector Perez	1826	perezh
Rugby, Women's	Katie Comille	1684	comillek
Ski and Snowboard Club	Amanda Sandor	362	sandora
Student Athlete Advisory Committee (SAAC)	Christina Perez	1752	perezc
Table Tennis	Noah McNeill	1496	mcneilln
Ultimate Frisbee	Kellie Lindstrom	1042	lindstromk
Volleyball, Men's	Paul Willison	367	willisonp

Diversity			
African Students Association	Ifeyinwa Uwazie	2201	uwaziei
Association for Asian & Asian American Awareness (A5)	Jeannie Choi	2084	choij2
Association for the Advancement of Black Culture (ABC)	Imani Prince	2020	princei
Association of Caribbean Students	Izoduwa Idehen-Amadasun	1293	idehenamadasuni
International Club	Shu Yi Tang	2318	tangs
Queers & Allies	Connor Racine	1817	racinec
Union Latina	Manuel Marquez	1399	marquezm
Greek, Honorary			
Beta Beta Beta (Biology)	Abby Hileman	648	hilemana
Lambda Pi Eta	Amy Currul	2359	currula
Lambda Sigma (Sophomore Honor Society)	Ed Giles (advisor)	6	egiles
Phi Alpha Theta (History)	Maya Metzger	1426	metzgenn
Phi Sigma Iota (Foreign Language)	Thomas Alvarez	391	alvarezt
Pi Mu Epsilon (Mathematics)	Anthony LoBello (advisor)	29	alobello
Pi Sigma Alpha (Political Science)	Zac Callen (advisor)	55	zcallen
Psi Chi (Psychology)	Katie Roach	1991	roachk
Sigma Tau Delta (English)	Anne McGowan	1328	mcgowana
Greek Social			
Panhellenic Council	Brianna Martig	1407	martigb
Alpha Chi Omega	Katie Beisler	667	beislerk
Alpha Delta Pi	Winona Vaitekunas	2206	vaitekunasw
Delta Delta Delta	Courtney Miller	1429	millerc5
Kappa Alpha Theta	Lindsey Kelley	238	kelleyl
Kappa Kappa Gamma	Samantha Jamison	831	jamisons
Interfraternity Council	Steve House	708	houses
Delta Tau Delta	Brogan McGowan	1415	mcgowanb
Phi Delta Theta	Kyle Grigsby	372	grigsbyk
Phi Gamma Delta	Jonathan Opet	1726	opetj
Phi Kappa Psi	Ian Dempsey	386	dempseyi
Theta Chi	Neal Colecchi	1579	colecchin
Media			
Allegheny Television Filin Union (ATFU)	Jordan Stedman	2237	steadmanj
Kaldron (Yearbook)	Gretchen Beck (advisor)	H	gbeck

Overkill	Mikayla Wobrak	2486	wobrakm
The Campus (newspaper)	Christina Bryson	992	brysonc
The Krampus	Daniel Wightkin	2336	wightkind
WARC (radio FM 90.3)	Christine Troy	2212	troyc
Performing Arts			
Chamber Choir	James Niblock (Instructor)	31	jniblock
Civic Symphony	Jennifer Deardon (Instructor)	31	jdeardon
College Choir	James Niblock (Instructor)	31	jniblock
College Chorus	James Niblock (Instructor)	31	jniblock
Dance Team	Molly Shelton	2071	sheltomn
JaDE (Jazz and Dance Ensemble)	Casey Freed	312	freede
Jazz Band	Stephen Corsi (Instructor)	31	scorsi
Orchesis Dance Company	Shannon Robison	1918	robisons
Student Experimental Theater	Daniel Wightkin	2336	wighkind
Swing Dance Club	Corey Weary	2309	wearyc
Wind Ensemble	Lowell Hepler (Instructor)	31	lhepler
Wind Symphony	Lowell Hepler (Instructor)	31	lhepler
Political/Activism			
Advocating Global Elealth and Development	Zach Young	731	youngz
Allegheny Reproductive Elealth Coalition (ReproCo)	Jesikah Leeper	1192	leeperj
Amnesty International	Heather Bosau	1449	bosauh
Animal Welfare of Allegheny	Lee Ann Streshenkoff	2299	streshenkoffl
College Democrats	Kayla Greer	560	greerk
College Republicans	Allison Zegar	2426	zegara
I Heart Meadville	Quinn Kobelak	987	kobelakj
Students for Environmental Action	Jarad Balik	568	balikj
Students Promoting Eating Disorders Awareness & Knowledge	Chenoa Tracystone	2383	tracystonec
Young Americans for Liberty at Allegheny College	Noah McNeill	1496	mcneilln
Young Feminists Leadership Alliance	Deyalyn Batista	1029	batistad
Religious			
Allegheny Christian Outreach	Elissa Edmunds	1037	edmundse
Allegheny Community for Earth-based Spirituality	Michael MacDougall	1263	macdougallm

Fellowship of Christian Athletes	Kaelin Clogan	2209	clogank
Hillel	Ezra Pasackow	1778	pasackowe
Interfaith Fellowship	Lucie Shiftman	305	shiftmanl
Newman Association	Tessie Bracken	1500	brackent
Project Nur	Sunniya Nadeem	1561	nadeems
Society for Buddhist and Hindu Students (SBHS)	Allison Condon	1650	condona
Sojourners Christian Fellowship	ValAnthos	216	anthosv
Service			
Allegheny Ambassadors	Kelsy Reisinger (advisor)	5	kreisinger
Allegheny Volunteer Service Leaders	Dave Roncolato (advisor)	22	droncola
Alpha Phi Omega (APO)	Clara Moller	1481	mollerc
Alternative Spring Break	Channaine Wilson (advisor)	22	cwilson
Bonner Program	Channaine Wilson (advisor)	22	cwilson
Computer Literacy Program	Erin O'Day -Frye (advisor)	22	eoday
Edible Allegheny	Susan Washko	2434	washkos
Gators for Kids (G4K)	HayleighAst	498	asth
Relay for Life	Danielle Barron	589	barrond
UNICEF Campus Initiative	Cari Koemer	939	koemerc
Up Til Dawn	Abigail Conlon	378	conlona
General			
Active Minds	Michaela Cowden	1696	cowdenm
Allegheny Student Government (ASG)	Haley Riley	1897	rileyh
Anime Role-Playing and Gaming Organization (ARGO)	Logan Gardner	298	gardnerl
Bridge Club	Nia Shuler	1591	shulem
Chess Club	Justin Litus	1061	litusj
Comix Club	Jonathan Yee	2410	yeej
Dumbledore's Army	Jennifer Torrance	2215	torrancej
Gator Activities Programming (GAP)	Rosalie Evans	215	evansr
Grounds for Change (GFC)	Lauren Dominique	1939	dominiquel
Legion of Allegheny Gamers (LAG)	Gabriel Kelly	1551	kellyg
Meditation Club	Justin Litus	1061	litusj
Student Art Society	Lesly Mejia-Flores	1422	mejiafloresl

MEADVILLE LISTINGS

All phone numbers are preceded by area code (814)

These listings are for informational purposes only, and their inclusion here does not constitute a recommendation or endorsement by the College.

Accommodations

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

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

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

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

Econo Lodge, 11237 Shaw Ave., 724-6366

Hampton Inn, 11446 Dawn Dr., 807-1446

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

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

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

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

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

Bakeries

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

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

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

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

Discount Stores

Big Lots, Downtown Mall, 333-2515

Dollar General, 900 Water St., 337-6873

Family Dollar, 18971 Park Ave Plaza, 336-1275

Kmart, Meadville Mall, 333-6671

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

Emergency Numbers

Allegheny College Security, 332-3357

General Emergency Number, 911

Meadville Fire Department, 724-6200

Meadville City Police, 724-6100

PA State Police, 336-6911

Flowers & Gifts

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

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

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

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

Food

American

Applebee's, 11227 Shaw Ave., 333-2848

Brambles Cafe, 748 North Main St., 337-2100

Cracker Barrel, 11311 Pennsylvania Ave., 337-0700

Days Inn, 18360 Conneaut Lake Rd., 337-1264

Downtown Mall Bistro, 920 Water St., 337-8833

Eddie's Footlong Hot Dogs, 724-2057

Firehouse Tap & Grille, 875 Park Ave., 724-3646

Five Guys Burgers & Fries, Park Avenue Plaza, 814-807-0775

Hunter's Inn, 25594 State Highway 27, 789-2755

Julian's, 299 Chestnut St., 337-8513

King's Family Restaurant, 16494 Conneaut Lake Rd., 333-8938

Market House Grille, 910 Market St., 814-807-0820

Montana's Rib and Chop House, 11142 Highline Dr., 333-2000

Perkin's Family Restaurant, 18276 Conneaut Lake Rd., 336-6000

Riverside Inn, 1 Fountain Ave., Cambridge Springs, 398-4645

Safari Bar & Restaurant, 333-2505

Timber Creek, 11191 Highland Dr., 814-807-1005

Chinese

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

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

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

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

Fast Food

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

Burger King, 817 Park Ave., 337-5004

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

KFC, Park Ave. Plaza, 336-5663

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

Taco Bell, 1228 Park Ave., 724-6261

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

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

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

Italian

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

Mannino Italian Garden, 283 Chestnut Street,
337-0040

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

Mexican

Compadres, 17345 Conneaut Lake Rd.,
336-6633

Pizza

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

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

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

Pizza Hut, Park Ave. Plaza, 336-1101

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

T.T's Pizza, 307 Poplar St., 337-2330

Vocelli Pizza, 893 Park Ave., 336-1114

Seafood

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

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

Submarine/Hoagie Shops

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

Subway, 1185 Park Ave., 724-1114

Whole Darn Thing, 899 Market Street,
724-5016

Grocery Stores

Aldi Foods, 16500 Conneaut Lake Rd.

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

Save-A-Lot, 18967 Park Avenue Plaza

Tops Market, Downtown Mall, 724-4025

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

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

Medical Services

Alcohol & Drug Information and Treatment
Centers

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

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

Ambulance Services

Meadville Ambulance Service, Inc., 724-7598

Meadville EMS, 872 Water St., 724-1003

Emergency Medical Services

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

Med Express, 18471 Smock Highway,
333-3627

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

Opticians

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

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

John Alexander, 830 Market St., 724-2700

Mike Walker, 1039 Park Ave., 724-2020

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

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

Pharmacies

CVS Pharmacy, 392 North St., 333-6370
Giant Eagle, 18511 Smock Hwy., 724-6292
Jack's Pharmacy, 285 Chestnut St., 336-1113
Medicine Shoppe, 629 State St., 337-8880
Mill Run Community Pharmacy, 404 North St., 337-6600
Rite Aid Pharmacy, Market St., 336-3773
Tops Market, Downtown Mall, 337-2759
Walgreens, 379 North St., 337-0582
Wal-Mart, 16086 Conneaut Lake Rd., 724-6267

Theatres

Academy Theatre, 275 Chestnut St., 337-8211
Allegheny Playshop, Vukovich Center, 332-2370
Erie Playhouse, 13 W. 10th St., Erie, 454-2852
Meadville Community Theatre, Oddfellows Building, 333-1773
The Movies at Meadville (10 screens), 333-2727
www.themoviesat.com
Park Avenue Cinema, 960 Park Ave., 337-3456

Transportation Services

Airline Ticket Agencies/Travel Agencies
AAA Travel Agency, 19023 Park Ave. Plaza, 724-3157
Metro Taxi, N. Main St., 814-282-9695

Bus Lines

CATA Bus Service (local service only), 336-5600
stops on campus, www.catabus.org
Greyhound Bus Lines (out-of-town service), Downtown Mall, 724-5423, 800-231-2222.
Hours: Mon.-Fri., 10 a.m.-5 p.m.; Sat., 10 a.m.-4 p.m., closed Sundays and holidays. A one-way ticket to the following areas can be purchased at approximately these prices: Erie \$15; Pittsburgh \$21.50; Cleveland \$40(double price for round trip).

Car Rental

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

Video Rental

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

Variety-Entertainment

Meadville Area Recreation Complex, 800 Thurston Road, 724-6006
Plaza Bowling Lanes, 18799 Smock Highway, 724-2144

**FOR COLLEGE EMPLOYEE DIRECTORY
PLEASE ACCESS THE FOLLOWING WEBSITE:**

<http://sites.allegheny.edu/hr/employee-directory/>

FOR EMERGENCIES PLEASE CONTACT:

Office of Safety and Security: 814-332-3357