

I. Activities and Organizations

Campus activities and organizations add an important dimension to your life at Albion College. They offer many educational opportunities beyond those available in the classroom such as developing communication and leadership skills, building teamwork and a sense of community, and encouraging service to others.

This chapter offers an introduction to the many opportunities for involvement available at Albion. Your participation in one or more of these activities is both welcomed and encouraged. A variety of traditional events take place every year including convocations/lecture speakers, Homecoming, Latino/a Heritage Month, Coming Out Week, Kwanzaa, Black History Month, Anna Howard Shaw Women's History Month, Asian Pacific Islander-American Heritage Month, and Day of Woden.

Another way to become involved is through one of the many clubs and organizations. The best way to learn about the clubs and organizations and their activities is at Briton Bash. Each fall the Office of Campus Programs and Organizations (CPO) coordinates **Briton Bash (Aug. 30, 2017, 4:30-7:30 p.m.)**, an annual student organization fair. Representatives from nearly every campus student organization and some departments/programs set up tables on the Quadrangle to market their organizations and answer questions about opportunities within their group. This is an excellent chance to get more information about ways to become involved at Albion College and meet members from the various organizations.

Registration of Student Organizations

All student organizations are subject to regulation by the College and are required to register yearly with the Office of Campus Programs and Organizations. Each organization must complete the online registration process each fall and spring semester. Completing the registration process also requires groups to agree to and abide by the College Statement of Non-Discrimination. Organizations are required to submit participation rosters during both the fall and spring semesters. In addition, organizations will also be required to submit an up-to-date constitution and bylaws stating the purpose of the group, requirements for membership, and method of officer selection.

Benefits of Recognized Organizations

Successfully completing the registration steps will allow the organization to be officially recognized by the College. Recognition of all organizations is subject to review whenever changes are made in organizational constitutions. Accordingly, organizational officers are expected to notify the Office of Campus Programs and Organizations of any constitutional changes whenever they occur.

Among the benefits of recognition by the College are:

- Use of the College name,
- Utilization of the organization mail system,
- Preferential consideration in the reservation and use (i.e., preferential charge or—when appropriate—without cost) of College facilities and services,
- Assistance from the College Accounting Office with bookkeeping and audit procedures.

(continued on page 4)

Albion College Recognized Organizations at a Glance

Listed below is a sampling of the clubs and organizations that were active during the 2016-17 academic year. The current listing of active clubs and organizations may vary from time to time as some groups become inactive during the year while new groups are started. If you are interested in starting a new group, please visit the Campus Programs and Organizations office (CPO) located in the Kellogg Center, ext. 0433. To learn more, please read the group's description posted on the website at www.albion.edu/campusprograms/student-organizations/.

Academic Clubs

Many of the academic departments encourage faculty-student interaction through the out-of-classroom learning experiences provided by academic clubs. These groups include:

Accounting Society	Geology Club
Art Club	Investment Club
Astronomy Club	Marketing
Delta Sigma Pi	Association
DECA	

Community Service

Service to others is a hallmark of the Albion College student experience. Our volunteer organizations provide opportunities to work on service projects that benefit youth, the elderly, the disadvantaged, education, civic government, and recreation, among others. Opportunities to explore include:

Alpha Phi Omega	Nwagni Project
Global Medical	Student Volunteer
Brigade	Bureau
Habitat for Humanity	

Diversity Awareness

Albion College encourages students to recognize and advocate diversity by supporting intercultural awareness. The diversity awareness organizations provide students with an opportunity to learn how to support, celebrate, and increase community awareness of diversity on campus.

Albion College Hillel	Muslim Student
Asian Awareness	Association
Group	Organization for
Black Student	Latinx Awareness
Alliance	Power
International	Secular Student
Student Union	Alliance
LGBriTS	

Entertainment

The following programs and organizations offer students the opportunity to work closely with faculty and staff to develop educational and social activities that benefit the entire College community.

Albion College	Hip Hop Dance
Players	Center
Dance Team	Phi Mu Alpha
Dead Pinocchio	Sinfonia
Theatre	Sigma Alpha Iota
Euphonics	Union Board

Greek Life

Social fraternities and sororities recognize the importance of a strong tradition and the constant challenge of their founding values and principles. The fraternities and sororities at Albion College are:

Alpha Chi Omega	Delta Tau Delta
Alpha Kappa Alpha	Kappa Alpha Theta
Alpha Tau Omega	Kappa Delta
Alpha Xi Delta	Sigma Chi
Delta Gamma	Sigma Nu
Delta Sigma Phi	Tau Kappa Epsilon

Honoraries

These societies honor high academic achievement and/or leadership and service.

Alpha Chi Sigma	Phi Alpha Delta
Alpha Lambda Delta*	Phi Alpha Theta*
Beta Beta Beta	Phi Beta Kappa*
Chi Alpha Sigma	Phi Epsilon Kappa
Gamma Sigma Alpha	Pi Kappa Lambda*
Joseph J. Irwin	Pi Rho Epsilon
Society*	Pi Sigma Alpha*
Kappa Kappa Psi	Psi Chi
Kappa Mu Epsilon*	Sigma Gamma
Mortar Board	Epsilon*
Omicron Delta	Sigma Tau Delta
Epsilon	Sigma Xi*
Omicron Delta Kappa	Theta Alpha Phi
Order of Omega	

*Academic honorary (organization and activities overseen by department or faculty). See pages 12-14 for more information.

Media

Albion College students develop their communication skills through writing, managing, and producing for a number of different media. These opportunities include:

Albionian (yearbook)

Albion Review (literary journal)

The Pleiad (campus news source)

WLBN (radio station)

Special Interest Groups

Albion College offers students opportunities to pursue original ideas and interests by forming their groups, such as:

Albion College Relay	College Conservatives
American Association of University Women	College Democrats
Anime Club	Medievalist Society
Blacksmith's Club	Student Alumni Association
Brit Knits	Student Farm
	Table Top Game Club

Spiritual Life Organizations

These organizations support spiritual and philosophical development and community within a particular tradition, yet are open to all students.

Campus Crusade "Cru" for Christ	InterVarsity Christian Fellowship
Catholic Connections Chapel	United Voices of Albion College
Hillel	

Sports Clubs and Recreation Groups

Many opportunities exist for recreational and sporting activities. Some activities are purely recreational while others have friendly competition with others on campus. A few of the groups compete with teams/squads from other college campuses but not on a varsity level.

Canoe Club	Hockey Club
Cheerleaders	Ski and Snowboard Club
Equestrian Club	

Student Government

Albion College strongly supports student self-government and provides a number of opportunities for governing bodies to impact different aspects of campus life. These leadership opportunities include:

Interfraternit Council	Panhellenic Council
I-Space Council	Student Senate

Beyond these recognized organizations, other opportunities for campus involvement exist in athletics and the performing arts. See descriptions later in this chapter.

Procedures to Start a New Organization

Students wishing to form a new organization should register with the CPO Office as an interest group. To begin the recognition process, interest groups must submit a completed online registration, completed group roster, and constitution and bylaws. Guidelines for writing a constitution and bylaws may be obtained from the CPO Office. At minimum, constitutions for proposed organizations should include the organization's purpose, anticipated activity, membership process, non-discrimination clause, a provision for at least one faculty or administrative adviser, and group operational procedures.

Groups seeking recognition will be asked to describe how their purpose contributes to and coincides with the aims of the College. In addition, new organizations should explain how their existence will constitute a useful addition to campus organizations.

After submitting materials to the CPO office and constitution and bylaws are finalized, students requesting recognition of a new organization will be invited to present their proposed group to Student Senate for review and recommendation. The vice president for student affairs, after receiving the recommendations of the CPO office, Student Senate, and other interested parties, is responsible for the official recognition and authorization of a new student organization. The recognition and activity of organizations are subject to periodic review by the Academic and Student Affairs Committee of Student Senate and the CPO office.

Student Activity Fee Funds

Student Activity Fee funds (SAF) are collected by the College and support a wide array of programming for student and student events/activities. Student Activity Fee funds will be retained by the College's Accounting office and tracking and disbursement of funds will be managed by the Accounting Office. All organizations granted Student Activity Fee funding must follow all policies and procedures established by the Albion

College Accounting Office in order to access the allocated funding.

While the Accounting Office manages the actual disbursement of funds, the Vice President for Student Affairs is responsible for budget allocation and management of all Student Activity Fund accounts. As a result, the Vice President for Student Affairs and/or his or her designee is ultimately responsible for approving all SAF funding percentage formulas, guidelines, budgets, and financial transactions.

Student involvement and input will play a critical role in the allocation of Student Activity Fee funds. The Vice president for Student Affairs and/or his or her designee will work with treasury and appropriation officers and committees. These officers and committee will recommend (a) budgeting parameters, guidelines, and processes including the Student Senate Student Activity Fee Guidelines, and (b) allocation amounts to the Vice President for Student Affairs and/or his or her designee. All budgeting parameters, guidelines, and processes as well as allocation amounts are subject to final approval by the Vice President for Student Affairs.

Student Government Student Senate

The Albion College Student Senate is the primary representative organization of the student body. Among Senate's many functions are the appointment of student representatives to various faculty, administrative, and campus committees; allocation of the Student Activity Fee; participation in the tenure and interim review processes; recognition of new student groups; and formulation of positions on current campus issues.

In recent years, the Senate has focused on a variety of important issues and projects, including increasing technology, advocating for more student parking, and streamlining the funding process for student activities.

The Senate occupies an office on the top floor of the Kellogg Center. The office phone number is ext. 1975.

The Student Senate constitution, ratified in 2009, forms the basic

framework of student government at Albion College.

The Student Senate constitution maybe accessed via the Senate website at: campus.albion.edu/studentsenate/.

Ecumenical and Interfaith Awareness Opportunities

Albion College encourages students to recognize and advocate diversity by supporting ecumenical (interdenominational) and interfaith awareness. These opportunities are open to all students for participation and leadership. Supervised by the Office of the Chaplain, these groups support spiritual life, diversity awareness, and collaboration on campus. For more information, contact the College Chaplain at ext. 0492 or chaplain@albion.edu.

Exploring Ministry—This interest group facilitated by the College Chaplain, is intended for any student who is considering professional or a vocational ministry after graduation. Open to all faith traditions.

Wednesday Night Chapel—This is Albion College's Christian worship home, open to all students. Chapel is an interdenominational and student-led worship service every Wednesday night at 9 p.m. in the Kellogg Center "Stack" (second floor). Supervised by the Office of the Chaplain.

Campus Media Media Board

For information regarding College-sponsored student media organizations, including the *Albion Review* (literary magazine), *Albionian* (yearbook), *The Pleiad* (news source), and WLBN Radio, and the Media Board, contact the vice president for student affairs, ext. 0226.

Athletics

Albion College has a long and proud tradition of success in intercollegiate athletics. Albion College and the athletic department believe that participation in

NCAA Division III athletics is a valuable component of a liberal arts education.

Our student-athletes are encouraged to maintain an appropriate balance between their academic and athletic interests. Our staff is committed to the overall learning, growth, health and well-being of our student-athletes. The athletic department provides our student-athletes with appropriate competitive opportunities and excellent coaching to help them achieve their individual and team goals.

Albion College and the athletic department are committed to striving for gender equity and to providing fair treatment of our teams. The variety of sports offered by our department provides student-athletes of different interests, skills, and abilities a wide range of opportunities.

The College's athletic staff promotes high standards of ethical conduct, sportsmanship, and principles of fair play. We want our students' experience in our athletic programs to be positive and rewarding. As a charter member of the Michigan Intercollegiate Athletic Association, a goal of the athletic department is for all of our teams to have a strong and successful presence in the conference.

Varsity Sports

Men's varsity teams compete in football, cross country, soccer, golf, basketball, swimming and diving, baseball, track and field, tennis, equestrian hunt seat, and lacrosse. For more information, contact the athletic director or the respective coach.

Women's varsity teams compete in volleyball, soccer, cross country, golf, basketball, swimming and diving, softball, track and field, tennis, equestrian hunt seat, and lacrosse. For further information, contact the athletic director or the respective coach.

Most of the intercollegiate contests are scheduled with colleges that comprise the Michigan Intercollegiate Athletic Association (MIAA). Established in 1888, the MIAA is the oldest collegiate athletic conference in the nation.

Albion College abides by the eligibility rules of the MIAA and NCAA. See Appendix A, Academic Eligibility

Guidelines, at the end of this chapter.

Coaches and players appreciate the support of Albion fans and look forward to seeing them at athletic competitions. Good sportsmanship is essential at athletic competitions. Students who act in a manner inconsistent with the MIAA Sportsmanship Policy may (1) be immediately ejected from an athletic event, (2) banned from attending future athletic events at the discretion of the director of athletics, and/or (3) be subject to judicial action. See Appendix B, MIAA Sportsmanship and Conduct at Athletic Contest Policy, at the end of this chapter.

Intramural Sports

Intramural (IM) sports program is an exciting part of student life at Albion College. The program provides a healthy environment through which students may enjoy a broad variety of competitive and recreational activities, regardless of athletic experience and ability. Student participation is campus-wide and includes individuals from residence halls, fraternities, sororities, and student organizations. Intramurals emphasizes good sportsmanship and having fun!

IM activities extend throughout the academic year and are co-ed. The most popular sports offered are basketball,

indoor soccer and flag football. Students can register for intramural offerings at www.imleagues.com/Albion. For more information, contact the Dow Center Director.

Music

All students are encouraged to participate in music. Many students have found that membership in one of the College music ensembles listed below is a rewarding and exciting experience. Students also may elect to study voice or an instrument privately with professors who are experienced performers in their fields. Opportunities for performance in musical theatre productions and opera scenes are available. For more information, call the Music Department at ext. 0481.

College Bands

Marching Band — The British Eighth marching band performs at all home football games. Auditions are given during the first day of pre-season practice in August. 1/4 unit. For more information, call Samuel McIlhagga at ext. 0467 or send e-mail.

Symphonic Wind Ensemble — This spring semester ensemble performs three concerts and at commencement, and tours

Things to Do at Albion

Canoeing — on the Kazoo — canoes available at Beese-Havens Boathouse. Weather permitting — See www.albion.edu/dow/ for hours of operation.

Catching an Art Exhibit — Bobbitt Visual Arts Center.

Enjoying Arts Performances — check with the Kellogg Center for music, theatre, and dance schedules.

Golfing at Tomac — Tomac Woods Golf Course, 26 1/2 Mile Road.

Hiking — at Whitehouse Nature Center.

Outings — check with the Kellogg Center.

Painting the Rock — in front of Vulgamore Hall (you supply the paint).

Playing Ball — (basketball, volleyball, racquetball, etc.) — Dow Recreation and Wellness Center.

Playing Tennis — at outdoor/indoor facilities located at the Dow Recreation and Wellness Center.

Socializing — The Kellogg Center.

Swimming — at the Dean Aquatic Center. The pool hours are available at www.albion.edu/dow/.

Taking in a Movie — Albion's Bohm Theatre, Jackson's Plaza Cinema, Jackson 10 at Jackson Crossing, and Bogar Theatre, Marshall.

Working Out — Indoor jogging, lifting weights, stationary cycling, aerobics, etc., Dow Recreation and Wellness Center.

every third year. Membership is open to all students; auditions are held in October or November. 1/4 unit. For more information, call Samuel McIlhagga at ext. 0467 or send e-mail.

Jazz Ensemble — This group studies and performs jazz literature of all styles during both fall and spring semesters. Membership is open to all students; auditions take place in August. 1/4 unit. For more information, call James Ball at ext. 0256 or send e-mail.

College Choirs

Concert Choir — The Concert Choir performs a wide range of repertoire ranging from standard major choral works to multicultural and popular choral pieces. The choir performs five or six on-campus concerts with at least one or two off-campus concerts throughout the year. Auditions are held during the first few days of class in the fall. 1/4 unit.

Briton Singers — This smaller select ensemble performs challenging chamber choir literature but also explores lighter music best suited to smaller groups. The Briton Singers perform several times per semester, both on and off the campus and tours every third year. Auditions are held during the first week of classes in the fall. 1/4 unit.

For more information about participating in any of the choirs, contact Clayton Parr at ext. 0251 or send e-mail.

Symphony Orchestra

Open to all students by audition, the orchestra performs three or four times per year on campus and tours every third year. Auditions are held the first week of classes each semester. 1/4 unit. For more information, call James Ball at ext. 0256 or send e-mail.

Chamber Music

String, brass, woodwind, percussion ensembles and jazz quartets — All are based on student interest during the fall and spring semesters. 1/4 unit. For more information, call the Music Department at ext. 0481.

Operas/Musicals

Presentations range from one-act operas or opera scenes/musical theatre scenes in a workshop setting, to a joint musical theatre major production with the Theatre Department. Opera/musical workshop productions by the music department are programmed on alternate years with the joint Music/Theatre production. Membership is open to all students by audition. For more information, call Maureen Balke at ext. 0471 or send e-mail.

Theatre

The College theatre productions provide students interested in acting, directing, design, and technical theatre with an outlet for their creative talents. The production program is designed to serve all levels of interest in the student body. During the academic year, several major productions, significant student workshops, and smaller production projects all are performed by and prepared by Albion students, many of whom are theatre majors, but most of whom are students who simply enjoy working on theatre.

The theatre productions are selected by a committee of theatre faculty and students. The selection aims to provide the College audience with a variety of periods, styles, and subjects in drama. The department is committed to a yearly rotation of Shakespeare and a musical theatre production.

Plays are produced in two well-equipped theaters, and technical support is provided by scenery and costume shops.

Auditions for each production take place throughout the year. Some credit is available to students actively involved in the theatre program. The College theatre and the Albion Players organization are directed by Robert Starko, ext. 0346. In addition, the College has a chapter of the national theatre honorary Theta Alpha Phi for students who have been especially active in theatre on campus.

Chapter I, Appendix A

Academic Eligibility Guidelines for Student-Athletes at Albion College

Eligibility for intercollegiate athletic competition is governed by three bodies: Albion College, the Michigan Intercollegiate Athletic Association (MIAA), and the National Collegiate Athletic Association (NCAA). When Albion College students decide to participate in intercollegiate athletics, they should be aware of the following rules and regulations concerning academic eligibility. It is the responsibility of the faculty athletics representatives, athletic directors, and coaches to check academic eligibility. However, it is the responsibility of student-athletes to register for the proper number of credits and to conduct their academic endeavors in such a manner that they will be eligible to participate in their chosen sport. Questions concerning academic eligibility should be directed to one of the two faculty athletics representatives: Heather Betz, Kinesiology, ext. 0344, and Michael Van Houten, Library, ext. 0293.

I. Albion College Regulations

A. All athletes must be registered for at least 3 units on the first day of classes and for the duration of the season, or for a full-time internship. Enrollment below full-time status during the season will result in the student-athlete becoming ineligible. The only exception to this rule is when a student-athlete is in his/her last term and is registered for the number of units needed to graduate, which may be less than 3. However, in this situation, permission to become a part-time student is also required, and must be requested through the Academic Status and Petitions Committee.

B. All athletes must be making satisfactory progress toward the degree. This means that the student **cannot be on terminal probation and** must have

completed credit hours according to the following schedule.

After 1 semester:	3 units
After 2 semesters:	6 units
After 3 semesters:	9 units
After 4 semesters:	13 units
After 5 semesters:	16 units
After 6 semesters:	20 units
After 7 semesters:	23 units
After 8 semesters:	27 units
After 9 semesters:	30 units
After 10 semesters:	32 units

Satisfactory progress for transfer students will be based only on their Albion College semesters, and will follow the schedule above. It is essential that all student-athletes be aware of their academic progress, especially where the number of credit hours is concerned. **Satisfactory progress cannot be maintained by taking 3 units each term.**

Students who wish to return for a 9th semester must petition for permission to do so through the Academic Status and Petitions Committee. The only automatic exception is for students who are student teaching in the 9th semester. However, an additional step is required of students who are student teaching. They must petition to the Education Department for permission to participate in athletics during the semester in which they are student teaching. *All* students who wish to return for a 10th semester must petition for permission to do so.

II. NCAA Regulations

A. Student-athletes should be aware that Albion College and the MIAA may impose stricter regulations than those of the NCAA.

B. All applicable provisions of the NCAA constitution and bylaws as specified in Operating Bylaw, Article 14: Eligibility: Academic and General Requirements.

Of special importance are the following regulations:

1. A student-athlete must be enrolled in at least a minimum full-time program of studies, be in good academic standing, and be maintaining satisfactory progress toward a degree.

Chapter I, Appendix B MIAA Sportsmanship and Conduct at Athletic Contest Policy

2. If summer courses taken at another institution are to be used to achieve satisfactory progress toward the degree, the courses must be approved by Albion College before they are taken. To comply with this rule, it will be necessary to check with your adviser and the Registrar's Office prior to enrolling in the summer course. The transfer of credits is the responsibility of the student-athlete. An official transcript should be requested as soon as the class is completed and sent directly to the Albion College registrar.

3. In order to be immediately eligible to participate in athletics at Albion College, a transfer student who has participated in intercollegiate athletics prior to his/her admission to Albion must have been in good academic and athletic standing (i.e., the student-athlete must have been eligible) at the institution from which he/she transferred at the time of the transfer. All transfer student-athletes should inform their coach(es) of their transfer status as early as possible. This will allow time to check with the former institution regarding academic standing.

4. A transfer student who has not participated in intercollegiate athletics before arriving at Albion College is immediately eligible to compete for Albion College.

5. A student-athlete shall complete his/her four seasons of participation during the first 10 semesters in which the student is enrolled in college in a full-time program of studies. Full-time enrollment in summer school will count toward the 10-semester limit.

The NCAA regulations are complex and are designed to cover many different situations and institutions. If students have a special circumstance that might affect their eligibility to participate in a sport, they should talk to their coach and/or to one of the faculty athletics representatives. All contests in which an ineligible athlete participates must be forfeited to the opposition. With care and cooperation, this situation can be avoided.

The Michigan Intercollegiate Athletic Association (MIAA): "encourages and promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive, respectful, and civil manner. Cheers should be designed and used as a positive means to encourage your team and not used in any negative manner against the opposing team, any individual on that team, or the officials."

"Spectators will not taunt the opposing team or their fans or direct personal negative comments at officials before, during or after contests. Profanity, racial, ethnic, or sexual comments, or other intimidating actions will not be tolerated and are grounds for removal from the site of competition. The MIAA does not allow noisemakers of any type indoors and does not allow whistles, drums, air horns, and other high decibel noisemakers outdoors. Also, consumption or possession of alcoholic beverages is prohibited."

Albion College policy incorporates the MIAA Sportsmanship and Conduct at Athletic Contest Policy such that students who act in a manner inconsistent with the MIAA policy may be: (1) immediately ejected from an athletic event, (2) banned from attending future athletic events at the discretion of the director of athletics, and/or (3) subject to judicial action.

II. Scholarships, Honors, and Awards

Albion College Academic Scholarships

Albion College awards scholarships to students with outstanding academic records. The College complies with all state, federal, and National Collegiate Athletic Association guidelines in making these awards.

The following are offered to incoming first-year students who enter prior to fall 2017 (unless otherwise stated) without regard to financial need and are renewable as long as the student is making satisfactory academic progress. The scholarship amounts and the renewal requirements are available from the Student Financial Services Office.

For more information about need-based financial aid, contact the Student Financial Services Office, ext. 0440. See also the Financial Aid section in the chapter on Campus Services and Resources in the *Student Handbook*.

Distinguished Albion Scholars

Distinguished Scholars are selected from among qualified applicants who are invited to compete for these awards based on artistic or scholarly merit and have demonstrated outstanding academic achievements, skills, special talents, and abilities that define a superior Albion freshman. Additionally, these students will serve as leaders and mentors for others in class, in co-curricular activities, and within the greater Albion community.

While most Distinguished Scholars will reflect the highest academic or artistic achievement among all Albion freshmen, awardees may possess a unique talent, special gift, or skill, or have made an exceptional contribution to their community that reflects the overall mission of Albion College. In some cases, a student's exceptional contribution outside of standard academic measures may take precedence.

Trustee Scholarships

Albion awards Trustee Scholarships to students who meet the academic and test score standards of their entering class as established annually by the Enrollment Management division. Students must demonstrate leadership and/or service activities in their admission application.

Presidential Scholarships

Presidential Scholarships are awarded to students who meet the academic and test score standards of their entering class as established annually by the Enrollment Management division. Students must demonstrate substantial involvement in both academic and extracurricular activities in their admission application.

Webster, Ferguson, and Kresge Scholarships

Albion awards these Scholarships to students who meet the academic and test score standards of their entering class as established annually by the Enrollment Management division.

Music Scholarships

The Music Department awards renewable scholarships to qualified incoming first-year students without regard to academic major. Students qualify for these awards by demonstrating their musical ability through an audition and by participating in performing groups. Contact the Music Department chair for specific renewal guidelines.

Endowed Scholarships

Albion College has a variety of endowed scholarships created through private gifts and awarded under guidelines established by the donors and the College. More information is available from the Student Financial Services Office, ext. 0440.

United Methodist Scholarships

The John Wesley Scholarship Program assists academically competent United Methodist high school seniors who have been active in their local churches and have been admitted to Albion College. Under this program, the College matches grants from local churches. Application and renewal information is available from the Student Financial Services Office, ext. 0440.

Academic Achievement Awards Departmental Scholarships, Awards, and Prizes

Albion College has numerous departmental scholarships, awards, and prizes. Recipients are selected under guidelines established by the donors and the College.

Leadership and Service Awards

Albion College recognizes outstanding student leadership and service to the campus community through the program listed below. See also Mortar Board and Omicron Delta Kappa later in this chapter.

President Bernard T. Lomas Project 250 Award

The Project 250 Award encourages students to contribute to the meaningful betterment of themselves and their campus community, both inside and outside of the classroom. Award recipients are selected: (a) without regard to financial need; (b) based on the applicant's broad range of activities and how they contribute to the applicant's personal goals in higher education; and (c) based on the applicant's leadership contributions measured by the quality of the applicant's involvement with activities and organizations that contribute to the betterment of the College and community.

Applications are available during the spring semester from the Office of Campus Programs and Organizations, ext. 0433.

Honors

The College's annual Honors Convocation provides an opportunity to recognize outstanding student achievement, including membership in some of the groups below.

For further information on the Prentiss M. Brown Honors Program and on graduation honors, refer to the Academic Catalog.

Albion College Fellow

Albion College Fellows have attained a 3.7 grade point average for three successive semesters on campus. They also must take at least three units in graded courses and successfully complete four units each semester. Participation in an approved off-campus program does not prevent students from qualifying at the end of the semester after they return. Albion College Fellows are identified by the Registrar's Office.

Alpha Lambda Delta

Alpha Lambda Delta, a national freshman scholastic honorary, recognizes students who have received a 3.5 grade point average and are in the top 20 percent of their class at the end of their freshman year, based on at least three units of graded courses per semester. Alpha Lambda Delta was established at Albion in 1940.

Phi Beta Kappa

The Albion College chapter of Phi Beta Kappa, the first to be chartered at a private liberal arts college in Michigan, was founded in 1940. The active members of the Beta of Michigan chapter of Phi Beta Kappa may elect up to 10 percent of the fourth-year class as members-in-course. In order to be considered for election, the following requirements must be met:

1. The student must be a senior in the top 10 percent of the graduating class.
2. Three-fourths of the courses taken (24 units) must be in liberal studies, as opposed to internships, practica, and other pre-vocational course work.

3. At least 15 units must be taken in departments other than the department of the principal major. Work taken in off-campus programs, which parallels the type of work offered in an on-campus department, will be treated as work in that department.
4. Either 15 units while holding third- or fourth-year status, or a minimum of 22 1/2 units, must be taken for credit at Albion College. In either case, the units taken at Albion College may include one or two semesters of study in faculty-approved off-campus programs.
5. A minimum of 75 percent of the student's liberal arts courses at Albion College, including those taken in faculty-approved off-campus programs, must be taken for a grade. The fulfillment of these minimum requirements does not guarantee election to Phi Beta Kappa. For more information, contact chapter secretary Lori Duff, ext. 0222.

Dean's List

Those on-campus, full-time students whose grade point average is 3.5 or above at the completion of a semester are named to the Dean's List issued at the close of each semester. To qualify, students must take at least three units in graded courses and successfully complete four units. Dean's List students are notified of this honor each semester by the provost. For more information, contact the Office of the Provost, ext. 0222.

Departmental Honoraries

Many academic departments of the College sponsor honoraries in recognition of high scholarship. Minimum requirements for membership in these honoraries usually include: a departmental grade point average of 3.0; an all-College GPA of 2.5; a major in the respective department; and second-year standing, although first-year students in their second semester may be eligible in very unusual cases. Individual honoraries may have requirements higher than these

minimums. Albion College honoraries are listed below.

- Beta Beta Beta (Biology)
- Omicron Delta Epsilon (Economics)
- Joseph J. Irwin Society (English)
- Sigma Gamma Epsilon (Geology)
- Phi Alpha Theta (History)
- Kappa Mu Epsilon (Mathematics)
- Pi Kappa Lambda (Music)
- Sigma Pi Sigma (Physics)
- Pi Sigma Alpha (Political Science)
- Psi Chi (Psychology)

For more information, contact the respective department or program.

Mortar Board

Mortar Board is a national honor society whose members are chosen on the basis of outstanding scholarship, leadership, and service to the College and the community. Members are invited to apply in the spring of their third year and participate in several service-oriented projects during their fourth year. The Chevron Chapter of Mortar Board was founded at Albion in 1941. For more information, contact the Office of Campus Programs and Organizations, ext. 0433.

Omicron Delta Kappa

Omicron Delta Kappa, national leadership honor society, came to the Albion campus in 1942. It elects third- and fourth-year students who exemplify leadership in academics, social and religious affairs, campus government, athletics, journalism, music, drama, and the fine arts. For more information, contact the Office of Campus Programs and Organizations, ext. 0433.

Sigma Xi

Sigma Xi, The Scientific Research Society, was founded in 1866 as an honor society for scientists and engineers. The Albion chapter, started in 1959, includes faculty and students who are involved in scientific research. Students who have done research at Albion or in an approved off-campus program and who anticipate a career in science are eligible for nomination as associate members.

Chi Alpha Sigma

Chi Alpha Sigma, The National College Athlete Honor Society, was founded in 1996 as the first national society to honor collegiate student-athletes who have excelled in both the classroom and in athletic competition. Chi Alpha Sigma recognizes college student-athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative GPA throughout their junior and/or senior years. The Michigan Zeta chapter of Chi Alpha Sigma was established at Albion College in April 2012. For more information, contact Michael Van Houten, ext. 0293.

Commencement Cords

Graduating seniors are invited to acknowledge their participation in national academic and leadership honor societies by wearing one of the following for each society: (1) a cord; (2) a pin worn on the graduation robe; or (3) a medallion on a ribbon worn around the neck. Preference is for a cord or a pin, unless only a medallion or a ribbon is available. Current practice of wearing the Phi Beta Kappa cord, a cord for graduating with honors, and the Kente stoles and stoles representing the cultural heritage of our students will continue to be honored.

Graduating seniors who are members of Albion College recognized student organizations are allowed to wear organization recognition cords only during the commencement ceremony. Stoles, shawls, medallions, or other types of organization recognition cannot be worn on academic regalia.

III. Academic Information

The following academic information supplements the 2017-18 Academic Catalog, available online at www.albion.edu/catalog/.

General Guidelines for Academic Integrity and Responsibility

Ideally, the educational process is a joint faculty-student enterprise based on mutual respect and a sense of shared responsibility in which the discovery and dissemination of knowledge proceeds in a manner that is free, fair, and open-minded, and in which relationships are honest and without prejudice. Albion College is dedicated to the preservation of this enterprise, its freedoms and obligations.

The purpose of this chapter is to enumerate the traditional freedoms and duties associated with academic endeavors. The discovery and dissemination of knowledge requires an atmosphere in which the highest standards of integrity, responsibility, and open-mindedness are maintained and in which there is tolerance for reasoned dissent.

Integrity

Excellence in education cannot be achieved in situations which are contaminated by dishonest practices. All members of the academic community are obligated to adhere strictly to the highest standards of integrity in study, research, instruction, and evaluation.

It is presumed that those who instruct and administer will observe and encourage such standards of integrity. Newcomers to the academic community, including administrators, faculty, and students, are presumed to accept the concept of academic integrity and to seek to live by it, but they may need continuing clarification of the concept and guidance in its observance. Those who cannot or will not be honest do not belong within the College.

Specific Guidelines for Students

Albion College expects its students to take responsibility for their academic endeavors and to accept the consequences. No student should act in a manner that would harm the academic atmosphere of the institution or diminish the experience of any other member of the academic community.

Academic Honesty

Strict standards of academic honesty apply to all academic work at Albion College. Deviations from academic honesty are exemplified by, but not limited to, the actions described below. (Questions regarding academic procedures can be answered by contacting a member of the faculty.)

In the taking of examinations, any attempt to receive assistance from persons, papers, or printed material without the permission of the faculty member constitutes academic dishonesty. This definition applies not only to activities within the examination room, but also to any attempt to obtain beforehand copies of examination questions without the faculty member's consent, including attempts to obtain them from students taking the examination at an earlier time during the semester. In short, all such unauthorized procedures constitute academic dishonesty. A student who willingly provides assistance not condoned by the College to another student is also in violation, whether or not the student providing the assistance has completed the examination.

In preparing essays, reports, and other out-of-class projects, any use of the words or ideas of someone else as though they were one's own constitutes plagiarism. This definition applies to the use of both printed and unprinted sources, including the work of other students or faculty. To avoid plagiarism, all borrowed material must be fully documented. Direct quotations, however small, must

be placed in quotation marks or indented beyond the regular margins, and their sources must be clearly identified. Ideas or arguments not directly quoted but paraphrased must also be documented; merely altering the wording does not make their substance a student's own work.

Facts, formulas, and other types of information which are widely known and considered common knowledge in a field do not always require documentation, but a student may not falsely claim the independent derivation or observation of such material, or borrow without acknowledgment someone else's special arrangement or use of it. When in doubt as to the criteria for common knowledge, a student should consult a member of the faculty. If acceptable methods of documenting borrowed material of any type are not clear to a student, it is the student's responsibility to consult beforehand with the faculty member who will receive the finished work.

The use of an identical or nearly identical piece of work to fulfill requirements in more than one course without the knowledge of the faculty members involved constitutes academic dishonesty. If a student wishes to prepare a single piece of work for more than one course, the written permission of both faculty members must be secured beforehand. If a student wishes to submit a revised version of an earlier piece of work, written permission must be secured beforehand and the earlier version must be submitted along with the final version. When in doubt, a student should check with the faculty member.

Procedures Regarding Academic Dishonesty and Integrity

A faculty member or academic staff member who suspects a student of academic dishonesty will, in a timely manner, discuss the matter with the student. If the faculty member continues to believe that an infraction has taken place, one of the following will occur:

a. If the faculty member and student agree that a violation has taken place, the faculty member will determine any penalties in the course

or academic program, up to and including failure of the course or removal from the academic program. The faculty member will, in a timely manner, confirm the conversation, including a complete description of the violation and the assigned penalty, in a letter to the student and send a copy of the letter and all original evidence to the vice president for student affairs. The vice president and the chair of the Academic Infractions Division of the Judicial Board will meet to determine if the case also should be referred to the Academic Infractions Division of the Judicial Board for review and further action. Second offenses will automatically be referred to the Academic Infractions Division. The Academic Infractions Division may impose additional sanctions as described below.

b. If the faculty member and student do not agree that a violation has taken place, the faculty member will provide the vice president for student affairs with a complete written description of the alleged violation and all original evidence. The vice president will automatically refer the matter to the Academic Infractions Division of the Judicial Board for its consideration. In cases where the student is found responsible for the violation by the Academic Infractions Division, the faculty member may determine any penalties in the course itself, up to and including failure of the course. The faculty member will, in a timely manner, send a letter specifying the course penalty to the student, with a copy of the letter to the vice president for student affairs. The Academic Infractions Division may impose additional sanctions as described below.

A student accused of academic dishonesty may not alter his/her enrollment in the course (e.g., withdraw from the course) until the case is resolved. If the faculty member's penalty for the incident of academic dishonesty is failure in the course, the student may not alter his/her enrollment in the course.

Sanctions for Academic Dishonesty and Integrity

In addition to any penalties applied in the course by the faculty member, the record of the violation and all evidence pertaining to it will be filed in the Office of the Vice President for Student Affairs. In cases which go before the Academic Infractions Division of the Judicial Board, the vice president (or the vice president's designee) will make pertinent information pertaining to past offenses available to the division at the time it is considering sanctions in a given case.

In **all** cases, the Academic Infractions Division of the Judicial Board will have available to it the full range of sanctions as specified in the College's judicial process, up to and including suspension or expulsion from the College. The Academic Infractions Division also shall determine if a permanent record of the offense will appear on the student's official academic record maintained by the Registrar's Office. **For a second offense, the normal penalty will be suspension or expulsion from the College, and this may be noted on the student's official academic record.**

Right of Appeal in Academic Dishonesty and Integrity Cases

Student questions concerning penalties assigned in a course by an instructor as the result of academic dishonesty may be addressed through those procedures normally followed by students questioning their evaluation in a course.

A student also has the right to request review for an appeal of the decision and/or sanction(s) of the Academic Infractions Division of the Judicial Board. The Albion College judicial process provides that an appeal may be granted when the respondent demonstrates grounds sufficient to support a determination that at least one of four bases for appeal exists:

- There were judicial process procedural errors that substantially affect the rights of the respondent;
- New evidence has been discovered that could not have been presented at the original hearing and that is of a character directly affecting the decision;

- The decision is incompatible with the evidence;
- The penalty is excessive.

Initial review of the sufficiency of a request for appeal is based on the content of the written request and the record and may include consultations with College staff. Initial review does not include a hearing. In instances involving academic dishonesty regulations, requests for appeal are reviewed by the Faculty Steering Committee. Such a request must be filed in writing with the vice president for student affairs or his/her designee by the date indicated in the written decision of the Academic Infractions Division letter (normally five working days from the date of the letter). The Faculty Steering Committee will deny the request if the request for appeal does not establish the existence of one of the grounds listed above, or will grant the appeal if the existence of one or more of the grounds is sufficiently demonstrated.

If an appeal is granted, the respondent will be afforded an opportunity to present the basis for it in person. An adviser is not permitted on appeal. The appeal body will review the record and consult with people with pertinent information to the extent necessary to decide the appeal. The burden of proof in an appeal shifts to the respondent student or group. An appeal is *not* a rehearing of the case. The Faculty Steering Committee may, after hearing the appeal, deny any change in the finding or sanction(s), modify the finding and maintain the sanction(s), allow the finding to stand and reduce the sanction(s), modify the finding and reduce the sanction(s), or vacate the finding in whole or in part and refer the case back to the hearing body for further deliberation. The Faculty Steering Committee is the final body of appeal in cases of academic dishonesty.

Class Attendance

Regular attendance in all classes is expected. **Faculty members have the prerogative to drop from their course any student who is registered for the course and is not present during the first scheduled meeting. To maintain a place in the course, a student may**

make special arrangements with the faculty member prior to the start of classes. Each semester, all students must arrive on campus, complete the enrollment process, and attend classes no later than the last day to drop and add a course as listed on the College's academic calendar. If circumstances prevent a student from arriving on campus for the first day of classes each semester, the student must notify the Student Affairs Office. Every absence from class is inevitably a loss — usually one which can never be made up. It is the prerogative of the individual faculty members to include attendance and class participation as criteria for evaluation of the final grade. Except as provided in “class absences” below, the decision to excuse an absence, as well as the decision to allow a student to make up assignments missed, rests solely with the faculty member. Students who are absent from class assume full responsibility for the loss.

Class Conduct

Students have the obligation to conduct themselves in class or in designated study areas in a manner that will not disrupt or infringe upon the rights of the faculty member or fellow students.

Class Absences

A student has the responsibility to inform his/her faculty member, whenever possible in advance, of an absence that is caused by circumstances beyond his/her control. In the event of sudden serious illness or accident, students may contact Student Health Services. Notification of this emergency to faculty may be made on the student's behalf with a signed release of information.

Albion College recognizes that participation in extra-classroom activities such as class trips, departmental trips, club field trips, workshops, and intercollegiate athletics can be of benefit to the students and to the institution. However, Albion College also recognizes that classroom work is at the heart of the student's progress in courses. Therefore, no College-sanctioned trip will be permitted to remove a student from classes for more than two consecutive

class days except by permission of the provost. No intercollegiate athletic trip will be permitted to remove a student from classes for more than one class day except by permission of the provost. Saturdays, rather than class days, will be used for College-sponsored, extra-classroom activities whenever possible. Limited College transportation is available, and inquiries should be directed to the Facilities Operations Office and to the Office of Campus Programs and Organizations.

Students should inform their faculty members in advance of an upcoming class absence that is a result of participation in an official College event. Written notification of such absences is required and must be distributed by the supervising College official. The student thereby merits the opportunity to make up assignments missed.

Every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligations of students to provide faculty with notice of the dates of religious holidays on which they will be absent at the beginning of the semester. Should disagreement arise over any aspect of this policy, the parties involved should contact the Provost's Office.

Appointments

Students are expected to keep all academic and counseling appointments except in cases of illness or other compelling circumstances, in which case they should make reasonable attempts to inform the faculty member or administrative staff involved.

Petitions of Academic Regulations

Students may be granted an exception to certain College regulations, if special circumstances exist. Such regulations include the deadlines for drop/add and course withdrawal, the rescheduling of final examinations, and the extension of incompletes. Should a student believe that extenuating circumstances merit special consideration, the forms to petition are available in the Registrar's Office and also at the Registrar's website.

Faculty Evaluation

Students have been given an increasing role in faculty and course evaluations, and they are expected to base these evaluations on good-faith objective judgments. Each faculty member at Albion is evaluated by his/her students every third semester. Non-tenured faculty members are requested to conduct a student evaluation each semester. In these evaluations students should not consider such factors as race, color, national origin, religion, sex, age, disability, sexual orientation, and political or cultural affiliation, nor should they consider lifestyle, activities, or behavior outside the classroom that is unrelated to academic matters.

Copyright Policy

In the context of Albion College, there are many circumstances in which such uses of copyrighted material as duplication, distribution of copies, public display or performance, and preparation of derivative works are perfectly appropriate. However, as individual members of the academic community exercise their rights to fair use, they must avoid violating the rights of authors and/or distributors or the privacy rights of other individuals.

Members of the Albion College community are prohibited from using copyrighted works in any way that is not authorized by (a) specific exemptions in the copyright law, (b) fair-use guidelines, including those specifically granted for use in classroom settings, or (c) licenses or written permission from the copyright

owner. It is unlawful to copy material for which necessary written permission to copy has not been obtained. Both the individual requesting such services and the individual performing them may be liable for copyright infringement.

Members of the Albion College community who willfully disregard the institution's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary actions for copyright infringement. For a full copy of Albion College's copyright policy and fair-use guidelines, see <http://campus.albion.edu/library/albion-college-copyright-handbook/>.

Library Resources

Students have the obligation to use all library materials in an honest and responsible manner that maximizes their availability for others.

Buildings and Services

Students have the obligation to act responsibly in their use of College academic services and facilities.

Use of Information Technology Resources

All students, faculty, and staff may use Albion College's electronic resources and services in support of the College's educational, research, and service missions. With this privilege comes the expectation that each user with access to the College's information technology resources will use them responsibly and will comply with all applicable College policies as well as local, state, and federal laws.

Albion College's policy for acceptable use of information technology resources appears in Appendix A, at the end of this chapter of the *Student Handbook*. In particular, individuals should respect the rights of other users for access to information technology facilities. Further, College information technology facilities may not be used for any commercial purpose nor for the benefit of a non-College-related individual or organization.

Violations of the College's information technology policies may result in

the loss of network privileges and/or referral to the College Judicial Board for disciplinary action or to the appropriate law enforcement authorities. Violations of local, state, or federal laws and regulations may also result in the seizure of computer hardware and software, fines and/or imprisonment.

Responsibilities of the Faculty

It is understood that Albion College faculty have responsibilities to the students such as those delineated below.

Class Meeting — To meet their classes when scheduled. In cases where a faculty member is unable to meet a class because of illness or absence from campus, he/she is expected to notify the department chair and to indicate what arrangements have been made for the class during his/her absence or to reschedule it.

Appointments — To be available at reasonable times for appointments with students and to keep such appointments. To post and keep regular office hours.

Preparation — To make appropriate preparation for classes and other meetings.

Evaluation — To grade and return written work in a reasonable amount of time with careful evaluation in order that it will aid students in their academic work.

To base all academic evaluations upon good-faith professional judgment.

Not to consider, in academic evaluation, such factors as race, color, national origin, religion, sex, age, disability, sexual orientation, and political or cultural affiliation, nor to consider lifestyle, activities or behavior outside the classroom unrelated to academic achievement.

Advising — To regard advising in curriculum and vocation as important functions and to be informed and technically correct in all relevant information.

Confidentiality — To respect the confidentiality of information contained in College records about each student, and to refrain from releasing such information, except in connection with intra-College business or with student consent or as may be allowed and/or required by law. (See Privacy Rights Policy, Chapter V, Appendix A.)

Student Exploitation — Not to exploit the professional relationship with students for private advantage and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.

Responsibility — To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed and unpressured consent and where applicable, in accordance with the College policy relating to the use of human subjects in experimentation.

Respect — To respect the dignity of students individually and collectively in the classroom and other academic contexts.

Course Guidelines — As adopted by the faculty, to provide the following information concerning each course to the members of the class before the end of "drop and add" week during which enrollments may be changed:

- The general objectives of the course and the general plan to be followed.
- A listing of major textbooks, laboratory or studio supplies, and other materials which the students will be required to procure for use in the course.
- The evaluation procedures and standards to be followed, including the items which will be evaluated and, if possible, their relative weight in determining the student's grade. In addition, advance notice must be made of the permissible materials or references allowed during evaluation. (It is strongly urged that the faculty member put the guidelines for his/her course in writing and distribute a copy to each student.)
- Changes in announced procedures should be made only when agreed upon by the faculty member and the students.
- Examinations will not be given without advance notice of at least one week. This statement is not intended to include quizzes, covering a more limited amount of subject matter.
- In courses having a final examination, all other written work requiring substantial student preparation (including examinations and term papers) must be completed no later

than three days before the last day of classes unless the nature of the work clearly requires a later date. In a course in which the regularly scheduled final examination is replaced by a take-home examination, term paper or similar activity, the final project may be due at any time on or before the date of the examination scheduled for the course. A faculty member who thus replaces the final examination with some other activity should make every effort to ensure that the final assignment does not require time beyond what a student taking four units can reasonably be expected to devote to any one-unit course (or 1/2 unit in a 1/2 unit course, etc.).

- An individual student may take an examination at other than the scheduled time: (1) when the student has three examinations scheduled on the same day or (2) when a faculty member grants prior approval to taking the examination with a different section of the same course.
- Students having three final examinations scheduled on the same day and wishing to change the date of one of the examinations should contact the Office of the Registrar.
- Events requiring student participation may be scheduled on or after the last three days of scheduled classes only with the approval of the Curriculum and Resource Committee. This includes both course-related activities (field trips, etc.) and extracurricular activities (athletic contests, musical or theatrical performances, etc.).
- Students will be given the opportunity to examine all of their tests, papers, and other graded materials, including final examinations, and to discuss their grades with the faculty member or some other authorized member of the department in question. If not returned to the students, these materials should be retained by the faculty member at least until the fourth week of the following semester.

Redress for Students — Students who wish to report a violation of the above teaching guidelines should first consult the professor of the course in question, then the department chair, and finally

the Office of the Provost. It is also felt that some students may be placed in an awkward or prejudicial position if forced to seek redress for grievances of faculty violations of these guidelines by themselves. If a student doubts the wisdom or propriety of personally following the above traditional avenue for redress, then the student is urged to discuss the matter with his/her faculty adviser or the vice president for student affairs. As a result of these discussions, an intermediary — who may be the student's faculty adviser or another faculty member picked by the student — should evaluate the complaint before acting anonymously for the student in pursuing redress for legitimate grievances. In any case, the intermediary will follow the current order of approach to dealing with the violations of teaching guidelines:

- First, consult the professor of the course in question.
- Second, consult the department chair.
- Third, consult the Office of the Provost.
- A final appeal can be made to the Faculty Steering Committee, which will review the steps taken and recommend a solution to the problem.

In matters of dispute among a department, a student, and the Office of the Provost concerning the fulfillment of academic requirements, the Faculty Steering Committee serves as the body of final appeal. If the College is not in session, the chair of the Faculty Steering Committee will convene a representative group of faculty to arbitrate the issue.

Course Grade Appeal — Students who wish to appeal the final grade received in a particular course must first consult with the professor of the course in question. Following consultation with the professor, if the student concerns have not been satisfactorily addressed, the student may then consult with the department chair and then finally with the provost.

A final appeal can be made to the Faculty Steering Committee, which will review the steps taken and recommend a solution. If the College is not in session, the chair of the Steering Committee will convene a representative group of faculty to review the grade change appeal.

If a student doubts the wisdom or propriety of personally appealing a final

grade, then the student is urged to discuss the matter with his/her faculty adviser, the department chair or a staff member in the Registrar's Office. As a result of these discussions, an intermediary—either the student's faculty adviser or another full-time faculty or staff member selected by the student—should evaluate the course grade appeal before acting for the student in pursuing a change of grade.

All final grade changes must be approved by the provost with the advice and consent of the registrar.

Academic Status

The academic record of each student is reviewed at the close of the fall and spring semesters by the Committee on Academic Status and Petitions. Specific attention is given to the student's progress both in completing units of credit and in maintaining the minimum 2.0 cumulative grade point average which is required for graduation from the College. Students who fail to demonstrate satisfactory progress toward graduation may be suspended from the College. The Committee determines academic status and is guided in its decisions by the following:

Good Standing – A student whose semester and cumulative grade point averages are 2.0 or above is considered to be in good standing.

Academic Alert

- Students who have a cumulative grade point average below a 2.30 but above a 2.0 are placed on the status of Alert. While the student is still technically in good standing, their cumulative grade point average is low enough that they are in danger of falling out of good standing.
- A letter will be sent to the student and their academic advisor from the Learning Support Center (LSC) concerning their academic progress and with invitations to participate in LSC support programs.
- Students will be requested to work on an academic success plan with their academic advisor.

Not in Good Standing – A student whose semester and/or cumulative grade point averages are below a 2.0 is considered not

to be in good standing and will be placed on one of the following academic statuses:

Academic Warning

- Students with a semester grade point average below a 2.00 are placed on a status of Warning.
- A letter will be sent to the student and their academic advisor from the Provost's office concerning the student's academic progress and with specific recommendations concerning Learning Support Center (LSC) support programs.
- Students are required to review their class schedule for the next semester with their academic advisor and make any course adjustments based on previous academic performance and course selection guidance provided by the LSC.
- Students will be offered the opportunity to participate in LSC support services in the areas of Mindfulness, Self-exploration and Academic Coaching.

Academic Probation

The Academic Status and Petitions Committee will determine the level of support needed for each student placed on probation. Typically, the Committee will follow the following procedures:

Students with two or more semesters below 2.0

- A letter will be sent to the student and their academic advisor from the Provost's office concerning the student's academic progress and with specific recommendations including:
 - Students will be required to take IDY 102 (.25) from staff and/or faculty working with the Learning Support Center (LSC). Additional LSC interventions may be required based on the individual student circumstances.
 - Academic Coaching; upper-class student mentor/tutor
 - Study Table Program
 - Individual Weekly Appointments: with LSC staff
 - Weekly Meetings with Academic Advisor
 - Evaluation of Learning Styles
- Student class registration for the following semester must be reviewed

by the Committee on Academic Status and Petitions Committee and the student's academic advisor.

- Students may be subject to academic suspension if they fail to meet the requirements of academic probation.

Terminal Probation: two or more semesters on a status of probation

- A letter will be sent to the student and their academic advisor from the Provost's office concerning the student's academic progress and with specific recommendations including:
- Students will be required to take IDY 100 (.5), Academic Success.
- Student class registration for the following semester must be reviewed by the Committee on Academic Status and Petitions Committee and the student's academic advisor.
- Students may be subject to academic suspension if they fail to meet the requirements of academic probation.

Academic Suspension

A student is subject to academic suspension if his or her academic progress falls below either of the following minimums at the end of the semester listed:

Semester	GPA	Units
1	1.0	2
2	1.5	5
3	1.70	9
4	1.85	13
5	2.00	17
6	2.00	21
7	2.00	25
8	2.00	29

A student is also subject to academic suspension if he or she fails to obtain a minimum semester grade point average of 2.0 in three consecutive semesters, or meet the requirements of academic probation. In cases where a student has not made sufficient progress toward a degree, he or she may be suspended without having been on academic probation in the preceding semester.

Conditions for Return from Academic Suspension

Students wanting to return to Albion College following an academic suspension must:

- Complete at least 3 units (12 semester credit hours) of college level course work from an accredited college or university with a minimum grade point average of 2.0 in each course. An official transcript of courses must be submitted to the Provost's Office.
- Complete application for readmission and submit to the Provost's and Dean of Students Offices.
- Submit a letter of support for readmission from a faculty or academic staff member from the institution noted above along with your application for readmission.

Academic Expulsion

A student is subject to academic expulsion if the student has previously been academically suspended is re-admitted to the College and is academically suspended a second time. Students who have been academically expelled from Albion College may not apply for re-admittance.

Chapter III, Appendix A

Albion College Acceptable Use Policy for Use of Information Technology Resources

Purpose

Albion College grants permission to all students, faculty, and staff for the academic and non-commercial use of Albion College electronic resources and services in support of the educational, research, and service missions of the College.

Implied Consent

Each user with access to the College's computing resources is personally responsible to use these services appropriately and by their use agrees to comply with all applicable Albion policies, including, as applicable, the Merit Acceptable Use Policy (available at www.merit.edu/mn/about/policies.html), the Albion College Acceptable Use Policy for Use of the Residential Network, the Albion College World Wide Web Policy, the Albion College Academic Catalog, the Albion College Employee Services Manual including Policies and Procedures, the Albion College Faculty Handbook, and the Albion College *Student Handbook*. Users are responsible for informing themselves of changes in those policies as they occur.

Each user with access to Albion College's computing resources is also personally responsible to use the services only lawfully, and by their use agrees to comply with all local, state, federal, and applicable international laws. Albion College does not undertake to provide comprehensive legal guidance to its users; however, these federal and state statutes are of particular importance to information network users:

- Federal Copyright Law—prohibits the unauthorized copying of copyrighted materials, including, but not limited to electronic text, graphic files, commercial software, and audio and video files.

- Federal Wire Fraud Law—prohibits the use of interstate communications systems for illegal or fraudulent purposes.
- Federal Computer Fraud and Abuse Law—prohibits the unauthorized access to, or modification of, information contained in national defense, banking, or financial computers.
- Federal Child Pornography Law—prohibits the creation, possession, or distribution of graphic or computer graphic depictions of minors engaged in sexual activity.
- Michigan Computer Crime Law—prohibits inappropriate access to computers and use of computers to commit crimes.

Open Expression

Albion College recognizes an individual's rights to freedom of thought, inquiry, and expression specifically as they extend to the electronic information environment. The College does not monitor, review, or endorse the creation of personal World Wide Web pages and is not responsible for their contents; the views and opinions expressed in such pages or in electronic mail are strictly those of the authors. Albion College respects the privacy of its students, faculty, and staff, and considers personal information to be confidential. Furthermore, the privacy of student records is protected by the Family Educational Rights and Privacy Act of 1974. The College cannot ensure the total privacy or security of electronic documents, including but not limited to that information transmitted by electronic mail. Accidental access or access to electronic documents by hackers must always be considered as a possible risk. Albion College will take reasonable precautions to protect the privacy of electronic documents and will not endeavor to access user documents or messages except when necessary to:

- Comply with College policies.
- Comply with local, Michigan, or federal laws.
- Protect the integrity of the College's information technology resources and/or the rights and property of

the College.

- Allow the Division of Information Technology to perform system administration activities.

Waiver

When the restrictions of this policy interfere with the educational, research, or service missions of the College, members of the College community may request a written waiver. Requests for waivers should be directed to the chief information officer (e-mail helpdesk@albion.edu).

General Standards for Acceptable Use of Computer Resources

Electronic resources and services are provided to users in support of the educational, research, and service missions of the College. Uses that threaten or interfere with the mission of the College, the integrity of the network, the privacy or safety of others, or that are illegal, are forbidden.

The following activities and behaviors are prohibited:

User Identification

- Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication.
- Searching for information about another user against his/her wishes.
- Acquiring or attempting to acquire computer accounts or e-mail accounts assigned to others.
- Lending of passwords, computer accounts, or e-mail accounts to others.
- Alteration of the content of a message originating from another person or computer with the intent to deceive.
- Unauthorized use of, modification of, or deletion of another person's computer files, e-mail, or newsgroup posting.

Access to Computer Resources

- Unauthorized use or attempted use of restricted-access computer resources, privileges, or accounts.
- Intentional compromising of the privacy or security of electronic information including unauthorized access, possession, or distribution, by any means, of information deemed confidential under the College's policies regarding individual privacy or confidentiality.
- Interception of or attempted interception of communications by parties not intended to receive them.
- Making available any materials of which the possession or distribution is illegal.
- Unauthorized duplicating or use of copyrighted computer software and materials including infringement of the intellectual property rights of others.
- Commercial, non-academic use of the College's electronic resources.
- Unlawful communications including threats of violence, obscenity, child pornography, or harassment (as defined by the Albion College Academic Catalog, the Albion College Employee Services Manual including Policies and Procedures, the Albion College Faculty Handbook, the Albion College *Student Handbook*, and/or the law).

Operational Integrity

- Deliberate attempts at compromising the integrity and functioning of network accounts, services, or equipment, including but not limited to the propagation of viruses; repeated sending of unwanted e-mails; sending of spam e-mails, junk mail, or electronic chain letters; or other activities which interfere with the work of others.
- Any transmission of e-mail to the general student population without approval from the Office of Campus Programs and Organizations.
- Any transmission of e-mail from students to the general faculty or staff populations without approval from the Office of Campus Programs and Organizations.

- Any transmission of e-mail from staff to the general faculty or staff populations without approval from the sender's vice president. This does not apply to staff using the campus For Sale and Lost and Found Google groups.
- Extension or re-transmission of network services or wiring including providing Internet access or accounts to anyone outside the College community.
- Attempts to alter or damage in any way College computing or networking equipment, including but not limited to public laboratory computer hardware, ResNet ports, and network wiring, bridges, routers, or hubs.
- Damage to the integrity of electronic information, or computer hardware or software.
- Attempts to disrupt, slow down, or interfere with the functionality of the electronic network, information systems, or the legitimate work of another user including attempts to circumvent network or system security.
- Intentional wasting of human or electronic resources.
- Negligence leading to damage of College electronic information, equipment, and/or resources.
- File sharing of copyrighted information. Students found participating in copyright infringement activities (e.g., file sharing of copyrighted material via peer-to-peer applications such as Kazaa, Grokster, Imesh, WinMx, LimeWire, BitTorrent, Morpheus, Gnutella, etc.) may lose their network access until they bring their machine to User Services to have the infringed file removed. A second copyright infringement will result in lost network access, in addition to a \$100.00 fine, and may be subject to judicial action. Subsequent infringements will result in lost network access, in addition to a \$500.00 fine, and may be subject to judicial action.

Other

- Running programs that overutilize network bandwidth during high network use hours especially during workday hours (Monday through Friday, 8 a.m.–5 p.m.).
- Eating, drinking or smoking in any College computer laboratories, including those in campus residences.
- Overuse of campus printing resources (see printing guidelines posted in public laboratories).
- Any misuse of the Albion College network or violation of this policy may result in penalties for infractions up to and including the loss of network privileges, employment termination, referral to the Albion College Judicial Board, expulsion, and/or legal action. Violation of city, state, or federal laws and regulations may also result in seizure of computer hardware and software, fines, and/or imprisonment.

Network access will be disconnected as follows:

- *Standard end of employment and no continued relationship with the College:* Accounts remain active until two weeks after last day worked. Allows the staff member to forward to new account and retrieve old messages. The account will be disabled two weeks from last day worked and set up with an outgoing message informing others that the account no longer exists. The account will be deleted 30 days from last day worked.
- *Termination of employment with unfavorable circumstances:* Account will be disabled immediately and set up with an outgoing message informing others the account no longer exists. The account will be deleted 30 days from last day worked.
- *Termination with special circumstances:* The respective division vice president and the chief information officer must approve any exceptions to the termination of accounts. These accounts will be reviewed periodically and changes made as needed.

IV. Campus Services and Resources

Ferguson Student, Technology, and Administrative Services Building

Most of the College's administrative offices are located in the Ferguson Building, including the President's Office, Academic Affairs (provost, Learning Support Center, associate provost, registrar), Career and Internship Center, Student Affairs (vice president, residential life), Finance and Management (vice president, accounting, internal auditing, payroll), Student Financial Services, Information Technology (including a 24-hour computer lab), and Institutional Advancement (alumni engagement, marketing/communications, development). The staff members in these offices can answer many questions, respond to concerns and needs, and direct students to other campus resources.

Kellogg Center

A hub of campus activity, the Kellogg Center provides entertainment and meeting space, and helps meet the needs of the entire campus community. The five-level, 50,000 sq.ft. facility incorporates historic Dickie Hall and is named in honor of Kellogg Company of Battle Creek. Located within the Kellogg Center are the Albion College Bookstore, operated by Barnes & Noble, the Campus Post Office, the Information Desk, the Eat Shop (snack bar), as well as lounge areas that feature wood-burning fireplaces.

Students have access to the Kellogg Center seven days a week for late-night meetings, work sessions, or just hanging out. Concerts, speakers, parties, tournaments, and many more activities keep the building busy throughout the entire week. Numerous student organizations are housed within the Kellogg Center as well. Services include

an Information Desk to answer questions about the campus and surrounding community, a public fax, and TTY. All reservations for non-academic meetings and events are made through the Kellogg Center Information Desk.

For more information about the Kellogg Center, call ext. 0000. See Chapter IV, Appendixes A and B for information concerning reservations for non-academic meetings and events and for Kellogg Center policies.

Albion 1Card

Students are issued an official Albion College 1Card when they arrive on campus, and it must be validated each semester. The Albion 1Card is a multi-application identification card that is the official identification card issued to all students and members of the College community. Students use their Albion 1Card for identification, dining hall access, residence hall access, library privileges, Dow Center access, and entrance to campus events. In addition, students can use their Albion 1Card to make cashless purchases at on-campus locations such as the bookstore, dining locations, laundry facilities, vending machines, and selected off-campus businesses.

Holes should not be punched in Albion 1Cards. 1Cards presented with holes punched in them will be confiscated and destroyed. The owner of the Albion 1Card will be responsible for replacement at a cost of \$5.00.

Albion 1Cards are not transferable, and a student must maintain sole possession of his/her 1Card. If any person presents an Albion 1Card that does not belong to that person, the card will be confiscated. The owner of the Albion 1Card may have to repurchase that Albion 1Card for \$5.00. A second offense will result in a replacement cost of \$5.00. In addition, College disciplinary action may result for one or both parties for either offense.

Albion 1Card Office

The Albion 1Card Office offers support relating to the 1Card and any of the 1Card readers on campus. The 1Card Office issues new and replacement 1Cards, takes photo identification for each 1Card user, and encodes 1Cards for door access as necessary. The 1Card Office is located at the Help Desk in room G16 of the Ferguson Building. The office is open Monday-Friday, 8 a.m.-12 p.m. and 1-5 p.m., and can be reached at ext. 0479 or at helpdesk@albion.edu.

Briton Bucks

The money placed on the 1Card is known as Briton Bucks. Students can add Briton Bucks to their accounts by using a credit/debit card on the website at www.albion1card.com, phone the Albion 1Card Service Center at 888/435-6027, mail the Albion 1Card Service Center at P.O. Box 1305, Doylestown, PA 18901, or at the campus Accounting Office located on the first floor of the Ferguson Building. The Briton Bucks balance and transaction detail can also be viewed on the 1Card website. For additional information, please view the Briton Bucks terms and conditions on the 1Card website listed above.

Lost Cards

All lost or stolen cards should be reported to the Department of Campus Safety or the 1Card Office immediately. The 1Card Office is open Monday-Friday, 8 a.m.-12 p.m. and 1-5 p.m. while Campus Safety is open 24/7. In addition, if a student has a Briton Bucks account, it should be deactivated at www.albion1card.com or by calling 888/435-6027 immediately. A student living in a College residential building with 1Card key access will have to get a temporary I.D. card from Campus Safety which will expire at noon on the next business day. If the lost card is not found, the student should bring the temporary I.D. card to the Albion 1Card Office (Help Desk) on or before the day it expires. The temporary I.D. card will not have any Briton Bucks capability. The cost of a replacement Albion 1Card is \$5.00. If the 1Card has already been deactivated, the Briton Bucks can be reactivated using

the student's online account. Key access needs to be reactivated at the 1Card Office (Help Desk). Temporary cards should be returned to the 1Card Office.

Student Affairs

The Division of Student Affairs engages each student in a safe and enriching residential learning community that fosters self-directed growth and development, so that each student becomes a contributing and interdependent global citizen.

As a residential college, Albion is concerned with the growth and development of the whole person in a number of interrelated realms: intellectual, personal, social, spiritual, emotional, physical, vocational. Under the direction of the vice president for student affairs, the offices within the Student Affairs Division of the College provide programs and services which support the academic mission of the College and which encourage and enhance a full educational experience for each individual. These offices, each of which is headed by a professional staff member, include Residential Life, Campus Programs and Organizations, Chaplaincy, Student Health Services, Counseling Services, Anna Howard Shaw Women's Center, Intercultural Affairs, and Campus Safety. A primary goal of the Student Affairs Division is to encourage students to a greater sense of responsibility: responsibility for their own education, responsibility for their own decision-making, responsibility for formulating defensible positions on important issues — indeed responsibility for determining their own identity and life's direction.

Residential Life

The Office of Residential Life is committed to providing safe, secure, and comfortable residential communities that support students' academic performance and personal growth.

The Residential Life staff assists students in creating a living and learning environment. This includes attention to cross-culturalism, personal and community responsibility, and life planning.

The Residential Life staff works hard to provide a supportive, involving, and safe atmosphere within each College residential area. A variety of activities and programs are scheduled during the year within each residence hall to meet social and educational needs of students. Students are encouraged to discuss with the Residential Life staff their ideas about programs and their living environment.

Questions and/or comments about campus living can be directed to the Office of Residential Life at ext. 0224. The office is located in the Ferguson Building.

Residence Hall Directors

Each residence hall, fraternity house, and apartment building is supervised by a professional staff member who oversees the residence facility operation and student staff. The residence hall director (R.D.) is present to help deal with problems that arise out of close living situations, to develop programs which will meet various student needs, and to serve as an information source for the residents of the living unit. A residence hall director assumes responsibility in any of the College residential areas when the need arises. The residence hall director for a specific area can be reached at the respective phone number:

Mitchell Towers.....ext. 0404
Seaton Hall.....ext. 0406
Wesley Hall.....ext. 0401
Whitehouse Hall.....ext. 0406

During evenings, weekends, and break periods a residence hall director is available on an on-call basis. The on-call staff member is listed at each residence hall front desk area and Campus Safety. In the event of an emergency or urgent need, the on-call staff member can be contacted by Campus Safety (ext. 1234). If your residence hall director is not available during a weekday, please call the Office of Residential Life (ext. 0224).

Resident Assistants

In all residence halls, selected upperclass men and women serve as members of the Residential Life staff. They aid in the administration of the residence program, facilitate community living, mentor and coach residents, and help in the handling

of problems that may arise. Resident assistants (R.A.s) are a primary resource to students who have questions or need assistance. There is an on-duty resident assistant in every major residential area available every night beginning at 8 p.m. through 8 a.m the following morning. The R.A. on-duty for a particular residence is posted at the front desk or near the main entrance of the residence hall. If an R.A. is not available, please contact the residence hall director or the Office of Residential Life. In the event of an emergency or urgent need, the on-call staff member can be paged by Campus Safety (ext. 1234).

Residence Hall Front Desks

Resident assistants also staff the front desk on evenings in the residence halls. The front desk hours are posted in each respective building. The following are available (student I.D. may be required): vacuum cleaner, broom, cleaning supplies, toilet paper (Mitchell and Whitehouse only), limited cooking and recreation items, maintenance log, and campus information. The front desk telephone numbers are as follows:
Mitchell Towers.....ext. 1886
Seaton Hall.....ext. 1884
Wesley Hall.....ext. 1298
Whitehouse Hall.....ext. 1888

Campus Communications

Campus Mail System

The campus mail system is a service to aid in the communication among College community members. Official College mailings (e.g., administrative mailings that deal with a person's enrollment or status as a student); individually addressed inter-office mail to faculty, staff and students; or individually addressed U.S. mail are handled by the Campus Post Office.

Correspondence to students must be addressed with the person's full name and campus mailbox number and sent in care of the College. For example:

**Jane Briton
XXXX Kellogg Center
Albion College
Albion, MI 49224-0000**

Individuals on campus and recognized groups also may use the campus mail system for all-campus mailings to faculty and staff.

Written communication with campus residents, faculty, or staff from individuals or groups not affiliated with the College must be sent through the U.S. mail.

The Campus Post Office, located on the main floor of the Kellogg Center, has the following window hours:

Monday-Friday 8:30 a.m.-5 p.m.

Campus mail or outgoing U.S. mail may be dropped off at the Campus Post Office. Services provided at the Campus Post Office include:

- Postage stamps;
- Metered postage;
- Overnight or express service including U. S. Express Mail, Federal Express, and/or DHL.

Students should report all lost mailbox keys to the Campus Post Office. The first replacement key costs \$30.00, and the second replacement key costs \$42.00.

Please note that student mail is not forwarded to permanent home addresses over winter and spring breaks.

For further information, contact the Campus Post Office, ext. 0201.

Student Electronic Mail Notification Policy

Students, faculty, staff, and administration at Albion College increasingly rely on electronic communication, motivated by its convenience, speed, cost-effectiveness, and environmental advantages. Because of its general acceptance, use, and availability, the College considers e-mail to be one of the official means of communication within the Albion College community. Accordingly, the College will use the Albion College-assigned student e-mail as the primary address for purposes of official notifications regarding, but not limited to, registration, financial aid, billing, and admission, with the full expectation that these e-mails will be received and read by students in a timely fashion. Students should check their e-mail frequently and consistently,

Residential Philosophy Statement

Albion College is committed to providing a coherent, interconnected, and empowering learning-centered liberal arts college experience. A student's residential environment is an integral component of her or his education; as such, Albion College is a residential campus. The residential experience complements the academic mission by providing a dynamic environment where living and learning interconnect. Furthermore, students are progressively empowered through nurturing, supporting, and challenging opportunities during their tenure at Albion College.

We recognize students' variety of backgrounds and experiences and their value and importance to the College community. Our community is enhanced by a safe living environment with access to professional staff and services. As a member of this community, students are exposed to opportunities allowing them greater access to campus connections, further development of intrapersonal and interpersonal skills, and are encouraged to become increasingly mature and self-reliant world citizens.

with the recognition that certain communications may be time-critical.

The College issues e-mail accounts to all of its students; students may also elect, at their own risk, to have their College e-mail automatically forwarded to an outside account. The College is not responsible for the handling of e-mail by outside vendors, nor are students who use outside accounts absolved from responsibility for messages not received or read. If a full inbox or the unmonitored use of a "spam" filter causes undeliverable messages to be returned, these messages will be considered delivered, and further action will not be required of the College. As with the traditional postal mail service, the College assumes no responsibility for any messages not received or read by students.

Postings

Albion College provides authorized spaces around campus for the sharing of written communication by College community members that does not interfere with the orderly appearance or operation of the College. Postings must be in good taste and conform to expectations Albion holds as an academic institution. No mention of alcohol may occur in postings advertising any event.

All postings in campus buildings must be put on public area bulletin boards. Respect should be shown by not covering others' postings. Outdated materials will be regularly removed by College staff.

Residence hall student room door decorations must remain only on doors and be kept to a minimum for fire safety purposes.

Postings on windows, walls, doors, trees, sidewalks, lamp posts, etc., are not permitted unless previously granted special permission by the Campus Programs and Organizations Office. Removal of these postings and repair of any damage caused may be done at the expense of the individual or group responsible.

Chalking, Graffiti, and Painting, Including the Rock and Sheet Signs

The Rock on the campus quadrangle has served for many years as a place for student and campus group expression on various issues and to advertise campus events. Painting on the Rock must be in good taste and conform to expectations Albion holds as an academic institution. No mention of alcohol may occur in advertising on the Rock.

Only the Rock and its pedestal may be painted. Individuals or groups painting the Rock should refrain from painting the outer circular sidewalk area, so as not to create a situation where wet paint is tracked into nearby buildings. **Painting and/or graffiti of any kind is not permitted on other College property including sidewalks (except for chalk markings), streets, buildings, and plantings.** Any costs incurred in cleaning/repairing/replacing such surfaces, including the outer circular sidewalk

area around the Rock, will be billed to the responsible individual(s) or group(s).

While the Rock cannot be reserved, groups should attempt to coordinate efforts so that all who wish may have an opportunity to use the Rock.

The sheet sign wall exists between the Kellogg Center and Robinson Hall for the display of sheet signs. Sheet signs must be in good taste and conform to expectations Albion holds as an academic institution. No mention of alcohol may occur in advertised events. While spaces on the wall cannot be reserved, individuals and groups should attempt to coordinate efforts so that all who wish may have an opportunity to use the sheet sign wall. Sheet signs may not be displayed in other campus locations unless granted special permission by the Campus Programs and Organizations Office. Organizations are responsible for taking down their signs in a timely manner. If signs are left hanging for long periods of time, College staff retains the right to remove.

Communication Guidelines

The full document, "Albion College Communication Guidelines for Print and Electronic Media," appears in Appendix D at the end of this chapter of the Student Handbook.

Use of Albion College Graphic Identity

The Albion College logo, seal, shield, athletic marks, and likenesses of the Briton mascot are intended solely for use in official College communications. Therefore, individual students and student clubs and organizations registered with Campus Programs and Organizations may not use any of these elements in their communications in any medium, including clothing items, except under the circumstances described below. When communications are developed by recognized student organizations for events or activities intended for the entire campus community or the general public, and/or any other use of an Albion College graphic identity element is desired, the vice president for student affairs or his/her designee will determine if and what acceptable use is allowed. The director of

athletics may also grant permission for use of the athletic marks and likenesses of the Briton mascot. The College stationery may not be used by students for any purpose.

Telephone Service

Student room telephones are only activated upon request. To request student room telephone service, please contact the Helpdesk at helpdesk@albion.edu.

Your Telephone Number — Your room telephone number is on your phone jack. If you are unable to find your number, check with your residence hall director. The College has Direct Inward Dialing (DID). This means that anyone calling from off campus can dial directly to your room without going through the switchboard operator. Albion is in the 517 area code. Your Albion DID number is 629-XXXX, where XXXX are the last four digits of your room phone number. On-campus calls can be made by dialing only the last four digits of the DID number.

Making Telephone Calls — The College telephone system enables students to make emergency, on-campus, and local calls from their room or any College telephone. Long distance calls require the use of a prepaid telephone calling card. These cards are available at the College Bookstore.

Information — All information calls should be directed to Central Information Service by dialing 0000. Open 24 hours, 0000 should be called for any campus or Albion number not in the College telephone directory. All other information calls should be placed to the proper area code and 555-1212. There is a service charge for all calls to 555-1212; therefore a prepaid telephone calling card will need to be used for these calls.

Telephone Repairs — Telephones needing repair should be reported through the work order system at www.albion.edu/it. Information needed for a repair request includes student name, residence hall and room number, the telephone number of the phone not working, and the nature of the trouble.

Dining and Hospitality Services

In Baldwin Hall, Dining and Hospitality Services operates the Lower Baldwin Student Dining Hall, where all students on the College board plan dine daily. The department also operates five other dining rooms with seating capacities ranging from 12-275. In the Kellogg Center, Dining and Hospitality Services operates the Eat Shop Café and College Market, a quick service restaurant and convenience store. In the Stockwell Library, the department operates a coffee shop. A mobile food cart also operates on a seasonal basis.

Students who would like to plan a special function should contact the Dining and Hospitality Services office at ext. 0318 at least 15 days in advance.

Dining Hall Policies

All policies regarding Dining and Hospitality Services have been formulated by a committee comprised of representatives of Dining and Hospitality Services, President's Advisory Committee, and Student Senate.

The removal of Baldwin Café dishes, drink cups, flatware or other utensils is not permitted. Packaging and removing food products from Baldwin Café is not permitted, unless students are using a college issued "GREEN" reusable food container. Students who gain access to Baldwin Café using their Block Meal Plan must elect to either dine-in or carry-out. Eating a dine-in meal and then proceeding to carry-out food to consume at a later time using the same meal block is not permitted.

Additional and alternative carry-out food options are available to students at The Eat Shop, the library's Read Between the Grinds Coffee Shop, and the mobile food cart known as The Dub Box.

Sick trays are to be coordinated with Student Health Services.

Table tents will not be allowed. Contact the Dining and Hospitality Services office to request a message be displayed on the digital monitors.

If the occasion arises that a variation from the above policies is deemed necessary, the manager on duty will authorize such exception.

Students who violate Dining and Hospitality Services policies will be subject to appropriate disciplinary action through the College judicial process.

Please feel free to bring any suggestions, comments, or concerns to the attention of the management staff of Dining and Hospitality Services. Any grievance involving student/staff relations should be brought immediately to the attention of the director of Auxiliary Services.

Admittance to the Dining Halls

Students must present their Albion 1Card and have them passed through the card reader by the door host each time they enter the dining room.

Meals may be purchased at the dining room entrance. Credit and Debit cards are accepted in addition to Briton Bucks.

Temporary I.D. cards for meals are \$5.00, are good for three (3) days, and are available at the Dining and Hospitality Services office in Baldwin Hall.

Campus Programs and Organizations

The Office of Campus Programs and Organizations (CPO), located on the third floor of the Kellogg Center, oversees numerous co-curricular experiences. Among these are Greek life, orientation (SOAR), student organization resources, service and leadership, and many major campus-wide programs and events.

The mission of the Office of Campus Programs and Organizations/Kellogg Center is to partner with students to create numerous opportunities for involvement through co-curricular programs and student organizational activities that allow Albion College students to hone practical skills for continuous application. CPO believes in the importance of all community members learning in both classroom and co-curricular opportunities. This means that CPO recognizes the primary importance of the academic mission of the College, and works diligently to support and augment that mission, while also supporting

a broad and challenging series of opportunities beyond the classroom.

CPO is committed to the education of Albion students as citizens who must assume responsibility within their communities. To that end, CPO programs are multiculturally and service-based and encourage students to view the world through others' eyes.

No college experience would be complete without traditions and good times, however. CPO also sponsors or oversees Briton Bash, Homecoming Spirit Week, Greek Week, and Day of Woden.

Fundraising

All fundraising efforts that involve raising money from audiences outside current faculty, staff, and students must be approved by the Office of Institutional Advancement two weeks in advance.

Fundraising initiatives that target only current faculty, staff and students, that take place on campus and that have an overall fundraising goal under \$1,000 do not need Institutional Advancement approval. Initiatives with a fundraising goal over \$1,000 will need approval. Examples of activities in this category of fundraising include: bake sales, entry fees to events and jar donations.

For information on fundraising, as well as the approval process, please visit www.albion.edu/fundraising.

Campus Safety

The Department of Campus Safety is staffed by professional officers and dispatchers, 24 hours a day, seven days a week. All officers are trained extensively in fire safety, first aid, building security, personal safety, multicultural awareness, and crisis intervention.

Located at 1003 E. Cass St., Campus Safety can be reached 24 hours a day, 365 days a year, by calling ext. 1234 (campus phone), or 517/629-1234 (cell phone). Emergencies should be reported by calling ext. 0911 (campus phone) or 517/629-0911 (cell phone).

Detailed information on the Department of Campus Safety's responsibilities and services, as well as campus crime statistics, is given in Chapter IV, Appendix E.

Van Usage and Student Travel

The Albion College “Student Travel and Van Usage Policies” appear in Appendix E at the end of this chapter of the *Student Handbook*.

Student Health Services

It is the mission of Student Health Services to provide holistic and comprehensive care to Albion College students. Emphasis is placed on preventative health care and self-care development.

Student Health Services (SHS), located at 1003 E. Cass St., is staffed by two registered nurses, Monday through Friday. The College physician or a physician assistant is at SHS 10 hours per week. During business hours, students should call ext. 0220. Students needing care after hours may visit the online Self-Care Guide (www.albion.edu/shs/), contact the Department of Campus Safety, call the after-hours telephone triage support service, or go to the Oaklawn Hospital emergency room. Oaklawn Hospital is located 12 miles to the west in Marshall at 200 N. Madison. To reach the hospital main switchboard, call 269/781-4271.

Services available through Student Health Services include, but are not limited to, emergency first aid, allergy injections, medical consultation and treatment, referrals for additional treatment, diagnostic laboratory testing, immunizations, physicals, and gynecological exams. Charges are based on services provided and medications dispensed.

Health forms and updated immunizations are required of all incoming students. Completed records including evidence of immunizations must be on file. Questions regarding the services provided should be directed to Student Health Services.

Counseling Services

The mission of Counseling Services is to promote the intellectual, emotional, and personal growth of Albion College

students through psychological services and programming. Counseling Services assists students when emotional, relationship, or psychological issues negatively impact their ability to make the most of their educational experiences at Albion.

Students seek assistance from Counseling Services for a variety of reasons, including adjustment to college, interpersonal or relationship conflicts, stress, anxiety, depression, and eating disorders. Some students come to counseling to help clarify values and to help foster personal growth.

Counseling Services offers a spectrum of services to meet the individual needs of students, including individual counseling, couples counseling, group counseling, and psycho-educational groups. Workshops and structured groups are also offered on a variety of personal growth and wellness topics throughout the year. There is a consulting psychiatrist on site one half-day a week to provide psychiatric assessment and, if appropriate, medication management. Medications are often useful in treating and managing symptoms associated with depression, anxiety, ADHD, post-traumatic stress disorder, and other conditions. For students with issues requiring long-term care, Counseling Services staff can help facilitate referrals to community mental health agencies or to practitioners in the community.

Counseling Services also works with students who have problems with alcohol or other drugs. Assessments are offered to help students identify problem drinking and other drug use problems. Students may also receive short-term substance abuse counseling to help increase awareness of the risk factors and lifestyle decisions related to alcohol and other drugs and to foster the development of healthy coping skills. Students with serious or chronic problems with alcohol and other drugs may be referred to either in-patient or out-patient treatment programs for intensive care.

All information shared in Counseling Services is confidential and may not be released without a written consent.

Counseling Services welcomes all students and embraces a philosophy

respectful of diversity including students' race, color, national origin, religion, sex, age, disability, and sexual orientation. The staff is committed to helping all students deal with discrimination and identity issues. If there are special needs or if a student has difficulty accessing services at the Counseling Services Office, arrangements will be made to meet at another location on campus.

Counseling Services is located at 616 E. Michigan Ave. Appointments may be made by stopping by the office or by calling ext. 0236.

Peer Education Program

The Peer Education Program offers presentations and outreach activities focused on a variety of health and lifestyle issues that impact the campus community. Programs provide information to increase student awareness regarding issues such as alcohol and other drug use, safer sex, sexual assault, and sexual harassment. A primary goal of this program is for peer educators to help foster a campus climate in which healthy lifestyles, equality, and respect are actively promoted by all. In addition to programming, peer educators provide referrals to services.

To request further information, call Student Health Services at ext. 0220.

Anna Howard Shaw Women's Center

The Anna Howard Shaw Women's Center leads, advocates, and collaborates to continuously improve the overall campus climate in regards to women's and gender issues and to promote women's empowerment and equity.

The Women's Center coordinates programs focused on women for the Albion community. This includes organizing activities that raise awareness of women's issues, support women in their quest for empowerment and equality, and build a collaborative community in which women's voices are heard and honored.

The most visible event sponsored by the Center is the Anna Howard Shaw Women's History Month Program, designated each year to honor Dr. Shaw's memory and highlight an important

aspect of women's lives. Other educational programs are co-sponsored with student organizations that share mutual interests.

The staff of the Women's Center also assist to offer campus educational programming on sexual harassment and sexual assault. Staff work collaboratively with student groups, faculty, Campus Safety, Student Health Services, and Counseling Services in responding to the needs of the women and men on campus on these and other issues.

Involvement in the Anna Howard Shaw Women's Center is open to the entire College community. There are formal and informal ways for students, faculty, and staff to be involved in and benefit from the Center's activities.

The Center is located in Kellogg Center 448. Contact the Student Affairs Office at ext. 0226 or the Campus Programs and Organizations Office at ext. 0433 for more information.

Intercultural Affairs

The Office of Intercultural Affairs advocates for under-represented students and strives to engage all students in the work of diversity on a domestic and global level to grow personally and develop into interdependent citizens.

Albion College is committed to the development of a diverse and pluralistic living and learning community. In direct support of this College-wide aim, the Office of Intercultural Affairs works in cooperation with the campus and greater community to heighten awareness of, celebrate, and create an appreciation for diversity. To achieve this goal, the office coordinates and promotes cultural and educational programs, while also assisting students with their transition into and retention at the College. Intercultural Affairs is concerned with all aspects of each student's academic, residential, and co-curricular life. The office advises the Umbrella student organizations and assists individuals in assessing educational goals and academic skills, and in identifying and utilizing support services. For further information, please contact the office at ext. 0501 or the Journey House, 1000 E. Porter St., ica@albion.edu or www.albion.edu/interculture.

Office of the Chaplain

The mission of the Office of the Chaplain is to nurture the religious and spiritual lives of students and engage them in the work of pluralism on a domestic and global level to grow personally and develop into interdependent citizens.

Albion College celebrates pluralism and spiritual development. The Office of the Chaplain embodies this commitment as it strives to create a welcoming and affirming environment, and prepares graduates to enter a diverse global workplace.

“Spirituality” is understood in the broadest terms as a basic characteristic of every human, and therefore, the office is here to serve the entire campus.

In Christian life, the most obvious way to get involved is by attending Albion College’s worship home, Wednesday Night Chapel. Held on Wednesday nights at 9 p.m. in the Kellogg Center Gerstacker Commons, this is a student-led outreach advised by the College Chaplain, and focused on empowering and uniting all the Christian traditions on campus. The Office of the Chaplain sponsors other programs throughout the year to nurture Christian unity and diversity awareness. There are student Christian organizations that support numerous Bible studies and outreach programs.

In interfaith life, the Office of the Chaplain sponsors numerous programs throughout the year to nurture diversity awareness in spirituality. There are a number of student organizations from under-represented traditions: Hillel (Jewish), Muslim Student Association, and Secular Student Alliance.

The Office of the Chaplain serves as liaison with area churches and diverse religious, philosophical, and spiritual organizations. Most of these are very welcoming of visitors and students who want to get involved. A current directory can be accessed by visiting the Office of the Chaplain. Programs for college-age students are noted.

The College Chaplain is available to offer spiritual care and mentoring. Such meetings are often helpful in bringing comfort and encouragement, as well as clarifying life goals and vocational discernment.

The Office of the Chaplain is located in the Journey House, 1000 E. Porter St., with office hours Monday-Friday, 8 a.m.-5 p.m., and can be reached at ext. 0492, via e-mail at chaplain@albion.edu, or via the website at www.albion.edu/chaplain/.

Financial Aid

Almost 99 percent of the student body defray a portion of their educational costs through financial assistance based on financial need, academic performance, merit, or a combination of these. Eligibility for need-based grants, loans, and work from federal, state, or Albion programs is determined from the Free Application for Federal Student Aid (FAFSA). Students must file the FAFSA each year for consideration and awards are made according to the eligibility of the student.

Services offered by the Student Financial Services Office include:

- Information and application materials for financial assistance;
- Information on alternative resource options in the form of privately funded scholarships, non-need-based loan opportunities, and payment plans;
- Information pertaining to State of Michigan Tuition Grant Program;
- Information on student employment;
- Information regarding Federal Direct Student Loans.

The Student Financial Services Office is located in the Ferguson Building. The staff may be reached at ext. 0440.

All students receiving need-based Albion College scholarships and grants or federal and state assistance must maintain satisfactory academic progress toward graduation. The online Academic Catalog contains Albion College’s satisfactory progress policy for the purpose of awarding financial aid or a copy may be obtained from the Student Financial Services Office.

Student Employment

Student employees are an important part in the success of Albion College. Students work in many areas of the College. Student work opportunities are a privilege, beneficial to the institution and the students. Albion College understands

student employees are students first and employees second. Students are expected to meet their commitments to the employment arrangement, arriving on time, completing work during scheduled hours, and otherwise acting with dignity and respect for supervisors, staff, other students, and other members of the College community.

Positions exist for students with no financial aid eligibility, as well as recipients of Federal Work Study awards. Lists of employment opportunities both on and off campus are maintained on the Brtton Network.

Students must complete required paperwork after accepting a position, but **before** beginning any student employment position.

During the academic year, a student employee may work up to 20 hours per week from all campus employers combined. This also includes any hours that a student works for an off-campus employer as part of the community service learning program. During the academic year, students are exempt from FICA taxes. If a student performs paid work for the college outside of the academic year, FICA taxes will be withheld from the student's earnings.

The Human Resources Office is located in the Cass Street Building. The staff may be contacted at ext. 0205.

Academic Skills Center

The Academic Skills Center supports Albion College students in a variety of academic areas. Located in the Mudd Learning Center, the Academic Skills Center includes the Quantitative Studies Center (ext. 0824) and the Writing Center (ext. 0828).

The Quantitative Studies Center — The Quantitative Studies Center assists students interested in enhancing their abilities in areas such as mathematics, statistics, logic, and using computers and graphing calculators. The resources of the Center include self-paced tutorials in algebra and trigonometry and a collection of mathematics texts. One-on-one tutoring is offered, as well as workshops on topics such as an overview of calculus concepts, test-taking strategies, and

preparing for graduate school entrance examinations.

The Writing Center — The Writing Center staff works one-on-one with student writers at every stage of the writing process. The goal is to help students from all academic departments, class standings, and writing abilities become better writers. Writing consultants help students with the wide variety of writing taught in different academic disciplines, as well as other kinds of writing they might need to do while at college.

Learning Support Center

Academic counseling, learning strategies, and peer tutoring are available through the Learning Support Center (LSC). Located in Ferguson rooms 104, 112, and 114, the LSC provides both general academic support as well as academic services for students with disabilities. Students can meet with LSC staff and discuss methods for improving reading, note-taking, time management, and exam preparation, as well as methods for handling test anxiety. Students are encouraged to explore their individual strengths and interests to build the self-knowledge necessary for success both in college and beyond.

Disability Services — Albion College is committed to providing opportunities for all students to successfully pursue their academic goals. Students who believe they qualify for accommodations are encouraged to make an appointment to discuss this with the LSC director. Provisions for reasonable accommodations and equal access for students with disabilities are made in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Career and Internship Center

The Career and Internship Center offers support and services to all students in their personal career development process, helping students to identify career paths, and to apply their liberal

arts education at Albion and beyond. The staff assists students in each phase of the process, including self-exploration, making and implementing an education plan, developing short-term and long-term career goals, obtaining experience through internships, making the transition from college to graduate school, acquiring career exploration skills, and offering on-campus recruiting.

The office provides a variety of personalized services. Students can meet individually with a staff member to discuss the career decision-making process and to gain assistance with their internship or job search. In addition, a variety of self-assessment tools are available to help students define how their interests, values, and personal characteristics relate to the world of work.

Programs offered by the office include workshops, special events, classroom or group presentations, and on-campus recruiting. Additionally, the staff offers resume critiques and outreach presentations to students.

Students will find a wealth of career information housed in the Career Library and on the Career and Internship Center website at www.albion.edu/careerdev/.

For more information, students are encouraged to stop by the office in Ferguson 103.

Off-Campus Programs

Students may choose to engage in off-campus programs at more than 120 locations around the world and in the U.S. International opportunities include study programs and some internship, field study, or research possibilities in about 40 countries in Africa, Asia, Australia, Europe, Latin America, and North America. The United States programs combine study with internships in Chicago, New York City, Philadelphia, and Washington, D.C. Other programs include study and research at the Newberry Library (Chicago), the Duke Marine Laboratory (North Carolina), the Oak Ridge National Laboratory (Tennessee), or on board a science vessel with the Sea Education Association Semester. More information may also be found on the

Center for International Education (CIE) website at www.albion.edu/intledu/. Contact the Career and Internship Center about U.S. internships.

Deadlines — Applications for off-campus study are due by Sept. 18, 2018 for the spring semester 2018 and Feb. 12, 2017 for the summer and fall semester 2018. However, there are some programs with earlier deadlines or rolling admissions. Please check with the CIE for more information.

Costs — Students participating in off-campus programs normally pay Albion the same tuition as if they were on-campus students. If a program costs more than Albion, the student pays the difference. The only supplemental fee is a \$1,440 administrative fee for off-campus study. Students also pay program room and board and travel costs. Financial aid can be used for semester or academic year off-campus programs approved for Albion credit. Contact the Financial Aid Office for more details.

Requirements — Students should check with the CIE about eligibility requirements for specific programs. The general Albion requirements are:

- Junior or senior standing,
- 2.7 cumulative grade point average,
- Good social standing,
- Successful completion of the Writing Competence Examination,
- Demonstrated maturity commensurate with the demands of the program.

For more information — The CIE is located in room 306 Vulgamore Hall. Please stop by to browse through information and brochures about programs; check out our website; or call ext. 0392 or email cie@albion.edu to make an appointment with the director to discuss off-campus study options. The office hours are Monday through Friday, 8 a.m.-noon and 1-5 p.m.

Information Technology

Albion College has been recognized as a leader in providing technology resources and support to students, faculty, and staff. The Information Technology staff provides

superior technical skills and customer service to the campus community.

Computers are available for student use in public and residence hall computing labs on campus. Each lab is equipped with a high-speed laser printer. Labs are located in the Ferguson Building, Olin Hall, and Putnam Hall. The Stockwell information desk is staffed Sunday-Thursday, 7 p.m.-12 midnight, by student technology assistants who assist with software troubleshooting and equipment operation. Software installed on lab computers includes Microsoft Office, library access programs, and other applications specific to course work. Students can take advantage of free Microsoft Office software within Albion College's licensing agreement.

Technical assistance can be obtained from the Help Desk. The Help Desk is available via e-mail at helpdesk@albion.edu or at ext. 0479 (517/629-0479). For more information on IT resources, see www.albion.edu/it.

Library Services

The Stockwell-Mudd Libraries make available to students and faculty approximately 425,000 books and non-print items, more than 298,000 ebooks and full-text articles from more than 78,000 journals. The print collections are distributed between two buildings connected by an enclosed walkway: The Stockwell Memorial Library (1938) and Seeley G. Mudd Learning Center (1980).

The Cutler Commons, located on the first floor of the Stockwell building, includes interactive study spaces, Reference and Circulation Services, and a café. The Stockwell building also houses back issues of periodicals and the Wendell Will Room.

The Mudd building houses the current periodicals collection; extensive collections of U.S. government documents, maps, and foreign and domestic newspapers; the College Archives and Special Collections; the Madelon Stockwell Turner Memorial Room; a classroom; the Foundation for Undergraduate Research, Scholarship, and Creative Activity (FURSCA); and the Academic Skills Center.

The library's online catalog is available to students and faculty from computers located throughout the library, from across campus and from anywhere in the world. The library website provides instant access to the library's periodical holdings, numerous online databases and full-text sources, and special collections.

The book collections, developed over more than a century, are extensive and provide support across the curriculum. A large collection of classic and popular motion pictures is also available. The library is a participant in the Michigan Electronic Library (MeLCat), an online system that enables Albion students and faculty to directly request materials from other participating Michigan libraries. In addition, the library provides an interlibrary loan service to locate and rapidly retrieve materials not available locally.

Wireless access to the College network and the Internet is available throughout both buildings. The library maintains a pool of wireless laptops (both Windows and Macintosh), for student checkout at the Circulation Desk.

The library contains many attractive areas for study—classrooms, seminar rooms for groups, carrels for individual study, and comfortable seating. The Friends of the Stockwell-Mudd Libraries sponsor a variety of displays and programs, including readings and lectures, and the Odd Topics Society series. These programs provide a public forum for authors reading from their works and for speakers making presentations on a variety of topics.

The Special Collections department contains the College's archives, United Methodist Church West Michigan Conference Archives, student honors theses, and a rare books collection. These are closed stacks, but access to these collections and research assistance are available by appointment.

The library staff is highly skilled and conscious of their public service role and mission. The library is open 110 hours a week. Reference assistance is available at the Reference Desk 53 hours a week. Librarians also provide research assistance through e-mail and instant messaging (IM).

To meet student and faculty needs, a strong program of library instruction has been developed in which librarians teach not only the use of resources in the library, but also the use and evaluation of information for lifelong learning. Albion College librarians offer a variety of library instruction services to support the College's liberal arts curriculum and promote information literacy. Library instruction services include general library orientation sessions, course-specific and assignment-specific library instruction, and classes on using specific research tools and on critical evaluation of sources. Librarians work closely with faculty to be certain that the reference sources, research strategies, and evaluation methods that are presented address the specific information and research needs of the students in their classes.

Bookstore

The Albion college Bookstore, located in the Kellogg Center, is a service of Barnes & Noble Education, Inc. The bookstore offers textbooks for rent or purchase, school and office supplies, general reading books, clothing, and gift items. Bookstore hours of operation are Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday, 8:30 a.m.-4 p.m., and Saturday, 11 a.m.-2 p.m. when classes are in session. Hours during the summer and semester breaks are shorter. Extended hours are offered during the first week of each semester and during special campus events.

Refund Policy — On presentation of a sales receipt, a full refund on textbook purchases will be given during the first week of classes for any semester or special course session. Textbooks must be in original condition for a refund. Merchandise other than textbooks may be returned in its original condition for a full refund at any time and with the original sales receipt. **Further details on this policy are available at the bookstore.*

Bookstore Buy-back Policy — The bookstore will buy back used books at any time during the semester, however, students will receive the most money back for used textbooks during final exams week. Books must be in good condition without excessive amounts

of written notes or highlighting, water damage, etc. Students must present a valid Albion College ID when selling their books.

Textbook Reservations — Students may reserve their textbooks online at www.albion.bncollege.com.

More information about the Albion College Bookstore is available at the bookstore website, www.albion.bncollege.com, or by calling 517-629-0305.

Recreation Programs

The Dow Recreation and Wellness Center serves as a multi-dimensional facility, providing opportunities for College employees, students, and community members to become actively involved in physical fitness activities. Group and individual exercise opportunities are available. Intramural sports, both for teams and individuals, are offered throughout the academic year. The Dow Center offers and encourages all users regardless of specific physical abilities a chance to improve their everyday well-being and lifestyle.

Contact the Dow Center director at ext. 0500 for more information.

Washington Gardner Fitness Center

The Washington Gardner Fitness Center was designed for Albion College student use only. It is located at 401 East Michigan Avenue with the entrance located on North Berrien Street. Students must be currently enrolled in the College with a valid student ID to gain access to the center. The Center measures 4,500 square feet and includes spin and recumbent bikes, elliptical trainers, and treadmills as well as selectorized weight machines with an upper and lower body strength training circuit, plate-loaded machines, bench press, adjustable benches, light free weights, medicine balls, stability balls, jump ropes, and exercise mats. Locker rooms are available for use. The current hours can be found at www.albion.edu/athletics/washington-gardner.

Whitehouse Nature Center

Whitehouse Nature Center is owned and operated by Albion College as an environmental education facility. It plays an important role in classroom instruction and individual study and research for several departments and also offers its facilities and services to the public schools, scouts, and community.

Students are encouraged to participate in educational programs held throughout the year. Employment, volunteer, research, and internship opportunities are available year-round for Albion students.

The Nature Center's 144 acres offer a variety of educational and recreational opportunities. Its tranquil environment is meant to be a quiet place to observe nature and reflect. Due to the quiet nature of the center the following activities are not allowed: hunting, fishing, camping, fires, unleashed dogs, bicycling, horseback riding, target shooting, radios, and team-sport running. To report issues, contact the Nature Center director at 517/629-0582 or Campus Safety at 517/629-1234.

Features include:

- Six miles of walking/hiking trails
- 400 local plant species collected in an herbarium in the Visitor Center
- Nearly 170 bird species
- Oak-hickory and flood-plain forests; extensive marsh and swamp lands bordering the east branch of the Kalamazoo River; tall grass prairie
- An eight-acre habitat improvement area including three small wetlands
- An arboretum of Michigan trees and shrubs
- Abandoned farmland for experimental plantings and research projects
- Albion College Student Farm including outdoor vegetable gardens, beehives, hoop house, sustainable practices
- A pizza oven and fire pit
- The Visitor Center is equipped with a classroom, wildlife observation room, kitchen, library, wireless Internet, outdoor porch overlooking the Kalamazoo River, and restrooms.

Live exhibits of local reptiles and amphibians are displayed. Trail maps, brochures, and other exhibits can be found in the building. Visitor Center hours: Monday through Friday, 9:00 a.m.-5:00 p.m., and Saturday and Sunday, 12 noon-4:00 p.m. Weekend hours may vary.

- Trails are open year-round dawn to dusk to visitors, unless special permission is obtained from the director.

The director may be reached by calling ext. 0582. More information is available at www.albion.edu/naturecenter. Follow on Facebook.

Facilities Operations

Facilities Operations is a service organization dedicated to the support of a community of learners through excellence in facilities construction and maintenance. The staff strive to provide a safe, clean, comfortable, and functional atmosphere that is conducive to living and learning together while maintaining the highest possible standard of financial and environmental stewardship.

The Facilities Operations Department is responsible for all general maintenance, construction, remodeling, housekeeping, grounds, motor pool services, and central stores/shipping/receiving. Facilities Operations can be reached at ext. 0230 or facops@albion.edu. Additional information, including troubleshooting and user information, is available at www.albion.edu/facops/.

Facilities Operations personnel receive requests from faculty, staff, and students through the work order system. The work order system can be accessed online at: www.albion.edu/facops/. Students may utilize the online work order system or enter their requests on a Building Maintenance Log located in their residential building. Maintenance personnel are permanently assigned to residential areas and check maintenance logs frequently with the objective of same-day service. Work orders are evaluated and acted upon at the earliest possible time in the most efficient way possible. In case of an emergency, students should call the Facilities Operations office at ext. 0230

and report the location and severity of the emergency.

The Facilities Operations Office is open Monday through Friday, 7 a.m.- 5 p.m. During the school year, limited services are also available on Saturday and Sunday. Requested repairs and routine maintenance to be performed in student rooms will normally occur between 9 a.m. and 5 p.m. unless other arrangements are made. In the event of an emergency after hours, contact a Residential Life staff member who will reach the Department of Campus Safety. A Facilities Operations supervisor is on call to respond to the emergency.

Facilities Operations strives to maintain an attractive and safe college environment. The Facilities Operations staff is available to answer any questions concerning Albion College's buildings and grounds. The Facilities Operations Office is located on Huron Street (by the railroad tracks) just south of Kresge Gym.

Chapter IV, Appendix A Albion College Space Usage and Reservation Policy

All campus public spaces are the property of the entire Albion College community and, with some restrictions for safety and security reasons, are available for general use by the community. All decisions of the campus scheduler are binding and based on the following principles.

- The academic mission of the College is preeminent. Therefore, academic use of space takes precedence over other requests. However, a properly scheduled non-academic activity cannot be usurped by another group seeking that space for an academic purpose without a proper reservation.
- Academic scheduling of classroom space is the responsibility of the registrar. The registrar, after the first three weeks of the semester, will publish a list of scheduled classrooms, and non-academic meetings and events

will be reserved based on this list.

- Beginning from one week after graduation until one week before the beginning of the fall semester, all scheduling requests must be made through Conference Services.
- Certain spaces on campus are not appropriate for general use. These include areas with special equipment, labs, etc. Each department can recommend areas that should not be available for use by the general public.
- While the academic mission of the College is preeminent, the importance of co-curricular activities in the learning process is recognized and encouraged.
- The president of the College can designate which events have priority, and no other events may be scheduled during this time.
- It is expected the policy and procedures will be reviewed each year by the campus scheduler who will make recommendations for change.

Procedure for Requesting Space

- All requests for room reservations and any special needs are to be directed to the Kellogg Center Information Desk/ campus scheduler either in person, by telephone (ext. 0336), or via e-mail addressed to kelloggcenter@albion.edu.
- Requests for space can be made Monday through Friday, 7 a.m.-3:30 p.m. Requests must be made either in writing or via e-mail.
- Requests are confirmed on a “first-come, first-served” basis.
- Groups or individuals scheduling space should not assume their request is confirmed simply by making the request. Confirmation must be given by the campus scheduler.
- Requests for space can be made by any recognized student organization or current faculty and staff member of Albion College for College-related events. Space may not be reserved by student organizations or faculty and staff members for an outside individual, party, or organization.
- Any request for special equipment or other needs can be made concurrently with the room reservation via the

campus scheduler. These requests will be forwarded to the appropriate department and any related charges or expenses will be the responsibility of the requesting organization.

- All requests for food service must be made directly to Dining and Hospitality Services. Any off-campus catering must be approved by Dining and Hospitality Services prior to the event or meeting.
- Any unreserved space open to the public may be used on a “first-come, first-served” basis. To guarantee space, requests should be made at least 48 hours in advance of the event. Requests requiring special assistance from Facilities Operations must be made no later than two weeks prior to the event.
- All decisions of the campus scheduler are binding.

Chapter IV, Appendix B Kellogg Center Operating Guidelines

Kellogg Center Philosophy Statement

The Kellogg Center is a campus center where all members of the campus community are welcome and encouraged to interact on a formal and informal basis. The campus center contributes directly to the educational mission of Albion College by providing support and opportunities for participation in educational, cultural, and recreational activities. The Kellogg Center also provides services for the convenience of the campus community.

Kellogg Center Policies and Procedures

The Kellogg Center is charged with providing a safe, clean, and secure environment in which a wide range of programs and services are offered to the entire campus, as well as opportunities for interaction with the surrounding

community. All policies related to the Kellogg Center are developed by the staff. In addition to the specific usage guidelines, the Kellogg Center is also managed in accordance with all general campus policies and procedures.

General Policies

- No alcoholic beverages are permitted in the Kellogg Center.
- The Kellogg Center is a smoke-free environment. Smoking areas are provided outside of the building by the east and west entrances.
- Animals are not permitted in the building except for service animals.
- The Kellogg Center is a roller blade-, roller skate-, skateboard-, and bicycle-free facility. A bicycle rack is provided outside of the east entrance into the building.
- Shoes and shirts must be worn in the building at all times.
- In the event of a fire alarm, all individuals must evacuate the building. Re-admittance to the building is permitted after Campus Safety has given permission.
- Any behavior that violates Kellogg Center, Albion College, local, state, or federal guidelines will not be condoned.

Building Hours and Access

The Kellogg Center is open seven days a week during the academic year for students, faculty, and staff. Visitors under the age of 18 must be accompanied by a legal guardian or have a valid Albion College dependent I.D. card and are only permitted in the building between the hours of 7 a.m. to 10 p.m. during the academic year. The Kellogg Center will have limited hours during academic breaks and the summer. These revised hours will be posted in advance in the east and west entrances to the building.

Student Organization Space Policy

Philosophy Statement

Office and storage space areas for student organizations in the Kellogg Center are designed to encourage interaction

and cooperative programming that will enhance resources and services for the entire student body.

Who May Apply

Any currently registered student organization may apply for office or storage space and groups may apply in conjunction with other student organizations.

Space Allocation Process

Applications for office and storage space are available beginning mid-March at the Kellogg Center Information Desk. Review of the applications is done through a committee consisting of the Kellogg Center manager, and the Campus Programs and Organizations staff.

Access to Student Organization Space

Access to space in the Kellogg Center is seven days a week during the academic year. Keys to the space are checked out by approved members of the organization from the Information Desk.

Chapter IV, Appendix C Science Complex Use Policy

Natural Sciences Facility Mission Statement

The mathematics and natural science curricula at Albion College emphasize the processes of scientific discovery and analysis through active learning that engages students and faculty in classroom, laboratory, and field settings. Students in the curricula achieve a greater understanding of the physical world, a greater ability to solve problems creatively, and a greater appreciation for nature. Central to the curricula are faculty who are actively involved in scholarly and professional activities, who provide investigative opportunities for students in the classroom and in

research laboratories, and who promote presentation of findings to the broader community. One goal of the curricula is basic quantitative and scientific literacy for all students, including those who do not choose a departmental major in mathematics or the sciences.

The renovated science complex brings together the Departments of Physics, Mathematics and Computer Science, Geology, Chemistry, and Biology in a single building complex. This facility enhances our curricula by: (1) providing functional spaces with state-of-the-art technology and instrumentation in a variety of classroom, seminar, and laboratory settings; (2) fostering mentor-apprentice relationships among faculty and students in well-equipped faculty research laboratories and computing facilities; (3) building intellectual communities among faculty and students within and across traditional departments through close proximity, shared equipment, and common social spaces; (4) including flexibility for future curricular changes; and (5) serving as an exemplar of energy efficiency, environmental responsibility, and aesthetic design.

The renovated facility builds upon our traditional strengths in pre-medical studies, environmental science, pre-engineering, teaching, and research to position Albion College among liberal arts colleges as a leader in mathematics and the natural sciences.

Use of the science complex should be compatible with this mission. Events that are potentially disruptive to student learning and faculty and student research during the academic year or summer should not be scheduled in the complex.

The science complex includes offices, research and teaching laboratories, general use classrooms, Towsley Lecture Hall (Norris 101), the Mitchell Museum, and the atrium. Events can be scheduled into the general use classrooms, Towsley Lecture Hall (Norris 101), the Mitchell Museum, and the atrium, according to the following guidelines.

Procedures for Scheduling Spaces

- General-use classrooms: Norris 100, 101 (Towsley Lecture Hall), 102, 104; Palenske 221, 223, 225, 227, 337; Putnam 253, 255, 257. To reserve during the academic year (defined as beginning two weeks before fall classes start and ending with spring commencement), contact the assistant director of the Kellogg Center (the campus scheduler) at ext. 0336. To reserve during the summer, contact the associate director of Dining and Hospitality Services at ext. 0318.
- General-use computer laboratories: Putnam 251 (computer classroom), Palenske 134 or 336 (shared computer workrooms). To reserve, contact the Office of Information Technology at ext. 0479 or book online at www.albion.edu/it/computer-labs/.
- Atrium and Mitchell Museum. To reserve during the academic year, contact the assistant director of the Kellogg Center, who will refer the request to the science complex point-of-contact to determine if the space is available. To reserve during the summer, contact the associate director of Dining and Hospitality Services, who will consult with the science complex point-of-contact to determine if the space is available. In view of the intent for the public spaces in the complex (the atrium, Towsley Lecture Hall, and the Mitchell Museum) to serve the entire campus community, these facilities may be reserved by Albion College faculty, staff, and students, under the above procedure, for special events at the discretion of the science complex point-of-contact. Requests from the general public will be reviewed by the assistant director of the Kellogg Center, or the associate director of Dining and Hospitality Services during the summer, per the procedure for use of other public spaces on campus and then will be referred to the science complex point-of-contact for approval.

- Research and teaching laboratories. These departmental spaces are typically not available for outside use. Please consult the appropriate department chair to see what is available.
- The use of the grounds surrounding the science complex, including the plaza area by the Stoffer Clock Tower, is governed by the policies described in Chapter V of the *Student Handbook* (See “Rallies.”).

Chapter IV, Appendix D Communication Guidelines for Print and Electronic Media

The purpose of this document is to provide guidelines for the expectations of Albion College and its members when communicating with others in print and electronic media.

Albion College recognizes the value of an individual’s freedom of thought, inquiry, and expression and the value the free exchange of ideas brings to the College community and beyond. At the same time, members of the Albion College community are the face and reputation of the institution. All communication by Albion College community members is subject to scrutiny by peers, the campus community, the local residents, the media, prospective students and alumni. All members of the College are expected to represent themselves and the College with accuracy and integrity when communicating by media.

The purpose of this policy is to outline the basic expectations for written communications in light of the delicate balance between these interests.

Media, as defined by this document, includes the use of the following communication vehicles: audio, social networking sites, online accounts and documents, websites, text messaging, pictures, videos, podcasts, emails and print, regardless of the host server or IP address.

1. Members shall not post online, print

or distribute any information that is proprietary to Albion College, such as logos and trademarks, without proper permission.

2. A communication is considered official when it is published or disseminated by the College, or by any academic or administrative department or unit of the College, through any media.

Official communications are subject to review and approval by the Marketing and Communications Department.

Communications by individuals or by student organizations are not official communications and do not necessarily represent the views of the College.

Communications by individuals or by student organizations must comply with the general guidelines contained in these Communication Guidelines.

3. Members who distribute any media content, regardless of how it is transmitted, that is threatening, defamatory, interferes with the privacy of others, encourages illegal activity, or is obscene shall, to the extent that the media content violates College policy or directly impacts the College's legitimate interests, be subject to disciplinary action.

4. Albion College reserves the right to remove, or cause the removal of any and all information contained or disseminated on or via the College's property or resources that is false or falls under the prohibitions above, and may assess additional sanctions or discipline.

5. College employees who teach within the academic curriculum, including both faculty and also staff, are not governed by this policy in the selection of content and materials for their courses, in the delivery of their instruction in the classroom or in other related settings, and in their scholarly research, publication, and dissemination of their research. Instructional personnel remain subject to all other applicable College policies.

Chapter IV, Appendix E Student Travel and Van Usage Policies

I. Student Travel

A. Stipulations regarding class assignments, field trips, and other trips are explained in the Faculty Handbook:

Albion College recognizes that participation in extra-classroom activities such as class trips, departmental trips, club field trips, workshops, and intercollegiate athletics can be of benefit to the students and to the institution.

However, Albion College also recognizes that classroom work is at the heart of the student's progress in courses. Therefore, no College-sanctioned trip will be permitted that results in the absence of a student from classes for more than two consecutive class days without permission of the Provost.

Furthermore, no intercollegiate athletic trip will be permitted to remove a student from classes for more than one class day, except by permission of the Provost. Saturdays rather than class days will be used for College-sponsored, extra-classroom activities whenever possible. Limited College transportation is available; inquiries should be directed to the Campus Services Office and to the Office of Campus Programs and Organizations.

Students should inform their faculty members in advance of an upcoming class absence that is a result of participation in an official College event. Written notification of such absences is required, and must be distributed by the supervising College official. The student thereby merits the opportunity to make up assignments missed.

B. Non-College-sanctioned trips for extra-curricular activities should be planned on weekends instead of class days. Students traveling with groups in organizations that schedule trips while classes are in session are not automatically excused from classes. Each student on a trip may request prior approval from his/her faculty members to be excused from class and to be allowed to make up any missed assignments or work. This approval may or may not be granted.

II. Long Distance Travel

A. All organizations planning off-campus trips over 100 miles away are required to provide the information listed below to the Campus Safety Office before leaving campus.

1. A detailed travel itinerary.
2. Travel roster with emergency contacts.
3. Signed activity statement of responsibility and release form for each person traveling.

The necessary forms are available in the Office of Campus Programs and Organizations.

B. All individual participants must travel with proof of personal health insurance.

C. At least one person on the trip must have a cell phone available in the event of an emergency.

III. International Travel

A. The Student Affairs staff member, office, or student organization adviser must check with the U.S. Department of State Travel Advisory prior to organizing or scheduling student group international travel. If travel is restricted by the State Department, the Student Affairs staff member, office, or student organization adviser must check other appropriate country travel advisories, check “on-the-ground” contacts, and then consult with the vice president for student affairs for approval. Approval is subject to cancellation at a later date if travel is deemed inadvisable.

IV. Van/Vehicle Usage

These policies apply to the use of all College vans, as well as all vehicles that are rented or leased from outside agencies to be used for College-related travel or activities. Individuals who operate College vehicles must also abide by the Driver Approval and Vehicle Usage Policy, which can be viewed at www.albion.edu/student-life/campus-safety/transportation-services/driver-registration/approval-procedure.

V. Van Driver Certification

All persons who intend to drive a van must first be approved by Campus Safety. Forms for the approval process are available at: www.albion.edu/campussafety/transportation-services/van-driver-registration. The approval and training guidelines are explained in the Driver Approval and Vehicle Usage Policy referenced above.

VI. Van/Vehicle Reservation and Return

A. Individuals or groups who wish to use a van/vehicle for use should forward a request to Campus Services.

1. Student groups that wish to use a van/vehicle must complete the necessary paperwork as required by the CPO office.
2. Vans may only be used for College-related activities.
3. Vans may not be used for transportation to bars, taverns, or events that focus primarily on the consumption of alcohol.

a. Van drivers may not consume alcohol within eight hours of operating a van.

B. Drivers will inspect the van for damage, and will complete the vehicle checklist prior to operating the van.

C. Upon return to campus, drivers will park the van in the Facilities Operations parking lot.

1. The vehicle checklist will be completed by the driver, and will be placed with the van keys in the key return slot at Campus Services.

VII. Van Travel

A. If a group is traveling with luggage, then no more than twelve people (driver included) may be transported in a van.

1. "Luggage" does not include backpacks, purses, or other small bags that may be used for day or other short trips.

B. Seatbelts shall be worn by the driver and all passengers at all times while the vehicle is in motion.

1. It is the responsibility of the driver to ensure, prior to putting the vehicle in motion, that all passengers have their seatbelts properly fastened.

C. No driver may drive a College van more than ten consecutive hours, nor more than 12 hours in a 24-hour period. In addition, one passenger needs to stay awake to assist the driver.

1. A driver who drives ten consecutive hours must have at least a four hour rest period before resuming driving of a van.

D. At least one person on the trip must have a cell phone available in the event of an emergency.

1. Drivers are prohibited from using cell phones while they are operating vans.

VIII. Accident Procedure

A. In the event that a College van is involved in an accident, the driver is responsible for ensuring that the steps listed below are taken.

1. Contact the appropriate law enforcement agency, so that a police report may be completed.

2. Contact Campus Safety at 517/629-1234 and advise the dispatcher of the accident.

a. Notify the dispatcher of injured passengers and the hospital to which they are being transported.

b. In the event that the vehicle is not driveable, Campus Safety will contact Facilities Operations to coordinate the disposition of the vehicle, the arrangement of alternate transportation and other necessary assistance for those on the trip as needed.

3. Upon return to campus, notify the Business Office of the accident, to include date, location, and police report number for the incident.

Chapter IV, Appendix F Campus Safety and Security

Department of Campus Safety

Mission Statement

Under the auspices of the Division of Student Affairs, the Office of Campus Safety works to promote and provide a safe living, learning, and working environment for all members and guests of the Albion College community. This includes educating, informing, and involving members in safety and security issues.

In carrying out these activities, Campus Safety strives to be supportive and responsive to an increasingly diverse campus community which includes racial, ethnic, and cultural diversity.

Responsibilities and Services

Officers respond to a variety of requests and regularly patrol the campus residence halls and buildings. Along with other College offices (e.g., Residential Life), the department is responsible for enforcing College policies and regulations on College property. The department works closely with the City of Albion's Department of Public Safety when incidents of a criminal nature arise.

Surveillance cameras are installed in various buildings, parking lots, fraternity alley, and other areas on campus, including the entrances to Wesley Hall, Whitehouse Hall, and Mitchell Towers, and Seaton Hall. The cameras record images that are reviewed during investigations of criminal or suspicious activity or violations of College policy that are reported to have occurred at these locations.

Students, faculty, and staff will be notified in a timely manner of crimes and other emergencies reported to Campus Safety that pose an immediate threat to the campus community. Notification methods include e-mails; text messages; calls to

campus phones, cell phones, and home phones of faculty and staff; and a campus siren. In some instances, flyers may be posted around campus or information may be passed along in person or via public address systems. The College may use any or all of these methods of communication to notify the community of an immediate threat or emergency.

The College also subscribes to an emergency communications system that allows messages to be sent to the campus community simultaneously via e-mail, to cell phones, campus telephones, and text message. This system is only used by the College in situations that present an immediate threat to life and/or property. Students are required to provide their cell phone numbers to the Office of Residential Life, so that these numbers can be included in the emergency communications system.

A variety of useful services are performed by Campus Safety such as: after-hours admittance into academic buildings for students who have been authorized by a faculty member, admittance into student residence hall rooms when the occupant(s) of the room lock themselves out, and walking or vehicle escorts for students to and from anywhere on campus after dark. Campus Safety is in charge of enforcing College parking policies and issuing temporary and permanent parking permits. In addition, the department responds to all smoke and bell fire alarm activations in the residence halls and other buildings, provides transportation to and from local health and hospital facilities in non-emergency situations as well as to the Albion Train Station, and assists with “jump starts” and vehicle lock outs for the cars of campus community members and visitors.

Campus Safety staff offer programs for students on safety policies, crime prevention, fire safety, alcohol policy, and other topics as requested.

Crime Prevention

Because Albion is a residential college, students must reside in College housing. Even though there is a sense of safety living closely with one’s peers, students should be sure that they do not allow anyone, students or non-students, to

exploit that environment. The vast majority of crimes in the residence halls involve theft of personal property. Almost always, the theft is from an unlocked room or an unattended common area. Students can prevent these “crimes of opportunity.”

Security Measures in the Residence Halls

- Do not prop open residence hall doors—even for a friend.
- Lock your door when you leave—even for a short time.
- Lock your door before going to sleep.
- Lock windows that are accessible from outside.
- Keep your small items of value, such as wallets, purses, money, and jewelry out of sight.
- Do not leave notes on your door announcing that no one is in.
- Never loan out your keys or I.D. card.
- Report any persons acting suspiciously in and around the residence halls. Note their description and location, and call Campus Safety immediately.
- Report any doors, locks, or windows in need of repair to your resident assistant or Campus Safety.
- Report all thefts immediately to Campus Safety.

Personal Safety Measures

- Always call for an escort when walking alone after dark.
- When walking in groups or pairs without a Campus Safety escort, walk assertively and confidently and be aware of your surroundings.
- If you receive annoying or harassing telephone calls, hang up immediately—do not respond to the caller. If the calls persist, keep a record of the time and the voice description, and then contact Campus Safety. If you feel that you are in immediate danger, call Campus Safety at once.
- Program the number for Campus Safety, 517/629-1234, into your cell phone.

If You Sense a Potential Threat

- Consider your options, then take action.
- Try to get away from the danger.
- Yell or scream. Create a commotion.
- Run toward well-lighted public areas.
- Get to a safe place with a phone and call Campus Safety immediately.
- Describe what happened, where it happened, the suspect, and the direction to which he/she went.

Fire Safety

- Know your emergency exits.
- Know where the extinguishers are in your residence hall and how to use them. Never play with extinguishers or tamper with the fire alarm system.
- A false alarm is dangerous, and, at minimum, can result in a Status of Probation, plus restitution and a minimum \$50.00 fine.

If the Fire Alarm Sounds

The most important thing is getting out. Move quickly, but do not run. Do not stop to collect valuables. Use normal exits if you can, but under no circumstances should you use an elevator. You must leave the building when a fire alarm sounds, even if you believe the alarm to be a false alarm. Do not reenter the building until given permission to do so by College officials.

Before opening a door, feel it near the top for heat. If it is cool, open it slowly. If smoke is present, close the door and use another route. Always close doors behind you to limit the spread of fire and smoke.

If you must go through heat or heavy smoke, remember that they rise. Crawl, keeping your face very close to the floor. This applies even when opening doors; stay low and reach up to turn the knob.

Once you're out, move well away from the building, and if a meeting place has been arranged, go there. Do not leave the scene, or you may be believed trapped in the building. Do not reenter the building under any circumstances unless you are officially told it is safe.

If you are trapped, stuff a sheet under the door to keep out smoke. Open a window slightly at the top and bottom to let air in, and yell for help. If there is a phone nearby, call Campus Safety (ext. 0911) and report your location. Jumping out of a window is an extreme and hazardous measure, to be considered only when you are in immediate danger.

Campus Crime Information

Annual Security Report

The Annual Security Report, often referred to as the Clery report, includes information and College policies related to emergency notification, missing persons, sexual assault, and other topics related to safety and security on campus. It also includes statistics for the past three years for certain crimes that were reported as having occurred on or adjacent to property owned by Albion College, as defined by federal law. These include:

- Murder/non-negligent manslaughter—the willful killing of one human being by another.
- Negligent manslaughter—the killing of another person through gross negligence.
- Robbery—taking or attempting to take property in the custody of another by force or violence, or by the threat of force or violence.
- Sex Offenses—any sexual act directed against another person using force or against his/her will, or where the person is incapable of giving consent; incidents of incest and statutory rape.
- Aggravated Assault—an assault that causes a treatable medical injury, or an assault with a weapon, regardless of whether the weapon is actually used or there is injury.
- Burglary—using force to unlawfully enter a structure with the intent to commit larceny or another felony.
- Motor Vehicle Theft—the theft or attempted theft of a motor vehicle.
- Arson—the willful or malicious burning or attempt to burn real or personal property.

- Weapons Law Violations—violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as carrying a concealed weapon, possession of a dangerous weapon, etc.
- Drug Law Violations—violations of state or local laws regarding the unlawful possession, sale, use, growing, manufacturing, or making of illegal drugs.
- Liquor Law Violations—violations of laws or ordinances regulating the sale, provision, and use of intoxicating liquor.
- Any of the above crimes, as well as any incidents of larceny-theft, simple assault, intimidation, or vandalism of property, if the crime manifests evidence that the victim was intentionally selected because of his/her actual or perceived race, gender, gender identity, national origin, religion, sexual orientation, ethnicity, or disability.

It is the responsibility of the director of campus safety to compile and publish these statistics for the campus community. Copies of this report can be obtained by contacting the Office of Campus Safety (517/629-0213). This report is also available on the Campus Safety website: www.albion.edu/student-life/campus-safety/clery-report/.

Students who become victims of a crime, or who witness a criminal act, should report the incident to the Department of Campus Safety as soon as possible. Students wishing to remain anonymous, may still report the incident in a confidential manner to any Student Affairs staff member. Information regarding the date, location, and type of incident, as well as a brief description of the incident, must be provided so that the incident can be properly classified. The staff member receiving this information in a confidential manner will forward it to the director of campus safety so that the incident can be included in the College's annual crime statistics. Only the information described above will be provided; the identity of the reporting person will remain confidential.

Office of Campus Safety Statistics

Below are additional statistics related to safety and security on campus that are not included in the Clery report. The information provided is for the last three academic years, which for statistical purposes begins on July 1 and ends on June 30:

Crimes and Suspicious Activity	2014-2015	2015-2016	2016-2017
Larceny from Motor Vehicle	4	4	11
Larceny (Total)	35	20	21
a. \$200 and over	20	9	7
b. \$50 to \$199	13	9	9
c. Under \$50	2	2	5
Malicious Destruction of Property (Total)	30	32	25
a. College property	22	24	23
b. Personal Property	8	8	2
Trespassing/Request to Leave Campus	6	4	16
Suspicious Person(s)	31	34	26
Suspicious Vehicle	9	35	10
Suspicious Situation	56	10	65
Other Incidents			
Medical Emergencies	56	54	55
Vehicle Accidents	14	10	12
Alcohol Violations	20	30	28
Services			
Admittances/Lockouts	3,064	3,312	3,991
Escorts (Total)	7,873	7,811	9,921
a. Bus/train station	289	261	364
b. Disability	471	144	414
c. Education	685	700	288
d. Employment/Volunteer	307	333	481
e. Equestrian Center	487	738	1,200
f. Medical	193	222	241
g. Personal	1,626	1,868	2,435
h. Safety	3,812	3,469	4,488
i. To/From Parking Lot	23	76	10
Motorist Assists	284	218	246

College Judicial System Statistics

The following numbers represent the statistics from the Albion College Judicial System.

Overall Numbers	2014-2015	2015-2016	2016-2017
Total Hearings	88	155	168
Group/Greek	3	1	1
Men	61	110	109
Women	24	43	57
Students with repeated charges	6	13	14
Types of Hearings			
College Judicial Board	1	0	0
Administrative Hearings	87	155	168
Sanctions			
Alcohol Assessment	0	0	0
AOD Evaluation	30	47	55
Censure	0	0	0
Creative Sanction	7	1	5
Educational Project	0	1	14
Expulsion	0	0	0
Fine	69	124	146
Mystudentbody.com	18	13	38
No Further Action	1	0	0
Other Drug Assessment	0	0	0
Probation	33	33	44
Random Drug/Alcohol Testing	0	0	0
SA Group Meetings	0	0	0
Substance Abuse Counseling	0	1	0
Suspension	3	4	6
Warning	29	69	54
Withheld Suspension	14	36	36
Other (special meetings, apology letter, counseling, etc.)	21	39	67
Not Responsible	22	42	72

(continued on next page)

The following statistics represent the specific charges and their frequency during the academic year.

Irresponsible Student Action	# Times Charged		
	2014-2015	2015-2016	2016-2017
#0 —Participation in prohibited activities	2	1	9
#1a —Theft	4	11	11
#1b —Unauthorized entry	1	6	5
#2 —Obstruct College premises	0	0	0
#3a —Coercion	0	0	0
#3b —Physical force or violence	9	11	14
#3c —Health and Safety	3	4	4
#3d —Violent actions	0	0	0
#4 —Failure to comply	3	2	21
#5 —Possession of firearms	2	0	3
#6 —Possession of fireworks	1	0	0
#7a —Illegal drugs	15	37	42
#7b —Use of Inhalants	0	1	0
#8 —Destruction of property	3	8	4
#9a —Disturbance by individual or group	12	22	12
#9b —Obscene conduct	0	2	0
#10 —Inconsistent use of College property	0	3	0
#11 —Alcohol/drug use, endangerment of self/others	17	27	19
#12 —Fraudulent use of College facilities	0	0	0
#13 —Misrepresentation of documents	1	0	4
#14 —Tampering with fire safety equipment	3	9	16
#15 —Off-campus educational programs	0	0	0
#16 —Local, state, or federal law	2	0	3
#17 —Sexual harassment	0	1	0
#18 —Filing false reports	0	0	0
Alcohol Policy —Students are expected to abide by the laws of Michigan and Albion relative to the possession, consumption, and serving of alcohol			
Alcohol policy statement	0	0	0
Alcohol #1 —Only students 21 years or older may possess and/or consume alcoholic beverages	43	47	48
Alcohol #1a —No alcohol in freshman areas of Wesley and Seaton Halls	16	4	9
Alcohol #2 —No provision of alcohol to persons under 21	4	4	0
Alcohol #3 —No provision of distilled spirits	2	2	1
Alcohol #4 —No alcohol in public areas	4	6	4
Alcohol #5 —No common sources of alcohol	0	0	1
Alcohol #6 —Use of College funds for alcohol purchase	0	0	0
Alcohol #7 —Advertising involving alcohol	0	0	0
Alcohol #8 —Adherence to Statement of Relationship	0	0	0
Alcohol #9 —Third-party vendors	0	0	0
Alcohol #10 —Empty alcohol containers	15	3	4

Other Policies	# Times Charged		
	2014-2015	2015-2016	2016-2007
Academic Honesty	5	17	8
Principles of Responsibility	0	0	0
Discriminatory Harassment	1	1	3
Drug policy	0	0	0
Fire Safety Regulations	0	0	0
Hazing	1	0	0
Honesty	3	3	10
Incense Burning/Open Flame	2	15	5
Noise	0	1	11
Diversity Statement	0	0	1
Responsibility for Guests	6	13	30
Roof Violations	0	15	5
Sexual Assault	0	3	3
Smoking	2	0	4
Statement of Relationship	7	6	2
Weeknight Party	0	0	0
Pet Policy	1	0	2
Room Regulations	18	30	59
Visitation	0	0	0
Room Condition	0	0	0
Keys	0	0	0
Health & Safety Violation	0	0	0
Fire Evacuation	0	0	1
Quiet Hours	0	1	4
Weapons	0	0	1
Use of Information Technology Resources	0	0	0
General Standards For the Acceptable			
Use of Computer Resources	0	0	0
Windows and Window Screens	0	0	0
Integrity	1	0	0
Chalking/Graffiti	0	0	0
Furniture Removal	2	0	4
Vacation and Residence Hall Break Closings	0	0	0
Albion ICard Policy	0	0	0
Cleanliness	0	0	0
Residence and Board	0	0	0
Attempt or Intent to Violate Policy	0	0	0
Residence and Room Assignments	0	0	0
Residential Life Expectations	1	0	1
Domestic Violence	1	2	0
Dating Violence	0	0	0
Stalking	0	1	1
Nature Center -Prohibited Activities	0	3	3

Chapter IV, Appendix G

Whom to See About What

What	Whom
Information (General Campus Info)	Information/Scheduling Desk, Kellogg Center, ext. 0000
Academic Policies and Status Petitions	Registrar’s Office, Ferguson Building, ext. 0216
Academic Skills	The Academic Skills Center, Library, ext. 0824, 0828
Academic Work/Course Work	The instructor
Admission	Admission Office, Bonta Admission Center, ext. 0321
Albion ICard Replacement	Help Desk, Ferguson Building, ext. 0479
Campus Employment	Human Resources, Cass Street Building, ext. 0203
Campus Information	Directory assistance, ext. 0000
Campus Involvement	Office of Campus Programs and Organizations, Kellogg Center; a resident assistant
Career Planning	Career and Internship Center, Ferguson Building, ext. 0332
Cashing Checks (\$50.00 maximum)	Cashier’s Office, Ferguson Building, ext. 0204
Changing Majors	An academic adviser, then registrar
Class Schedule Changes	An academic adviser, then registrar
Clubs and Organizations	<i>Student Handbook</i> ; Office of Campus Programs and Organizations, Kellogg Center, ext. 0433
Course Descriptions/Requirements	Albion College Academic Catalog
Disability Services	Learning Support Center, Ferguson Building, ext. 0825.
Dropping/Adding a Class	Registrar’s Office, Ferguson Building, ext. 0216
Emergency Assistance	Campus Safety, 1003 E. Cass St., ext. 0911
Financial Aid/Scholarships	Office of Student Financial Service, Ferguson Building, ext. 0440
Fraternity Information	IFC adviser, ext. 0433
Graduation Status	Registrar’s Office, Ferguson Building, ext. 0216
Housing (Questions/Selection)	Office of Residential Life, Ferguson Building, ext. 0224
Illness	Student Health Services, 1003 E. Cass St., ext. 0220. After hours, contact Campus Safety, ext. 1234.
Internships	Career and Internship Center, Ferguson Building, ext. 0332

What	Whom
Judicial Process.....	Office of Student Affairs, Ferguson Building, ext. 0750, studentaffairs@albion.edu
Key Replacement (Lost Room Key)	Residence hall director; Residential Life Office, Ferguson Building, ext. 0224
Lost and Found	Campus Safety, 1003 E. Cass St., ext. 1234
Master Calendar (Campus Events)	Campus Programs and Organizations, Kellogg Center, ext. 0433
Meal Tickets (Guest, Visitors)	Dining and Hospitality Services, Baldwin Hall, ext. 0318
Off-Campus Study Programs	Center for International Education, Vulgamore Hall, ext. 0307 Career and Internship Center, Ferguson Building, ext. 0332
Parking (Lot Assignment, Registration, Temporary Permit)	Campus Safety, 1003 E. Cass St., ext. 1234
Paying College Bills.....	Cashier's Office, Ferguson Building, ext. 0204
Personal Matters/Confidential Counseling.....	Counseling Services, 616 E. Michigan Ave., ext 0236; Chaplain's Office, 1000 E. Porter St., ext. 0492; residence hall director
Scheduling Events on Campus	Information/Scheduling Desk, Kellogg Center, ext. 0336
Security Problems/Questions	Campus Safety, 1003 E. Cass St., ext. 1234
Shuttle Service.....	Campus Safety, 1003 E. Cass St., ext. 1234
Sorority Information	Panhellenic Adviser, ext. 0433
Student Life.....	Student Affairs Office, Ferguson Building, ext. 0226, studentaffairs@albion.edu
Telephone Problems	Residence hall director; Residential Life Office, Ferguson Building, ext. 0224
Tutoring.....	Learning Support Center, Ferguson Building, ext. 0825 or course professor
Under-represented Student Concerns (including Alleged Harassment).....	Office of Intercultural Affairs, 1000 E. Porter St., ext. 0501
Vandalism	Residence hall director or Campus Safety, 1003 E. Cass St., ext. 1234
Withdrawing from a Class	Registrar's Office, Ferguson Building, ext. 0216
Withdrawing from the College	Office of Student Affairs, Ferguson Building, ext. 0750, studentaffairs@albion.edu

V. Procedures

Use of Campus Quadrangle

Programs and events to be held on the Campus Quadrangle must first have Administrative Council approval. Contact the vice president for student affairs to submit a request.

Rallies and Demonstrations

Students and student groups may organize to rally and demonstrate on campus regarding issues and causes as long as such students are consistent with the educational mission of the College and adhere to College policy. Rallies and demonstrations including spontaneous ones are not expected to be registered or approved; however, the location is subject to approval.

The College has two designated locations for rallies and demonstrations: (a) the Campus Quadrangle between the Observatory and Ferguson Hall, and (b) the steps (entrance) to Baldwin Hall. For pre-approval of programs and events to reserve the Campus Quadrangle for rallies and demonstrations, sponsors must first contact the vice president for student affairs to submit a request. If a spontaneous rally or demonstration on the Campus Quadrangle conflicts with a pre-approved program or event, the scheduled event has priority. The use of Baldwin Hall steps does not require pre-approval.

Other locations than the Campus Quadrangle or Baldwin steps may be considered, but must first be approved by the vice president for student affairs. If approval for a different location is not granted and a rally or demonstration is under way, a group may be given the option to move or disband.

While the College and the Division of Student Affairs support students and their efforts to peacefully gather, students must also keep in mind that all activities must be conducted in compliance with all state and local laws as well as in accordance

with the policies of the College. For example, student behavior that violates local, state, or federal law, disturbs the peace, harms public or private property, or disrupts or interferes with the orderly processes of the College is prohibited. In addition, intentional actions which obstruct, disrupt, or physically interfere with the use of College premises, buildings, rooms, or passages, or refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized official of the College having just cause is a violation of student conduct.

Student Handbook Verification Statement

All students who enter Albion College must have a signed *Student Handbook Verification Statement* as part of their student file. The signed statement verifies that the students understand it is their responsibility to read the Albion College *Student Handbook* on an annual basis and adhere to Albion College policies, procedures, and regulations that are currently in effect or that are put into effect by College authorities.

Failure to sign the statement may result in a hold being placed on a student's enrollment until a copy is on file at the Office of the Vice President for Student Affairs.

Student Handbook Verification Statements are distributed at the beginning of the initial semester of enrollment by the Office of Residential Life.

Provision of Personal Status and Emergency Contact Information

All students are required to provide their full name, permanent address, marital status, cellular telephone number, and emergency contact information to the College during their enrollment at the College, and are required to notify the

College of any changes to this information as soon as possible.

Students who change their personal status (e.g., name, marital status, or permanent address) must notify the Registrar's Office so that accurate records may be maintained by the College.

Students residing on campus must provide their cellular telephone number and emergency contact information to the Office of Residential Life when they move into a College-owned residential space. Residential Life staff will confirm this contact information with all residential students at the beginning of each academic year, and will ensure that changes to this information are noted in College records. Students must notify the Office of Residential Life as soon as possible of any changes to this information.

Commuter students and students residing off-campus must provide this information to the Office of Residential Life at or before they begin to attend classes on campus. The Office of Residential Life will confirm this contact information with all non-residential students at the beginning of each academic year, and will ensure that changes to this information are noted in College records. Non-residential students must notify the Office of Residential Life as soon as possible of any changes to this information.

Leave of Absence

Leave of absence is a privilege that may be extended to those who desire to interrupt, but not to discontinue permanently, their enrollment from Albion for one or two semesters. Applications must be made in writing to the vice president for student affairs prior to the semester for which the student is requesting the leave of absence.

A student who is granted a leave of absence may normally participate in enrollment procedures of regularly enrolled students for such considerations as registration, room lottery, and applications for financial assistance. The student is expected to return to Albion following a leave.

Withdrawal from College

Students who wish to withdraw from the College during a semester (i.e., withdrawing *after* enrollment has been completed at the beginning of a semester and before the completion of final exams) should initiate the withdrawal process by contacting the vice president for student affairs. To withdraw at the end of a semester, students should also contact the vice president for student affairs. Students will be notified via e-mail that technology accounts are disabled 14 days after Information Technology is notified that a student has withdrawn from the College. After the account is disabled, personal Web pages and files stored on network drives are deleted, and the e-mail account is inactivated.

Readmission

Former students, or students who have completed withdrawal procedures, may apply for readmission to the College at the Office of the Vice President for Student Affairs. Applications for readmission are to be submitted at least one month prior to the beginning of the semester in which the student wishes to return.

Student Records

The Albion College statement on student educational rights and privacy appears in Appendix A at the end of this chapter of the *Student Handbook*.

Past Due College Debts

Sound business practice provides guidelines for all financial transactions with the College, including but not limited to the payment of fees and other obligations, purchases at the Bookstore, and the cashing of checks. These practices include a respect for accuracy and punctuality. The College deals first with students then, if authorized by students, their parents when questions concerning transactions arise.

Failure to meet financial obligations in accordance with the College's payment terms automatically cancels the privilege

of class attendance and on-campus residency.

No diploma, certification, transcript, letter of honorable dismissal, or recommendation will be granted to students who have any indebtedness to the College. Students' registration for subsequent semesters may be held until satisfactory arrangements to settle the indebtedness are made with the Accounting Office. Students are responsible to make sure that their account obligations are met in a timely manner.

Refunds

Refunds of overpayments of student accounts are available after the College has received payment, and must be requested by the student. Otherwise, no refund will be generated, and the overpayment amount will be carried on the student's account to be applied to future charges. Students may request a refund from the Accounting Office by e-mailing refunds@albion.edu.

Refunds are not available if:

(a) Students have not completed their Higher One tuition pay contract or (b) if the College has not physically received students' financial aid or loans from external sources (federal, state, or third parties) even if the items are listed as memo items on the student's bill or account. (In most cases, the memo status implies the existence of unmet requirements needing to be addressed.)

Regarding refunds for overload courses, tuition refunds are made only during the drop/add period. After the drop/add period, students may withdraw from a course any time during the withdrawal period, but the course will be listed on the student's transcript and will remain on the student's bill as a billable unit. After the drop/add period, no refund will be made for any portion of tuition and fees related to the withdrawn course. Example one: Kent enrolls with an overload (greater than 4.5 units) and later withdraws after the drop/add period from a 1.0 unit course. He will be billed for the cost of the overload even if his remaining course load is less than overload status. The withdrawn course will also be figured in billing for any changes in course status. Example 2:

Sharon is taking 4.5 units of credit plus 0.5 units of audit (non-credit) classes. She then withdraws from a 0.5 unit credit course after the drop/add period and wants to change the audit course to a credit course. She will continue to be charged at the overload rate of 5.0 units.

See the section on "refunds" in the online Academic Catalog or contact the Office of the Vice President for Student Affairs regarding withdrawals from the College.

Emergency Student Loans

Students in need of emergency funds may request a loan of up to \$50.00 from the vice president for student affairs. Students need to repay the loan in 30 days or students' accounts will be charged for the amount of the loan.

The Judicial Process

Introduction

Albion College strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the College seeks to challenge the society to adopt ever higher standards and expectations for its members. The College is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society. Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the College subscribes, to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they encounter and progress through the college experience.

As members of the Albion College community, students have the right to address grievances arising from the actions of any student or student group that violate College policies and expectations. The College judicial process has been designed as a means by which all members of the College community, including faculty members,

administrators, and students, or the College itself, can seek a remedy in incidents that involve students. The College Judicial Board is composed of students, faculty, and staff members who have received specialized training and who are committed to upholding the educational goals of the College.

College Jurisdiction

Albion College's jurisdiction of community standards and student discipline includes conduct on College premises, but also extends to conduct at College-sponsored or College-supervised events wherever they take place; to conduct off College premises when the behavior could adversely affect Albion College and its interests as an academic community, and that involves any aspect of the relationship between the College and its students.

Actions involving a student or group in a legal proceeding in criminal or civil court do *not* free the student or group of responsibility through the College judicial process for the conduct in question. The College will proceed with its internal review and process according to a timetable to be determined by the College.

In an extraordinary case involving serious misconduct by a student or group that poses a threat to the well-being, safety, or property of any person(s), or the property or orderly functioning of the College (e.g., living, learning, or working environment), or when a serious crime has been committed, the president of the College or the president's designee may summarily suspend and/or temporarily suspend the offender.

The vice president for student affairs or his/her designee may require an individual or group to curtail or modify behavior and/or activities, including prohibiting contact with specified individuals such as physical contact or oral, written, electronic, third-party, or other communication, whenever these behaviors and/or activities are viewed as threatening or injurious to the well-being, safety, or property of any person(s), or to the property or orderly functioning of the College (e.g., living, learning, or working environment).

Violations of such restrictions are considered violations of College policy and may result in student(s) being required to immediately leave campus.

Guide to the Judicial Process

The purpose of the Albion College judicial process is to review alleged violations of College policies, procedures, and regulations by students or student groups. The various components of the College judicial system are designed to respond to such violations, to determine the facts, to ascertain responsibility, and to recommend or determine sanction(s). Through due process procedures, the College judicial process seeks to ensure the protection of student rights in questions of alleged violations of College policies, procedures, and regulations.

The vice president for student affairs has the authority and responsibility, including interpretation and application of College policies and procedures, for administering the judicial process. The vice president for student affairs, the College judicial coordinators, the College Judicial Board, and the College hearing officers seek to provide a judicial process and disciplinary function that educates students as to their rights and responsibilities as members of the Albion College community, holds students accountable, and encourages students to recognize their obligations to themselves, their peers, and to society as a whole.

The College reserves the prerogative to require students to leave the campus prior to the formal consideration of alleged violation of policies whenever their behaviors and/or activities are viewed as threatening or injurious to the well-being, safety, or property of any person(s), or to the property or orderly functioning of the College (e.g., living, learning, or working environment).

A tape recording of the Judicial Board hearing will be made by the College as described in a Judicial Board proceedings. No other recording (e.g., audio, video) of judicial process disciplinary proceedings (e.g., Hearings, interviews including investigative interviews, conferences, and meetings) are permitted.

The Judicial System

A matter before the Albion College judicial system may be heard by the College Judicial Board or Administrative Hearing officer(s).

The College Judicial Board — The College Judicial Board hears complaints filed against individual students or student groups. The College Judicial Board is split into two divisions: **The Academic Infractions Division** and the **Social Infractions Division**. The vice president for student affairs and the Judicial Board (Social Infractions Division) have jurisdiction over cases of violation of non-academic rules of the College; the Faculty Steering Committee, the vice president for student affairs, and the Judicial Board (Academic Infractions Division) have jurisdiction over cases of violation of academic rules of the College.

The Judicial Board must hear all cases of alleged violation of the academic or non-academic rules of the College referred to it. In cases of non-academic infractions, the Social Infractions Division shall make the finding of responsibility or non-responsibility and make a recommendation for the sanction(s) to the vice president for student affairs.

In cases of academic infractions referred to it for decision, the Academic Infractions Division shall make the finding of responsibility or non-responsibility, and direct the vice president for student affairs, the provost, or the registrar, as appropriate, to carry out the sanction(s) on behalf of the College.

The Judicial Board consists of the following membership:

- Two student members, one male and one female, available to serve from the pool of three male and three female student members. Two men and two women are nominated through an application process by the Student Senate and appointed by the vice president for student affairs. One male and one female student are also appointed by the vice president of student affairs to further diversify the pool of available student members.
- One Residential Life student representative (resident assistant or

R.A.), available to serve from the pool of two R.A.s, appointed by the director for residential life.

- Two faculty members (taking into consideration both female and male representation), available to serve from the pool of four faculty members, each of whom must have completed at least one year of service at the College at the time he/she takes office, elected by the faculty.
- One administrator who is not a member of the Student Affairs staff, appointed by the vice president for student affairs.
- The director for residential life or alternate Student Affairs administrator appointed by the vice president for student affairs. (Campus Safety professional staff are not eligible to serve.)

The Social Infractions Division of the Judicial Board consists of the full membership of the Judicial Board as defined above. The administrator who is not a member of the Student Affairs staff serves as the chair of the Social Infractions Division.

A **quorum** of the Social Infractions Division shall consist of three members if the following conditions are met:

- a. At least one student who is not a Residential Life staff member is present.
- b. At least two of the faculty and administrative members are present.

The Academic Infractions Division of the Judicial Board consists of the following Judicial Board members:

- Two faculty Judicial Board members (taking into consideration both female and male representation), available to serve from the pool of four faculty members. One of the faculty members of the Board is appointed by the Faculty Steering Committee to serve as chair of the Academic Infractions Division.
- One student Judicial Board member, available from the total pool of eight student members.

A **quorum** of the Academic Infractions Division shall consist of two faculty members and one student member of the division.

A division may hear cases only when a quorum is present. If a regular member must be absent from a hearing or if there is an evident conflict of interest for any member, the College judicial coordinator shall designate another member to attend that session of the division as a replacement to achieve a quorum. In the event that a division cannot be constituted from the members provided above, the chair may appoint ad hoc members from the membership of the student body, the faculty, or the administration.

The vice president for student affairs or designee:

- Reviews the written record to determine whether and what charge(s) will be heard;
- Determines which contents of the written record are relevant to the charge(s); and
- Determines whether a particular case is heard by the College Judicial Board or decided in an Administrative Hearing. The determination is based on factors such as the time of semester, the number of cases pending, and the law.

In addition, the vice president for student affairs or designee determines how a particular case will proceed when the College is not in session.

General Administrative Hearing —

A General Administrative Hearing allows one or more administrators and/or faculty members, appointed by the vice president for student affairs, to hear complaints filed against students or groups, to determine if the respondent(s) is/are responsible or not responsible (including if respondent(s) admit responsibility) for the alleged violations, and to make a recommendation for the sanction(s) to the vice president for student affairs. The vice president for student affairs (or his/her designee) will make pertinent information pertaining to past offenses available to the hearing officer(s) at the time sanctions are considered. The hearing officer(s)' determinations of responsibility or non-responsibility are based on a preponderance of the evidence (i.e., that which the hearing officer believes is more likely than not to have occurred based on the information presented). The only

people attending a General Administrative Hearing are the hearing officer(s) and the respondent(s). Additional College faculty, staff, and students may be present during the hearing in full or in part, only at the request of the hearing officer(s) for the purpose of providing additional relevant information and/or assisting the hearing officer(s) to fulfill hearing officer functions. Hearings are not open to the public. The character of the respondent and other parties to the case is not relevant in any hearing. In a case involving alleged sexual harassment, previous sexual history of the complainant other than with the respondent is not relevant.

2013 Reauthorization of Violence Against Women Act (VAWA)

Administrative Hearing: Sexual Assault, Stalking, Domestic Violence, Dating Violence—

An Administrative Hearing involving sexual assault, stalking, domestic violence, or dating violence allows one or more administrators, faculty members, and/or non-college personnel, appointed by the vice president for student affairs, to hear complaints filed against students or groups, to determine if the respondent(s) is/are responsible or not responsible for the alleged violations, and to make a recommendation for the sanction(s) to the vice president for student affairs. The hearing officer(s)' determinations of responsibility or non-responsibility are based on a preponderance of the evidence (i.e., that which the hearing officer believes is more likely than not to have occurred based on the information presented).

The only people attending an Administrative Hearing are the hearing officer(s), complainant(s), respondent(s), and one adviser per complainant or respondent as explained below. Additional people may be present during the hearing in full or in part, only at the request of the hearing officer(s) for the purposes of providing additional relevant information and/or assisting the hearing officer(s) to fulfill hearing officer functions. Hearings are not open to the public. The character of the

respondent and other parties to the case is not relevant in any hearing. In a case involving alleged sexual assault or sexual harassment, previous sexual history of the complainant other than with the respondent is not relevant.

Administrative Hearing officer(s) who hear sexual assault, stalking, domestic violence, or dating violence cases are trained annually on issues related to these offenses and how to conduct a hearing process that protects the safety of survivors and promotes accountability. In hearing a case of alleged sexual assault, stalking, domestic violence, or dating violence, the Administrative Hearing officer(s) may consider as part of their hearing and adjudicative function the questions (if relevant to the case) of who has initiated sexual contact, to whom sexual conduct is directed, and whether consent has been effectively given. If the respondent is found responsible, or if he/she has admitted responsibility for a violation of College policy, the Administrative Hearing officer(s) shall have available the full range of sanctions up to and including expulsion from the College to recommend to the vice president for student affairs. The vice president for student affairs (or his/her designee) will make pertinent information pertaining to past offenses available to the hearing officer(s) at the time sanctions are considered.

In accordance with the 2013 reauthorization of the Violence Against Women Act, the complainant's and respondent's additional judicial process rights and procedures listed below apply to cases involving sexual assault, stalking, domestic violence, or dating violence.

- The complainant and respondent are entitled to all of the same opportunities during disciplinary proceedings.
- The complainant and respondent each has the right to have an adviser of his or her choice present during all interviews, conferences, and meetings, including the hearing.
- The extent to which the adviser may participate in the proceedings is limited to providing the complainant or respondent private support, guidance, or advice.

- During the hearing, the adviser may assist his/her advisee in formulating statements for the hearing officer(s). Such assistance, however, may not obstruct the orderly process of this hearing. The adviser may not directly interact with other persons during the hearing.
- The adviser is an individual who is not a party to the case.
- The adviser may not serve as a witness.
- In a timely manner, the complainant and respondent shall be simultaneously informed in writing of the outcome of the hearing and procedures for appealing the decision (i.e., request for an appeal review).
- The complainant and respondent shall also be simultaneously notified in writing if any part of the hearing decision is changed prior to the final decision, as well as when the decision becomes final.

Initiating the System

Any member of the College community—faculty, staff, or student—or the College itself may file a complaint. The complainant may include, but is not limited to, the reporting person, accuser, victim, and/or the college. Special policies and procedures for addressing cases of academic dishonesty can be found in the Academic Information section of the *Student Handbook*.

Once a complaint is filed, Student Affairs staff may do some preliminary investigation of the alleged violation. The vice president for student affairs or his/her designee will make an initial determination that a formal judicial hearing is or is not warranted. Examples of instances in which there may be a determination that a hearing is not warranted are insufficient evidence of a violation, a previous adjudication arising from the same incident, or an improper motivation on the part of the complainant, such as retaliation. If a determination is made that a formal judicial hearing is warranted, the form of the hearing will be determined by the vice president for student affairs. The judicial coordinator or hearing officer will provide the respondent with a written notification of the charges

as well as the date, time, and location of the hearing at least 48 hours before the hearing occurs. The judicial coordinator or hearing officer will meet with the respondent to review the complaint and the corresponding evidence and to review the respondent's rights within the judicial process. The respondent will then be asked to indicate in writing whether he/she admits or denies responsibility for the charges that have been filed.

If the respondent **admits** violating the policy(ies) cited, the Judicial Board or hearing officer(s) will meet with the respondent to discuss the violation(s), and will recommend or determine the sanction(s) in response to the incident. If the respondent **denies** violating the policy(ies) cited, the Judicial Board or hearing officer(s) will meet with the respondent to discuss the violation(s), will determine whether or not the respondent is responsible for the violation(s) cited, and will recommend or determine (as outlined above) the sanction(s) if necessary.

In deciding whether a complaint should be carried forward against a **group**, the following considerations, although not exclusive, should be weighed singly or in combination:

- Use of a group's funds for the questioned activity or act;
- Approval, preplanning, and/or support of the questioned act or activity by the group;
- Participation in the questioned act or activity by a group officer, whether or not acting in his/her official capacity;
- Involvement in the questioned act or activity by 10 percent or more of the group's membership;
- Actions by the group to cover up the questioned activity or act and/or to protect those group members involved;
- Failure of the group or its officers to fulfill its responsibilities to enforce College or group policy, procedure, or regulation;
- Fraternity housing is privileged housing and, consequently, the College holds fraternities to a high standard of conduct and expects fraternities to self-govern their

environments. Fraternity chapters may be held responsible, as a group, if it is deemed that one or more individual members or guests violated College policy on the premises of the chapter house.

- Participation in the questioned act by the members of a group or the residents of a living unit. The definition of living unit includes, but is not limited to, a corridor in Seaton Hall, Wesley Hall, Whitehouse Hall, or Mitchell Towers; a fraternity residence; an apartment; Dean Hall; Fiske House; or Ingham Hall.

The procedures to be followed once a complaint has been filed against a group are the same as those outlined above for individuals.

A complaint may be simultaneously carried forward against a group and individual member(s) of a group.

A Judicial Board Hearing

As stated before, the Judicial Board serves as a representative of the College community. Only members of the board, the complainant(s), the respondent(s), the individual acting as adviser to either the complainant(s) or the respondent(s), witnesses, and the College judicial coordinator may attend the judicial board hearing in full or in part. **Hearings are not open to the public.** If a group is charged, then the president of the group or his/her designee acts as the respondent. The complainant's or respondent's **adviser** must be a full-time student, faculty member, or staff member of Albion College who is not party to the case, not related to any party of the case, and is not an attorney or any person with a law degree or other extensive formal legal training. The adviser may not serve as a witness or represent the complainant or respondent in a manner similar to an attorney. **Witnesses** are persons who can testify on the basis of knowledge of facts relevant to an alleged violation and may not serve as the complainant's or respondent's adviser. Each party has the right to call witnesses subject to the authority of the chair to exclude irrelevant or repetitious evidence.

The purpose of the hearing is to give

each party the opportunity to present his or her side of the issue and for the board members to determine whether the alleged violation(s) occurred. **The character of the respondent and the complainant is not relevant in any hearing. In a case involving alleged sexual harassment, previous sexual history of the complainant other than with the respondent is not relevant.**

If the respondent is found responsible for the alleged violation(s), or if the respondent has claimed responsibility for the alleged violation(s), the board will recommend or determine (as outlined above) the sanction(s). The respondent has the right to not speak at the hearing without any assumption being made by the board, as the burden of proof rests on the person bringing the complaint. The board is *not* like a court of law in that:

- Rules of evidence are different;
- Decisions are made based on a preponderance of the evidence;
- The focus is on education, including holding students accountable, rather than punishment.

Hearing Proceedings — At the hearing, the chair of the board will make opening remarks. At the conclusion of these remarks, all witnesses will be asked to leave the room. The respondent will be asked if he/she objects to having any of the board members hear the case. If there is an objection, the respondent will be asked to state the reason. The complainant, respondent, and respective adviser(s) will be asked to leave the room, and the board will decide whether or not to remove the board member in question. The hearing participants will then return to the room and be given a decision on that issue.

Once the hearing begins, the complainant will be given time to make an opening statement and present evidence which supports that a violation has occurred. The respondent then is also allotted time to present information on his/her behalf, but this is not required. After these presentations, the board will ask questions of parties and any witnesses who have testified to clarify points and gain a better understanding of the issues of the case. The complainant and

respondent are given the opportunity to question witnesses who have testified. A witness returns to the room and is present only when he/she testifies and answers questions. At the end of the question period, the complainant and respondent each have time to make a closing statement. This closing statement should summarize the position of each party and review any evidence/information that was presented during the hearing.

After the closing statement, the board will move into a private session to deliberate the facts presented during the hearing. Only information presented as a part of the hearing will be used to make a determination of responsibility or non-responsibility. The board's determinations are reached by a simple majority vote and are based on a **preponderance of the evidence** (i.e., that which the board believes is more likely than not to have occurred based on the information presented).

The board will first decide whether or not the respondent will be held responsible for the alleged violation(s). If the respondent is found responsible, or if he/she has admitted responsibility, the board will recommend or determine the sanction(s). The vice president for student affairs (or his/her designee) will make pertinent information pertaining to past offenses available to the hearing officer(s) at the time it is considering sanctions. Note that in cases of non-academic infractions, the Social Infractions Division of the Judicial Board shall make the finding of responsibility or non-responsibility and make a recommendation for the sanction(s) to the vice president for student affairs. The vice president for student affairs makes the final determination of sanction(s).

In cases of academic infractions referred to it for decision, the Academic Infractions Division of the Judicial Board shall make the finding of responsibility or non-responsibility. If the respondent is found responsible, the board will determine the sanction(s) and direct the vice president for student affairs, the provost, or the registrar, as appropriate, to carry out the sanction(s) on behalf of the College.

The parties will be called back into the room and given the board's decision, which is then communicated to the vice president for student affairs. Results of the board's actions, final sanction(s), and the judicial process are communicated to the respondent, in writing, by the vice president for student affairs.

A tape recording of the judicial board hearing will be made by the College judicial coordinator. This recording is the property of Albion College, and is available only to the vice president for student affairs or his/her designee for the purpose of making determinations stemming from an appeal of the results of a judicial board hearing. Other parties may not have access to or copies of the recording. The recording is destroyed when: (1) the time period for filing an appeal expires without an appeal being properly filed, or (2) a decision is made by the vice president for student affairs or his/her designee in the event of an appeal.

Judicial Board Rights of a Respondent

When a student appears in front of a judicial board as a respondent, he/she is afforded certain due process and procedural rights by the judicial process:

- The right to examine in advance all written reports and evidence that will be presented at the hearing. A respondent does not have the right to examine or receive copies of documents in judicial process files or receive copies of documents in judicial files.
- The right to bring an adviser to a hearing. This adviser must be a full-time student, faculty member, or staff member of Albion College who is not party to the case, is not related to any party of the case, and is not an attorney or any person with a law degree or other extensive formal legal training. The adviser may not serve as a witness or represent the respondent in a manner similar to an attorney. However, only one person designated as an adviser for the respondent is allowed access to the written reports and evidence.
- The right to question all evidence

allowed at the hearing in accordance with the hearing procedures.

- The right to present relevant evidence and witnesses on his/her behalf. The number of witnesses called may be determined by the chair of a board to exclude irrelevant or repetitious evidence during a hearing.
- The right to testify or not to testify on his/her own behalf. The respondent may testify orally and/or in writing. Exercising the right to remain silent will not be construed as an admission of responsibility.
- The right to attend or not attend the hearing. In choosing to *not* attend, the respondent forfeits his/her right to question evidence.
- The right to assurance that any board determination of responsibility is based only on the evidence presented at the hearing.
- The right to a hearing conducted without unreasonable delay following the notification of charges.
- The right to written notification of a decision in his/her case in a timely manner.
- The right to request review for an appeal after a determination is reached.

General Administrative Hearing Rights of a Respondent

When a student participates in a general Administrative Hearing as a respondent, he/she is afforded certain due process and procedural rights by the judicial process:

- The right to examine in advance all written reports and evidence that will be presented at the hearing. The respondent does not have the right to examine or receive copies of documents in judicial process files or receive copies of documents in judicial files.
- The right to question all evidence allowed at the hearing.
- The right to present relevant evidence on his/her behalf.
- The right to testify or not to testify on his/her own behalf. The respondent may testify orally and/or in writing. Exercising the right to remain silent will not be construed as an admission

- of responsibility.
- The right to attend or not attend the hearing. In choosing to *not* attend, the respondent forfeits his/her right to question evidence.
- The right to assurance that any hearing officer's determination of responsibility is based only on the evidence presented at the hearing.
- The right to a hearing conducted without unreasonable delay following the notification of charges.
- The right to written notification of a decision in his/her case in a timely manner.
- The right to request review for an appeal after a determination is reached.

Administrative Hearing Rights of a Complainant or a Respondent

In Cases Covered under Sexual Assault, Stalking, Domestic Violence, Dating Violence Provisions of the 2013 Reauthorization of Violence Against Women Act (VAWA)

When a student participates in a VAWA Administrative Hearing judicial process as a complainant or a respondent, he/ she is afforded certain due process and procedural rights by the judicial process:

- The complainant and respondent are entitled to all of the same opportunities during disciplinary proceedings.
- The complainant and respondent each has the right to have an adviser of his or her choice present during all interviews, conferences, and meetings, including the hearing. However, only one person designated as an adviser for the complainant or respondent is allowed access to the written reports and evidence.
- The extent to which the adviser may participate is limited to providing the complainant or respondent private support, guidance, or advice.
- During the hearing, the adviser may assist his/her advisee in formulating statements for the hearing officer(s). Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with other persons during the hearing.

- The adviser is an individual who is not a party to the case.
- The adviser may not serve as a witness.
- The right to examine in advance all written reports and evidence that will be presented at the hearing. The complainant and respondent do not have the right to examine or receive copies of documents in judicial process files or receive copies of documents in judicial files.
- The right to question all evidence allowed at the hearing.
- The right to present relevant evidence on his/her behalf.
- The right to testify or not to testify on his/her own behalf. The complainant and respondent may testify orally and/ or in writing. Exercising the right to remain silent will not be construed as a decision to withdraw a complaint by the complainant or an admission of responsibility by the respondent.
- The right to attend or not attend the hearing. In choosing to *not* attend, the complainant and respondent each forfeit his or her right to question evidence.
- The right to assurance that any hearing officer's determination of responsibility is based only on the evidence presented at the hearing.
- The right to a hearing conducted without unreasonable delay following the respondent being notified of charges.
- In a timely manner, the complainant and respondent shall be simultaneously informed in writing of the outcome of the hearing and procedures for appealing the decision (i.e., request for an appeal review).
- The complainant and respondent shall also be simultaneously notified in writing if any part of the hearing decision is changed prior to the final decision, as well as when the decision becomes final.

Determination of Responsibility/ Non-Responsibility

Not Responsible — A Not Responsible decision means that evidence and arguments presented were not convincing enough to hold the student or group

responsible for violating the rule or policy cited in the complaint.

Responsible — A Responsible decision means that evidence and arguments presented were convincing enough to hold the student or group responsible for violating the rule or policy cited in the complaint.

Sanctions

A sanction is a follow-up determined by the vice president for student affairs or hearing body which is meant to recognize a violation of College policy, hold the respondent accountable, and educate the respondent toward more responsible behavior in the College community.

Sanctions may or may not affect a student's status at the College, depending on the severity of the violation and the necessary follow-up. Sanctions, which may be imposed singly or in combination for individuals and/or groups, include:

No Further Action — This sanction acknowledges that the respondent did violate the College policy cited, but the nature of the violation and/or the attitude of the respondent allow the hearing body to be confident that the respondent learned from the experience and will attempt to avoid future violations.

Warning or Censure — A Warning (Censure applies to student groups) is a written reprimand that expresses disapproval of the student's or group's actions and warns against future violations.

Status of Warning — This sanction provides the respondent with a specific period of time during which the student or group should pay special attention to avoiding future violations.

Status of Probation — This sanction acknowledges a serious violation of a College expectation and sets a specific length of time during which further violations of College policies, procedures, and/or regulations would likely lead to more serious consequences.

Withheld Suspension — This sanction means that immediate separation from the College is not required. However, any future violation of College policies, procedures, and/or regulations during the stated period of time would likely result in

immediate suspension from the College.

Suspension of an Individual — Suspension is separation from the College for a specified period of time, ordinarily at least one semester in length. During this separation, the respondent is prohibited from enrolling in any academic work offered by the College, is not permitted to visit the College without prior permission from the vice president for student affairs, and may not attend any College function on campus. The intent is for the student to have time away from the College environment to consider the situation at hand and, after the specified period of time, apply to return to the College with a better understanding of his/her responsibilities within the community.

Suspension of a Group — The group will not be recognized for a set amount of time, or until specified conditions set by the College are met. During this time, the group ceases to be recognized by the College and may not function. If the group is residential in nature, housing for individual members of the group or the group as a whole may be reassigned during the period of the suspension which may take effect immediately.

Expulsion of an Individual — Expulsion involves dismissal and permanent removal from the College without possibility of readmission.

Removal of Recognition of a Group — The group will no longer be permitted to function or exist at Albion College. If the group is residential in nature, housing for individual members of the group or the group as a whole may be reassigned which may take effect immediately.

Other — There are other actions that may be used in concert with or in place of the sanctions mentioned above including fines, random alcohol and/or other drug testing at a student's own expense, restitution, educational projects, housing reassignment, which may take effect immediately, forfeiture of privileges such as prohibition of contact with another person, or not being allowed to participate in Commencement exercises and related activities. For example, a student may be required to remove personal belongings from campus. Note: If a student does not

comply, the College may confiscate the item(s) at the student's own risk. (See "Liability Disclaimer.")

Appealing the Decision, Part I

The following applies to judicial cases except those related to sexual assault, stalking, domestic violence, and dating violence.

The respondent has the right to request review for an appeal of the decision and/or sanction(s) of an administrator or the board. The Albion College judicial process provides that an appeal may be granted when the respondent demonstrates grounds sufficient to support a determination that at least one of four bases for appeal exists:

- There were judicial process procedural errors that substantially affected the rights of the respondent;
- New evidence has been discovered that could not have been presented at the original hearing and that is of a character directly affecting the decision;
- The decision is incompatible with the evidence;
- The penalty is excessive.

Initial review of the sufficiency of a request for appeal is based on the content of the written request and the written record and may include consultations by the reviewing officer with College staff, in the case of a social violation. **Initial review does not include a meeting.** In instances involving social regulations, requests for appeal are reviewed by the vice president for student affairs or his/her designee. Such a request must be filed, in writing, by submitting a Request for Appeal Review form and a written statement supporting each of the relevant bases for appeal, with the vice president for student affairs or his/her designee by the date indicated in the written decision letter (normally five working days from the date of the letter). In instances involving academic dishonesty regulations, requests for appeal are reviewed by the Faculty Steering Committee. Such a request must be filed in writing with the vice president for student affairs or his/her designee by the date indicated in the written decision

letter (normally five working days from the date of the letter). In each case, the reviewing administrator or body will deny the request if the request for appeal does not establish the existence of one of the grounds listed above, or will grant the appeal if the existence of one or more of the grounds is sufficiently demonstrated.

If an appeal is granted, the respondent will be afforded an opportunity to present the basis for it in person. An adviser is not permitted on appeal. The appeal administrator or body will review the record and consult with people with pertinent information to the extent necessary to decide the appeal. It should be noted that the burden of proof in an appeal shifts to the respondent student or group, and that an appeal is *not* a rehearing of the case. In any appeal, the administrator or body may, after hearing the appeal, deny any change in the finding or sanction(s), modify the finding and maintain the sanction(s), allow the finding to stand and reduce the sanction(s), modify the finding and reduce the sanction(s), or vacate the finding in whole or in part and refer the case back to the hearing body for further deliberation. Student questions concerning penalties assigned in a course by an instructor as the result of academic dishonesty may be addressed through those procedures normally followed by students questioning their evaluation in a course.

Appealing the Decision, Part II

The following applies to judicial cases related to sexual assault, stalking, domestic violence, and dating violence.

The complainant and the respondent have the right to request review for an appeal of the decision and/or sanction(s) of the hearing officer(s). The Albion College judicial process provides that an appeal may be granted when the complainant or the respondent demonstrates grounds sufficient to support a determination that at least one of four bases for appeal exists:

- There were judicial process procedural errors that substantially affected the rights of the complainant or the respondent;
- New evidence has been discovered that could not have been presented

at the original hearing and that is of a character directly affecting the decision;

- The decision is incompatible with the evidence;
- The penalty is inadequate or is excessive.

Initial review of the sufficiency of a request for appeal is based on the content of the written request and the written record and may include consultations by the reviewing officer with College staff. Initial review does not include a meeting. Requests for appeal are reviewed by the vice president for student affairs or his/her designee. Such a request must be filed, in writing, by submitting a Request for Appeal Review form and a written statement supporting each of the relevant bases for appeal, with the vice president for student affairs or his/her designee by the date indicated in the written decision letter (normally five working days from the date of the letter). The reviewing administrator will deny the request if the request for appeal does not establish the existence of one of the grounds listed above, or will grant the appeal if the existence of one or more of the grounds is sufficiently demonstrated.

If an appeal is granted, the complainant or the respondent will be afforded an opportunity to present the basis for it in person. In accordance with the 2013 reauthorization of the Violence against Women Act (VAWA), the Administrative Hearing parameters and complainant's and respondent's rights applicable to an appeal meeting will be explained to both parties if an appeal is granted. The appeal administrator will review the record and consult with people with pertinent information to the extent necessary to decide the appeal. It should be noted that the burden of proof rests with the party(ies) who submitted the appeal, and that an appeal is not a rehearing of the case. In any appeal, the administrator may, after hearing the appeal, deny any change in the finding or sanction(s), modify the finding and maintain the sanction(s), allow the finding to stand and change the sanction(s), modify the finding and change the sanction(s), or vacate the finding in whole or in part and refer the case back to the hearing body for further deliberation.

Mediation

Persons or groups not charged with an alleged violation, who are involved in a conflict, may submit their dispute to mediation. Mediation is a voluntary, objective, confidential, and non-judgmental process whereby both parties to a dispute are encouraged to meet with an administrative mediator who will assist them in reaching a written agreement to resolve their conflict. Typical disputes appropriate for mediation may include personal property damage, lifestyle issues between roommates/suitemates, and problems in relationships. Information on mediation may be obtained from the Student Affairs Office.

General Appeal Procedure

The nature of an academic enterprise and the proximity in which we live and work on the campus seem to make differences of opinion over decisions and policies unavoidable. In some cases, an appeal procedure is built into a process or decision-making situation.

When no appeal procedure seems evident, questions over the manner in which a policy has been followed or a decision has been made should first be directed to the person responsible for the consideration at hand. If the difference of opinion cannot be resolved in this manner, the question is then appropriately discussed with the next higher authority in the department responsible for the decision or exercise of the procedure. Students should consult with the vice president for student affairs when it is unclear who should be approached when appealing a decision or procedure.

Rewind Program

Purpose

The purpose of the Rewind Program is to provide an informal alternative for addressing student misconduct in a manner consistent with the purpose and philosophy of the Albion College Judicial Process.

Eligibility

The Rewind Program is normally used to resolve student misconduct only if the conditions listed below exist during a particular incident.

1. The College is the only complainant for the incident.
2. The alleged policy violation did not create a hazard or danger to others.
3. The student has no recent judicial record involving similar behavior (e.g., no violations in the previous year).
4. The alleged violation does not involve the use of illegal drugs.
5. The student accepts responsibility for his/her actions and acknowledges that he/she in fact violated specific College policies.
6. The student's demeanor and attitude during the initial contact with College Staff member(s) is appropriate.
7. Approval is given by the Associate Dean of Students/Director of Campus Safety (ADSDCS) or his/her designee.

The Rewind Program is typically used in cases where students are extended Medical Amnesty.

Process

1. A staff member becomes aware that a student has committed an alleged violation of College policy.
2. Staff member completes a report on the incident.
3. Incident is reviewed by ADSDCS and he/she determines whether the student involved is eligible for the Rewind Program.
4. If approved, ADSDCS contacts the student and sets up an interview.
5. The Rewind Program is explained as an option to the student. If the student agrees, the student participates in the program.
6. A Campus Safety administrator assigns the student appropriate actions (e.g., *Campus Clarity Think About It* program) that must be completed within a certain time period.
7. A Campus Safety administrator follows-up to ensure action(s) have been completed.

Important Points

1. Students are not required to participate in the Rewind Program. Students always have the right to have any allegations of misconduct made against them be resolved through the Judicial Process.
2. Campus Safety staff members do not determine whether students are responsible for violations of College policy. This may only be done by a Hearing Officer.
3. Although an incident that is processed through the Rewind Program does not become part of a student's judicial record, it may be considered by a Hearing Officer in sanctioning a student who is found responsible for violating College policy subsequent to completing the Rewind program. Generally, the original incident must have occurred within one calendar year of the new finding of responsibility.

Chapter V, Appendix A Privacy Rights Policy

The Family Educational Rights and Privacy Act (the Act) of 1974 (as amended) is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The Act provides that the institution will maintain the confidentiality of student educational records and access to them by students.

FERPA Definition of Records

The Act defines education records as records, files, documents, and other recorded materials which contain information directly related to a student and which are maintained by Albion College or a person acting for the College. The term education record does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are in the sole possession of the maker thereof and

which are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; and alumni records.

Access to Records

FERPA accords all the rights under the Act to all students at the College. This includes the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Albion College will make disclosures without consent in these circumstances.

- To school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health and counseling staff); a person or company with whom the College has contracted (such as a company providing services with respect to financial aid awards, student insurance, or other administrative support and research services, including those related to student testing and retention; an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; an individual recognized by the College in a student disciplinary proceeding; or a person assisting a school official in performing his/her tasks (such as

employment responsibility). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

- Upon request to officials of another school in which a student seeks or intends to enroll.
- To persons or organizations providing students financial aid.
- To accrediting agencies carrying out their function.
- To persons in an emergency in order to protect the health or safety of students or other persons.

Albion College will also release information to be in compliance with a judicial order.

Under certain circumstances information may be released to parent(s)/guardian(s). On an annual basis, students are expected to notify the Office of the Vice President for Student Affairs whether or not, for tax purposes, students are dependents claimed on the income tax return of their parent(s)/guardian(s). The vice president for student affairs will facilitate this notification process. A representative of the College may communicate with parent(s)/guardian(s) relative to the following circumstances: discontinuance of enrollment, medical (including psychiatric) and/or psychological examinations required for the maintenance of enrollment as determined by the vice president for student affairs, alleged violation of a College regulation that will likely result in suspension or expulsion from the College if the student is found responsible; absence from the campus when there is reason to be concerned for the student's well-being because the student's whereabouts are unknown; mid-term grades; academic or disciplinary probation; needed medical or psychological attention, the nature of which might jeopardize a student's ability to maintain the status of enrolled. Parent(s) or guardian(s) in these cases will be defined as the individual the student has recorded as the parent(s) or guardian(s) on the admissions application or as emergency contacts. A student may change this designation at any time at the Registrar's Office.

A record of all disclosures will be maintained in the student record, except when the request is made by (1) the eligible student, (2) a school official who has been determined to have a legitimate educational interest, (3) a party with written consent from the eligible student, or (4) a party seeking directory information. The record of each disclosure will contain the name of the parties who have requested or received information and the legitimate interest the parties had in requesting or obtaining the information.

A listing of the types, locations and custodians of education records follows.

The rights of this policy are extended to all students enrolling in Albion College after January 1, 1975.

Directory Information

Directory information is the property of Albion College. At its discretion, the College may provide directory information in accordance with the provisions of the Act to include: name, permanent home city and state, name of parent(s)/guardian(s), local address, local telephone number, e-mail address, dates of enrollment, degrees earned, dates of degrees, class year, majors, minors, concentrations, adviser, awards/honors/scholarships, photographs, sports and activities, and height and weight of members of athletic teams. The College, including faculty, staff, and students, may not release directory information to any party on or off campus if the intent is to contact students for purposes such as: (a) to increase an agency's membership, financial gain, or event promotion, and (b) to promote an individual's candidacy. It should be known that it is the College's choice to release this information, and careful consideration is given to all requests to insure that the information is not released indiscriminately. A student may withhold directory information by notifying the Registrar's Office in writing within two weeks after the first day of class for the term.

Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Registrar's Office.

Review Process

The Act provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The Registrar's Office and the Vice President for Student Affairs' Office have been designated by the institution to coordinate the inspection and review procedures for student educational records, which include admissions, personnel, academic, and financial files, and placement records. Students wishing to review their education records must make written requests to the registrar or the vice president for student affairs, listing the item or items of interest. Records covered by the Act will be made available within 45 days of the request. All documents will be reviewed in the presence of a designated official. Any document a student may see he/she may have copies of, unless a financial hold exists, the document involves another person, or the student has waived his/her right to access. These copies would be made at the student's expense at 10 cents a page.

Restricted Information

As outlined by the Act, a student may not inspect and review the following: financial information submitted by parent(s)/guardian(s); letters of recommendation to which the student has waived the rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit a student to inspect and review confidential letters and recommendations placed in the files prior to January 1, 1975, provided the letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Challenge Procedures

A student who believes that an education record contains information that is inaccurate or misleading or otherwise in violation of his/her privacy or other rights may ask the College to amend a record. The student should write the College official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why the student believes it is inaccurate or misleading. The College official should consult with the vice president for student affairs or the registrar. If the decisions of the College official are in agreement with the student's request, the appropriate record will be amended. If not, the student will be notified within a reasonable period of time that the record will not be amended, and the student will be informed by the registrar or the vice president for student affairs of the right to a formal hearing. A request for a formal hearing must be made in writing to the chief academic officer (provost), who, within a reasonable period of time after receiving such request, will inform the student of the date, place, and time of the hearing. Such a written request will be deemed a consent to disclosure to the hearing panel of the student's record to the extent necessary for the appeal to be considered and decided. The hearing will be conducted according to the challenge procedure adopted by the College. At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by not more than two people of the student's choice. The hearing panel that will adjudicate such challenges will be the chief academic officer (provost), the registrar if the challenge concerns a document maintained by the vice president for student affairs, the vice president for student affairs if the challenge concerns a document maintained by the registrar, two faculty members selected by the Faculty Steering Committee, and two student members selected by Student Senate. No member of the hearing panel may have a direct interest in the outcome of the hearing.

Decisions of the hearing panel will be final, will be based solely on the evidence

presented at the hearing, and will consist of a written determination which will include a summary of the evidence, the decision, and the reasons for the decisions, and will be delivered to all parties concerned. The panel may decide to revise or amend a record by inserting corrective information into the student's file, or to allow a record to stand. If the decision is unsatisfactory to the student, the student may place with the education record statements commenting on the information in the record or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education record, maintained as part of the student record, and released whenever the record in question is disclosed.

A student has the right to submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, if the student believes the College has violated the student's right under the Family Education Rights and Privacy Act.

Revisions, clarifications, and changes may be made in this policy at any time and will be effective upon publication by e-mail, printed announcement distributed to all students, posting in a prominent location on campus, or any combination of those means, or publication in subsequent editions of this handbook.

Annual Notification

Students will be notified of their FERPA rights annually by publication in the *Student Handbook*.

Types, Locations, and Custodians of Records

The following is a list of the types of records that the College maintains, their locations and their custodians.

Type	Location	Custodian
Admissions Records	Student Affairs Office Ferguson Building	Vice President
Cumulative Academic Records	Registrar's Office Ferguson Building	Registrar
Health Records	Student Health Services Cass Street Building	Director
Counseling Records	Counseling Services 616 E. Michigan Ave.	Director
Financial Aid Records	Office of Student Financial Services Ferguson Building	Director
Financial Records	Accounting Office Ferguson Building	Accounting Manager
Placement Records	Career and Internship Center Ferguson Building	Director
Progress Records	Registrar's Office Ferguson Building	Registrar
	Faculty Office Individual Office	Instructor, Adviser
Disciplinary Records	Student Affairs Office Ferguson Building	Vice President
Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	Appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The College official who maintains such occasional records

VI. Policies and Expectations

Basic Principles of Responsibility

Albion College is committed to a philosophy whereby students are treated as adults. As such, each student has primary responsibility for the quality of his/her educational experience and for meeting the College's academic and social expectations.

Albion College strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the College seeks to challenge the society to adopt ever higher standards and expectations for its members. The College is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society.

Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the College subscribes, to

recognize the proximity in which students live with one another and to recognize the developing capabilities of students as they encounter and progress through the college experience. The purpose of these expectations, regulations and practices is to promote:

- The academic mission of the College;
- Those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds;
- Respect for the rights of others;
- The values that evolve from our heritage as a College related to the United Methodist Church.

It is the student's responsibility to initiate and maintain communication with parents or guardians. This is especially the case when enrollment is discontinued, or when circumstances exist that may affect a student's ability to maintain good academic and/or social standing or to meet the requirements for graduation.

Albion College Diversity Statement

A liberal arts education, by definition, should liberate minds. This process is enhanced in a community that is committed to educational equity, diversity, and unrestricted inquiry. We seek therefore to foster an environment of mutual respect, acceptance, appreciation, and caring for all members of our community. To this end, Albion College condemns all forms of discrimination and harassment, while reaffirming our commitment to academic free speech. We also commit ourselves to the recruitment and retention of both women and minority faculty, staff, and students, the integration of cultural diversity in the curriculum, and the development of a truly inclusive multicultural campus environment.

Approved by the Albion College Faculty and the Executive Committee of the Board of Trustees, 1991-92.

Expectations for Behavior of Individuals and Groups

Student participation in behaviors and/or activities which develop to a degree that elicits public alarm, disturbs the peace, threatens, endangers, or injures/damages the well-being, safety, or property of any person(s), or harms public or private property is prohibited.

In a like manner, student behavior that disrupts or interferes with the orderly processes of the College is also prohibited. "Orderly processes of the College" are viewed to include, but not limited to the living, learning, and working environment, such as the holding of classes, the carrying forward of College business, arrangements for properly authorized and scheduled events, and the observance of regulations and procedures.

Students admitted to the College, on campus or elsewhere, are subject to all College policies, regulations, and expectations whether or not the College is in session.

Irresponsible Student Action

Students who individually or in groups commit, engage in, or plan (whether or not a plan is carried out) a violation of any College policy are subject to disciplinary action that may result in suspension or expulsion. Any student who acts in any manner that evidences an intention to violate the College's expectations and rules of appropriate conduct, or who encourages or incites others to violate them, is likewise subject to such disciplinary action.

Prohibited activities include, but are not limited to:

- 1a. Theft, misappropriation, unauthorized taking of, or unauthorized possession of, College property or property belonging to others.
- 1b. Unauthorized entry into College property or property belonging to others.

2. Intentional actions which obstruct, disrupt, or physically interfere with the use of College premises, buildings, rooms, or passages, or refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized official of the College having just cause.
 - 3a. Coercion.
 - 3b. Use of, or threatened use of, physical force or violence. This includes fighting or violent acts of a sexual nature.
 - 3c. Any attempt to, or participation in, actions which endanger the health or safety of any person(s).
 - 3d. Aiding, abetting, encouraging, or participating in violent actions.
4. Failure to identify oneself to and/or failure to comply with the request of an official of the College.
5. Possession and/or use of firearms or other weapons on College property.
6. Possession or use of fireworks, incendiary devices, or dangerous explosives.
 - 7a. Illegal merchandising, possession, use, sharing, or distribution of drugs or paraphernalia.
 - 7b. Intentionally smelling or inhaling the fumes or vapors of any substance not manufactured or sold for human consumption, for the purpose of causing a condition of intoxication or distorting and/or disturbing auditory, visual, mental, or nervous processes, or that causes any of these effects.
8. Damage or destruction of College property or of property belonging to others.
 - 9a. Individual or group activity which results in disturbance or distress to others and/or adversely affects the living, learning, or working environment. This includes College staff, student-staff, or faculty.
 - 9b. Obscene conduct, including indecent exposure or other actions of an obscene, lewd, or indecent nature.
10. Using, or attempting to use, College property in a manner inconsistent with its designated purpose. Reproducing, disseminating, selling, or otherwise making student

directory information available off campus.

11. Use of alcohol or other drugs which jeopardizes or endangers the welfare of oneself or others, or contributes to other irresponsible or offensive student action or behavior.
12. Unauthorized or fraudulent use of College facilities, the College library materials, the College graphic identity system, the College telephone system, the College mail system, or the College computer system, or use of any of the above for any illegal activities or any actions prohibited by the College.
13. Falsification, forgery, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, College documents, documents submitted to the College, or misrepresentation of documents to any College office or official.
14. Tampering with sprinkler systems and other fire safety equipment, false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens damage to College or personal property.
- 14b. Intentionally or unintentionally moving, obstructing the lens of, causing damage to, or otherwise tampering with a surveillance camera installed by the College.
15. Violation of policies and/or regulations of an institution offering an off-campus educational program when enrolled in such study program for pre-approved Albion College credit and/or transfer credit.
16. Violation of local, state, or federal law on campus or off campus when such violation of the law is directly related to the College community.
17. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with the academic, professional, or work performance of a student, faculty member, or staff member; or that has the purpose or effect of creating an intimidating,

hostile, or offensive employment, educational, or living environment for another student, faculty member, or staff member of the College.

18. Any intentionally false or malicious filing of a complaint or allegation of misconduct against a student, faculty member, or staff member of the College.

Parties and Social Activities

Parties are not permitted on days/nights before scheduled class days, reading days, and examination days, on actual reading days and examination days, or during break periods when classes are not in session. For purposes of definition, “parties” will be defined as any gathering of individuals which creates a festive-like atmosphere by, for example, consuming alcoholic beverages, creating noise, and by their manner, being disruptive to others.

The central guiding principle in this regulation is that individuals and groups need to be considerate of others around them, and that a person’s right to study and to sleep will take precedence over another person’s desire to socialize. In particular, College disciplinary action shall be taken when conduct adversely affects the College community’s pursuit of its educational objectives.

This policy is not intended to prohibit “non-alcohol” activities, sponsored by Union Board or other student organizations, which complement the College’s academic program or which are part of a balanced (i.e., weekday vs. weekend events) social environment for the College and its students. **However, even these activities are not permitted on days/nights before or on reading days and examination days.**

Eating Contests

Eating contests encourage consumption of larger than normal portions of food in typically short periods of time. Such contests can create potential choking hazards and do not exemplify healthy eating habits or a wellness lifestyle. Therefore, eating contests are prohibited activities regardless if they take place on or off campus.

MIAA Sportsmanship and Conduct at Athletic Contest Policy

This policy appears in Chapter I, Appendix B of the *Student Handbook*.

Alcohol Policy

The Albion College statement concerning “Alcohol and Drugs on the Albion College Campus” appears in Appendix A at the end of this chapter of the *Student Handbook*.

Illegal Use of Drugs

The Albion College statement concerning “Alcohol and Drugs on the Albion College Campus” appears in Appendix A at the end of this chapter of the *Student Handbook*.

Sexual Assault

The Albion College “Sexual Assault Policy, Procedures and Prevention” appears in Appendix B at the end of this chapter of the *Student Handbook*.

Relationship Violence

The Albion College “Stalking, Domestic Violence, and Dating Violence Policy, Procedures, and Prevention” appears in Appendix C at the end of this chapter of the *Student Handbook*.

Sexual Harassment

The Albion College Sexual Harassment Complaint Policy and Procedures that apply to complaints of sexual harassment based on the conduct of any Albion College student or faculty or staff member may be accessed at the following website: www.albion.edu/shp/. Copies of the policy may be obtained in the Human Resources Office, Provost’s Office, and the Student Affairs Office.

Discriminatory Harassment

The College prohibits any acts of intimidation, or any behaviors that demean, slur, or stereotype an individual or group on the basis of sexual orientation, race, color, ethnicity, national origin, religion, sex, gender identity, gender expression, age, disability, marital status, or veteran status. These include oral and written remarks, symbolic speech, illustrations, innuendos, and electronic messages or postings.

Reporting Discriminatory Harassment

Incidents involving students may be reported to the following offices:

- Office of Campus Safety - 517/629-0213
- Office of Residential Life - 517/629-0224
- Student Affairs Office - 517/629-0226

Incidents involving faculty, staff, or administrators may be reported to the direct supervisor of any of the parties involved or to the following offices:

- Human Resources - 517/629-0205
 - Office of Campus Safety - 517/629-0213
 - Academic Affairs - 517/629-0222
- (for incidents involving faculty or academic staff only)

Anonymous Reporting

Any incident of discriminatory harassment may be anonymously reported to the Campus Conduct Hotline (www.albion.edu/about-albion/administrative-divisions/finance-and-administration/campus-conduct-hotline), an independent organization that will forward the report to the College for further investigation and follow up. It is important to note that the College may not be able to resolve reports filed anonymously unless sufficient information is furnished to conduct a meaningful and fair investigation.

Important: *Please be aware that it is not possible to guarantee anonymity for forms or other electronically submitted information.* To comply with federal law, during the course of an investigation the College may learn the identity of a person making an anonymous report. However, if this occurs the College would only disclose

this information to the extent necessary to conduct a fair and thorough investigation and to appropriately address the incident that has been reported.

- Phone: 866/943-5787
- Email: TellAlbion@GetinTouch.com
- Online Reporting: www.albion.edu/student-life/student-affairs/current-students/report-discriminatory-harassment

Hazing

Albion College will not tolerate hazing on the part of any individual, organization, or group. Hazing is defined as any action or situation, regardless of intention, whether on or off College premises, which results or has the potential of resulting in physical, mental, or emotional harm, discomfort, or distress to a group's member(s) or prospective member(s). This includes, but is not limited to pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Furthermore, being a member or prospective member of any student organization, group, or activity does not provide for, allow, or tolerate any of the following: personal servitude; physical endurance; private or public humiliation; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; loss of personal dignity or self-worth; lowering of one's personal standards; alcohol misuse or abuse; throwing a student in a body of water; academic dishonesty; violations of College policy or federal, state, or local laws. This policy applies whether or not the individual voluntarily allowed himself or herself to be hazed. The College may treat the hazing action of even one member of a group as constituting hazing by the group.

Individuals or groups believed to be in violation of this policy will be referred to the College judicial system. Individuals who are found to be responsible for hazing face sanctions up to and including suspension or expulsion from the College. Groups or organizations which are found to be responsible for violations of this policy face sanctions up to and including suspension or removal of their recognition by the College. Individual

officers of a group are also subject to sanctions up to and including suspension or expulsion from the College for allowing such violations to occur.

For further information concerning the College's policy on hazing, contact the Office of Campus Programs and Organizations.

Firearms and Weapons

Possession or use of firearms (including air, pellet, BB, and paintball guns), tasers, stun guns, mace, ammunition, bows, hunting knives, any instrument used for hunting, or any type of weapon is prohibited except as clarified below. Such items may not be kept or stored in any College building or in cars on the College campus. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College. During hunting season, firearms and other hunting equipment may be stored at the Department of Campus Safety. Students may be required to show their hunting license prior to being permitted to store these items at Campus Safety. Students wishing to store other weapons, such as fencing equipment, at Campus Safety must receive approval from the director of campus safety prior to bringing the weapons to campus. For more information, contact the director of campus safety.

Fireworks/Incendiary Devices

The possession or use of fireworks or any incendiary devices is prohibited. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College.

Bonfires, Campfires, and Fire Pits

Bonfires, campfires, and fire pits are prohibited outside all student residences. Bonfires are normally only permitted on campus at the fire pit along the Kalamazoo River near the long jump area and must be approved in advance. Student groups

requesting to hold a bonfire must submit a request to the campus scheduler. If the fire pit is available, the campus scheduler will inform the group representative(s) to contact Campus Safety at least three days prior to the event for approval to have the bonfire. The representatives will be issued a burning permit from Campus Safety, and must agree to follow all of the conditions listed on the permit during the event. Campus Safety may immediately extinguish bonfires if a violation of any of these conditions or another hazardous condition is observed or reported.

Bonfires will not be approved during drought or extremely dry conditions, if sustained winds in excess of 15 mph are expected, or if a burning ban is in effect. Only wood provided by the Grounds Department may be burned for bonfires. No trash, rubbish, or other materials may be burned.

Fire Pit Usage Procedure

The fire pit is located between Mitchell Towers and Baldwin Hall, and is available for use by the students, faculty and staff of our community. Campus Safety is responsible for starting the fire pit and ensuring that it is turned off when not in use. The procedures and guidelines for using the fire pit are outlined below.

Reserving the Fire Pit

1. The fire pit is available for use by members of the campus community during the time periods listed below.
 - a. Sunday-Thursday-6 p.m.-12 a.m.
 - b. Friday-Saturday-6 p.m.-2 a.m.
2. Individuals or groups wishing to schedule a time to use the fire pit must contact the Office of Campus Safety.
 - a. Reservations are made by emailing csafety@albion.edu, by calling ext. 1234, or in person at the Campus Safety office.
 - b. Reservations will normally be limited to a maximum of four hours.

Guidelines for Using the Fire Pit

1. All activities at the fire pit must comply with the guidelines listed below. Campus Safety may cancel or immediately end an activity if staff become aware of or observe any actions that are contrary to these guidelines or other College policies. Students or student groups who violate these guidelines or policies may be referred to the College Judicial Process.
2. Actions which endanger the health and well-being of any person or could result in property damage are prohibited.
3. Alcohol and/or drugs may not be possessed or consumed at or near the fire pit.
4. Individuals who are visibly intoxicated or under the influence of drugs may not be present at the fire pit while it is in use.
5. Activities conducted at the fire pit may not create noise at a level that disturbs others or that violates the College Noise and Quiet Hours policies.
 - a. Activities that include live music or sound amplification must have prior approval from the Director of Campus Safety.
6. Burning items in the fire pit is prohibited. This includes, but is not limited to paper, garbage, household waste, building materials, rubbish, wood, leaves, twigs or other organic material.
7. No flammable liquids, including, but not limited to gasoline, kerosene, or charcoal lighter, may be put into the fire pit.
8. No fireworks, pressurized cans, or other flammable or explosive objects may be placed into or near the fire pit.
9. Cooking at the fire pit is limited to roasting marshmallows. All other cooking activities are prohibited.
10. Any malfunctions or hazardous conditions that occur at or near the fire pit should be reported immediately to Campus Safety.

Hammock Policy

Safety is always a top concern when setting up a hammock. Consequently, the College has adopted the safety standards listed below for hanging a hammock on College property.

- Only hang a hammock between two large, sturdy trees that are strong enough to withstand the hammock's weight limit.
- Do not hang a hammock from buildings, signs, or small trees.
- Do not exceed the hammock's weight limit.
- Always follow the manufacturer's instructions for hanging the hammock.
- Pay attention to the distance between the two trees so that the hammock is not stretched too far or too little. To prevent the hammock from dragging on the ground, use two trees that are the distance of the full length of your hammock.
- Attach the hammock at a height of between 4-6 feet so that the hammock is high enough that it will not touch the ground when you are in it, but at a level that is comfortable enough to access without falling over.

Use of Tobacco Products

To respect the rights of non-smoking persons, to maintain a healthy environment, to ensure the upkeep of College buildings, and to abide by the Calhoun County Clean Indoor Air Regulation, smoking is prohibited in any academic or administrative buildings and the majority of residential areas (including student residence lounges, lobbies, hallways, and other common areas). This policy includes the use of electronic cigarettes, personal vaporizers, or any other electronic nicotine delivery system. In addition, smoking is prohibited within 25 feet of all College buildings or along any access route to buildings where others may be exposed to secondhand smoke. Students who smoke inside the perimeters may be subject to disciplinary action.

Designated smoke-free housing is intended to support those students who desire a smoke-free environment. Primary

responsibility for enforcement of the smoke-free environment rests with those individuals assigned to live in a smoke-free building. Residential Life staff will intervene to support those situations where residents have been unable to resolve conflicts, or where violations of the smoking perimeters and designated areas are suspected. Dean Hall, Fiske House, Ingham Hall, Seaton Hall, Mitchell Towers, Wesley Hall, and Whitehouse Hall are smoke-free residences.

In residential areas not designated as smoke-free housing areas (fraternities and apartments), smoking is prohibited in individual student rooms unless all occupants of the room agree that smoking should be permitted. Smoking is also prohibited in all common living areas of these buildings including but not limited to living rooms, kitchens, lounges, lobbies, hallways, laundry rooms, and basements.

Sales and Solicitation

During fall and spring semesters, Albion College allows limited sales and solicitation by currently recognized campus organizations for the purpose of fund raising and/or contributing to an organizational project. At no other time are sales and solicitations allowed. The privilege is extended with the following requirements in order to protect the privacy of students. For more information, contact the campus scheduler at ext. 0336.

- All sales or solicitations on campus must be sponsored by either a currently recognized student organization, varsity sport, or campus department.
- Sales or solicitations in or from a residence hall room or lounge are prohibited; e.g., door-to-door sales or solicitations are not allowed.
- Organizations are not permitted to sell tickets on campus in a public location for any off-campus event at which alcohol will be present. Off-campus events at which alcohol will be present may not be advertised publicly including the use of sheet signs, t-shirts or other forms of clothing, posters, flyers, e-mail, or any other form of public notice which may be

construed as an advertisement for such an event.

- In order to obtain the privilege of either selling or soliciting on campus, a representative of the sponsoring organization must contact the assistant director for the Kellogg Center during regular business hours at the Kellogg Center Information Desk in advance of the activity and must submit a request and provide all relevant information. If approval is granted, requests for tables, chairs, etc., are to be made through the campus scheduler at least 48 hours prior to the planned activity.
- Sales or solicitation space is available at the Kellogg Center.
- Sales or solicitations at any athletic event must be approved prior to the event through the Athletic Department. Any physical requirements such as tables and chairs must also be arranged through the Athletic Department. However, to reserve the Kellogg Center, see above procedures.
- Each group is responsible for the security of its items and for the clean-up of its reserved area upon the completion of the allotted time.
- For the sale or solicitation of food, organizations are to contact the assistant director for the Kellogg Center for prior approval.
- Violations of this policy will result in the denial of scheduling privileges and possible College disciplinary action.
- Credit card vending or the solicitation of credit cards on campus is prohibited.

Raffles

Raffles are permitted to occur on campus but must adhere to the guidelines established by the State of Michigan.

For information on holding a raffle in the State of Michigan, please visit: www.michigan.gov/cg/. Additionally, 50-50 raffles and similar measures in which tickets are sold to win a prize need to be licensed by the State of Michigan. Prior planning is required as it may take up to six weeks to gain approval for this activity.

Student Leadership Eligibility

To be eligible to serve in a leadership role in a recognized student organization, a student must meet the qualifications of the role (e.g., officer) as specified in the student organization constitution and/or bylaws. In addition, a student must be enrolled full-time in residence during the academic semester he/she serves in such a role. For example, a student participating in an off-campus program or off-campus internship is not eligible to serve.

Single Candidate Political Meetings

Public political events/rallies for the sole or almost exclusive purpose of advancing a candidacy of a person(s) for public office may only occur if those events are sponsored by an officially recognized student club/organization. These programs fall under the same guidelines and controls that govern any other campus event. Individuals who are not affiliated with Albion College may not reserve space and utilize campus resources for public political events/rallies for the sole or almost exclusive purpose of advancing a candidacy of a person(s) for public office.

Parking on Campus

All motor vehicles that are parked in College lots must be registered with the Office of Campus Safety. Any unregistered vehicle parked on campus is subject to being ticketed and/or towed at the owner's expense. The City of Albion also prohibits overnight parking on all city streets, and the Albion Department of Public Safety issues citations to vehicles found in violation of this ordinance.

Students who wish to keep a vehicle on campus need to register for a parking permit by visiting the Campus Safety website (www.albion.edu/campussafety/) and clicking on "Parking on Campus." The permit registration process for returning students begins on the Monday after spring break and runs through the last day of classes. Students who register for a parking permit during this period are assigned to a parking zone based first

on class standing, then on their housing assignment. All registrations received after this period are assigned to a parking zone in the order that they are received, and zone assignments are based solely on the availability of parking spaces. All incoming first-year and transfer students are permitted to bring vehicles to campus, and can register for a permit by going to the Campus Safety website.

The cost of a student parking permit is \$300 per year, with the exception of permits issued for the parking lots near the Dow Center, which are \$280 per year. Students who do not live on campus may purchase a commuter parking permit for \$100 per year which allows them to park in a specified lot on campus from 8 a.m.-midnight, Sunday-Thursday, and overnight on Friday and Saturday. Permits are available for pick-up when students return to campus in the fall, and a copy of the campus parking regulations as well as a list of tips to avoid receiving citations on campus are provided to each student with their parking permit. This information is also posted on the Campus Safety website. The parking permit fee is added to the student account after the permit is picked up, and this charge may be paid at the Accounting Office.

Temporary parking permits are available for students who have visitors on campus or who need to bring a vehicle to campus for a short period of time. Students are allotted a total of 15 days of temporary parking free of charge each semester, with a charge of \$5 per day for each day over this limit. Students are not permitted to get temporary parking permits for other students. The temporary parking permit regulations are posted on the Campus Safety website.

Students who are assigned parking permits may only park their vehicles in their designated zone. Students who cannot find a parking spot in their designated zone should immediately notify Campus Safety to receive a temporary alternative parking area while Campus Safety staff address the situation. Open parking for students on campus begins at 5:00 p.m. every Friday and ends at 8:00 p.m. every Sunday during the academic year. During this period students

Rights and Responsibilities for Community Living

- The right to study, read, relax, and sleep without unreasonable interference, noise, or distractions, and the responsibility to help others have this right;
- The right to feel safe in College-owned residences as well as have free access to one's room and other facilities in the hall, and the responsibility to help ensure the safety of others in the halls;
- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;
- The right to have respect shown for one's personal property, and the responsibility to respect others' personal property as well as community property;
- The right to have guests within a residence, and the responsibility for the behavior of those guests;
- The right to live in an area that is free of intimidation, physical, or emotional harm, and the responsibility to ensure this right for others;
- The right to a clean living environment, and the responsibility to help keep it clean;
- The right to maintain one's personal beliefs and values, and the responsibility to respect others' beliefs and values;
- The right for redress of grievances, and the responsibility to seek assistance in settling conflicts.

with permits and vehicles with temporary permits may park in any campus lot except the following: the lot behind Baldwin Hall, handicapped spaces, fire lanes, and spaces designated as reserved.

During normal business hours, it is never permissible for students to park in the Ferguson lot or other lots on campus if they are not assigned to park in those lots, so students who choose to drive to/from class or other locations on campus are expected to park their vehicles on the street.

Campus Safety officers regularly

patrol all campus lots, and issue parking citations to vehicles parked in violation of the campus parking regulations. Parking fines are as follows: \$15.00 for parking in a yellow zone or in a no-parking zone; \$20.00 for parking in an unauthorized lot or on the grass; \$30.00 for no valid permit displayed or for parking in a handicapped or fire zone or reserved parking areas. Students are responsible for the payment of all citations received by their visitors.

Parking fines are normally added to student accounts within 14 days of the date the citation was issued, and may be paid at the Accounting Office. Students may appeal parking citations by coming to the Office of Campus Safety and completing the Parking Appeals form. All appeals must be received at Campus Safety within fourteen days of the date that the citation was issued. The Parking Appeals Board consists of a faculty member, a non-Campus Safety staff member, and a student recommended by Student Senate. The board meets monthly to consider appeals, and the board's decisions are final.

College disciplinary action may result if a student receives an excessive number of parking tickets in one semester. One sanction may be to revoke a student's parking privileges for at least the following semester.

Questions, comments, or suggestions about parking on campus may be forwarded via e-mail to parking@albion.edu.

Animals and Pets

To reduce the unnecessary health, safety, and damage risks, no animals or pets (including frogs, turtles, and snakes) are allowed on the inside or outside premises of College-owned housing (including residence halls, fraternity houses, and apartments). These animals or pets include stray, feral, and/or domesticated animals of which a student may or may not claim sole ownership. The only exceptions are fish held in tanks not larger than a 10-gallon capacity which are allowed. Although fish are permitted, fish must be removed from the College residences during all scheduled breaks. There will be an immediate \$250.00 fine per incident for any animal

found on campus in violation of this policy. Students are also subject to any housekeeping fees that may result from violations of this policy. Further College disciplinary action may also result.

Emotional Support Animals

Students who have a documented medical or psychological need, may request a meeting with the Director for Residential Life to review the guidelines for consideration to be approved for an Emotional Assistance Animal, for example a cat, rabbit, bird, or small dog. It is not necessary for a student to disclose their medical or psychological condition to Residential Life staff in order to receive approval for an Emotional Assistance Animal, however, the process includes multiple steps and documentation from medical and/or mental health professionals to support the request. A student is not allowed to bring an Emotional Support Animal to campus prior to submitting all required documents and receiving a final approval from the Director for Residential Life.

Residential Life Expectations

Student residences are intended to serve the students as housing, study, and social centers. They operate for the improvement of the College community and in support of the academic mission of Albion College through educational living experiences and intentional programming. It is expected that individuals of the community will assume an equally active role in maintaining a safe, secure, and enjoyable environment that will promote courtesy, respect, and responsibility by its members. Residence staff are provided to assist and facilitate this ongoing process rather than assume complete or exclusive responsibility for maintaining a positive residential setting.

Student Residence and Board Policies

Albion affirms the educational benefits inherent in the residential aspect of the undergraduate experience, and as such **requires all students to reside and board within the College residential system.**

Exemptions to the residence policy are granted to students who fall under one or more of the following categories if met by the first day of classes in the fall semester:

1. Commuters, defined as students who reside with their parents or legal guardians not more than 25 miles from the Albion College campus. The residence must be with parents or guardians, not other relatives. The application must be accompanied by evidence that the address given is the *bona fide* principal residence* of the parents or guardians and has been for at least five years. That should include, at a minimum, a copy of an assessment notice showing that the property is assessed as the principal residence of the owner, and evidence of ownership for the required time. If parents or guardians have changed their principal residence within the five-year period, there must also be evidence of sale of the previous residence. If the parents or guardians rent, and do not own, their residence, copies of leases reflecting the necessary continuous period of occupancy must be provided. Further corroborating information may be required at the discretion of the Residential Life staff.
 - a. Note: Students approved for commuter student status prior to Dec. 31, 2013 will continue to be reviewed using the commuter student definition found in the 2013-14 Albion College *Student Handbook*.
 2. Married students.
 3. Students with legal dependents.
 4. Students age 23 or older (housing can be provided if desired).
 5. United States military veterans.
- Application to apply for one of the exemptions must be made on a form available at the Office of Residential

Life, with supporting documentation as required in the instructions with that form.

*“Principal residence” means the one place where an owner of the property has his or her true, fixed, and permanent home to which, whenever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established.

Automatic exemptions to the board policy are granted to students who fall under one of the following categories:

1. Apartment residents (Briton House Apartments, Burns Street Apartments, Erie Street Apartments, and Mae Harrison Karro Residential Village).
2. Fraternity members.
3. Students not residing in College-owned housing.

Students who do not qualify for the exemption listed above may submit a Petition for Special Housing Accommodation or Board Exemption Petition based on **extreme or unusual circumstances**. Petitions should be submitted to the director for residential life during the room selection process for the following academic year. These petitions will be reviewed by the Residential Life Petitions Review Committee. Board petitions are usually granted for medical purposes only. Such petitions must be supported by the Residential Life Petitions Review Committee.

There will be no refund of the room fee once the semester begins, including the room fee charged to students who are granted an exception to the residence policy.

Housing Requirement When Students Are on Internships

Students participating in an Internship required by an academic program of study or for academic credit when the Internship site is within the United States must follow the following residency requirements:

1. If the Internship will occur during the Fall 2017 Semester, the student must participate in the Office of Residential Life’s Room Selection Process in order to secure a room

assignment for the 2017-2018 academic year.

2. If the Internship site is located within a 50-mile radius of Albion College, the student must reside in a residential facility owned by Albion College.
3. When the student has secured a confirmed Internship site, and the Internship site is greater than a 50-mile radius from Albion College, the Office of Residential Life will remove the student's name from the room assignment and reassign the space to another student.
 - a. If a student's Internship assignment begins after the start of an Albion College Semester, the student registered for the Internship cannot reside in College-owned housing prior to the start of the Internship assignment.
 - b. If a student completes an Internship assignment prior to the completion of the semester at Albion College, the student cannot return to College owned housing during that academic term.
4. Students cannot store personal belongings on College property during any academic semester if the student is not residing in College housing during that academic semester.

Housing Requirement for Education Majors when Student Teaching

Students completing Student Teaching requirements in the Education Department must follow the following residency requirements.

1. If the Student Teaching site is located within a 50 mile radius of Albion College, the student must reside in a residential facility owned by Albion College.
2. If the Student Teaching will occur during the Fall Semester, the student must participate in the Office of Residential Life's Room Selection in order to secure a room assignment

for the Fall Semester.

3. Students cannot store personal belongings on College property during any academic semester if the student is not residing in College housing during that academic semester.

Room Regulations

All students residing on campus are fully responsible for all activities that take place in the room, suite, or apartment in which they are housed. The residents may be subject to disciplinary action for any violation of College regulations that occurs in their assigned room, suite, or apartment. Fraternity residents who choose to "powersuite" may be responsible for all rooms of the suite.

Residence and Room Assignments

Returning students are required to go through the Spring Room Selection Process to obtain a room for the following fall semester. The following students are exempt from the Spring Room Selection Process: graduating seniors, students planning to withdraw or take a leave of absence, and students approved for a fall semester/academic year off-campus program.

Any student who selects a room for the fall semester during the Spring Room Selection Process but is not registered for classes by the end of April may be removed from their selected room and placed on a wait list, pending registration.

Returning students select their rooms through a lottery process based on the number of units earned.

During the summer all students will receive notification from the Office of Residential Life confirming their room assignment for the fall semester. Students must reside in the room, suite, or apartment that has been officially assigned, and room changes may not be made without the approval of their residence hall director or the Office of Residential Life. Students assigned to double rooms can expect to have another roommate assigned if they lose their initial roommate.

Room changes are not permitted during the first two weeks of each

semester. A fine will be assessed to any student involved in an improper move, check-in, or check-out.

Students returning from an off-campus program in January will be assigned a room during the semester break. Assignments are based on the availability of rooms/spaces.

Students enrolled in Summer College are not required to reside on campus. Therefore, campus housing is offered on a limited basis. Students must be enrolled in summer school, participating in a department-sponsored summer program, and/or working on campus to be eligible for summer housing.

Private Room Policy

Private rooms are rooms that have been designated or designed as single occupancy rooms. An additional charge is assessed each semester to students residing in private rooms. Private rooms are available for extreme circumstances or medical petition (supported by the Residential Life Petitions Review Committee). They are granted for the corresponding school year in which students apply.

Fraternity Housing

Each fraternity is a self-governing body and monitors its own activities in relation to guidelines set by the College, the Interfraternity Council, and its international organization. The fraternity experience at Albion embraces a residential concept. Fraternity members must live in the fraternity house to the extent that there is capacity. Fraternity house residency will be determined by the class standing of a member within the chapter; that is, all seniors must live in the house, then all juniors, and then all sophomores until the house is filled to capacity. Members are able to move into the College-owned fraternity houses at the beginning of their second year. First-year men may not reside in a fraternity house until the beginning of their second year.

Each Fraternity President is required to submit a house roster to the Office of Residential Life. If an individual student is in a room by himself, he must indicate on the roster if he intends to live there as a single occupant or in a power-suite

(3 students to a room as part of a suite). If a student intends to power-suite with suitemates, all occupants of the suite must go to the Office of Residential Life to fill out additional paperwork. Failure to complete the paperwork may result in the fraternity being prohibited from power-suiting the following year.

Sororities

The sorority experience at Albion embraces a community concept where women live throughout the residence halls while maintaining an office or a sorority-owned lodge which offers a formal living room, kitchen, and meeting areas maintained by the collegiate members and their alumnae house corporation boards.

Apartment Living

Albion College offers apartment living in the Briton House Apartments, Burns Street Apartments, 416 Erie Street Apartments, 507 Erie Street Apartment, Mae Harrison Karro Residential Village, and the Munger Apartments/Living Learning Communities. On-campus apartments are furnished apartments for housing two, three, four, six, or eight residents. Entire apartments are not available for single occupancy.

Special Interest Housing

Students may also apply or request to live in special interest housing. Students opting to live in special interest housing are required to sign a Community Agreement Form. Violation of the agreement may result in administrative or disciplinary action which may include a required move to other College housing. Primary responsibility for enforcement of the guidelines shall rest with those individuals who elect to live within the specific special interest community. Residential Life staff will intervene to support these guidelines in those situations where residents have been unable to resolve conflicts.

Quiet Floors—Quiet floors are intended to allow residents to establish academics as their floor community priority. A strong emphasis is placed on residents' right to study and pursue their daily activities free from interference by others' behavior. Guidelines to support the studios

atmosphere will be established by the residents of the floor, with the assistance of their resident assistant, during a floor meeting scheduled for the first week of classes. The community-established guidelines will be put in writing in the form of an agreement to be signed by occupants of the floor.

Substance-Free Housing—Albion College and state law prohibit the use of illegal drugs and the possession and use of alcohol by minors. The guidelines for the substance-free floors exceed established policies by encouraging students to self-govern their community, self-regulate their behavior, and further designate a living area free of all alcohol, illegal drugs, and tobacco products. Students who choose to live in a substance-free unit agree not to use alcohol, illegal drugs, or tobacco within their living environment and not to return to their residence under the influence of these substances. Those residing in the substance-free unit are required to sign a living agreement regarding the use of alcohol, illegal drugs, and tobacco.

Smoke-Free Housing—Smoke-free housing expectations appear in “Use of Tobacco Products” earlier in this chapter of the *Student Handbook*.

Roommates

Roommates in College-owned residences are assigned without regard to race, creed, sexual orientation, or national origin. Every effort will be made to assure compatible living conditions. Any actions that jeopardize the rights of a roommate or other students in the residential community to normal use of the assigned residence are unacceptable, and the student responsible is subject to possible disciplinary action.

Room Changes

Students are encouraged to develop and exercise interpersonal skills to promote successful and enjoyable living experiences. The College attempts to provide support and resources through student and professional Residential Life staff to assist residents in resolving disputes between roommates or neighbors and to create positive

residential communities. Room changes are possible, usually after less drastic options such as mediation are attempted, to help facilitate more compatible living situations or in the event that a conflict cannot be resolved and to the extent that alternative space is available.

The person wishing to make a room change must contact his/her residence director and follow through with all room change paperwork and procedures properly. Students may not move or switch keys on their own initiative without prior approval by their residence director and the Office of Residential Life. Failure to follow through with proper room change procedures may result in disciplinary action and a fine for improper check-out. Room changes are not permitted during the first two weeks of each semester.

Room Reassignments/ Consolidation

The College and the Office of Residential Life reserve the right to reassign students to other College residence accommodations in cases of emergency, or in the event the College, in its sole discretion, determines such a reassignment to be in the best interest of both the College and the student, or if necessary to comply with disciplinary action or to best utilize residential facilities efficiently and economically. In such circumstances, consolidation of room spaces in both first-year and upper-class areas may occur.

Should, through attrition, a student be left alone in a room over the summer months, semester break, or up to six weeks into the semester, the student will be given the opportunity to find a roommate, move to a room that is also in the consolidation process, or be charged for a single room during the semester.

- Consolidations during the semester will not occur from building to building but may occur floor to floor.
- When consolidating students, the Office of Residential Life will reassign space based upon smoking/non-smoking preference.

Should the College be in the position of offering “paid singles” (double rooms as single occupancy), students would be charged a prorated double-single charge

from the time that only one student occupied the room. Paid singles are offered on a semester-by-semester basis. All students who have a paid single during the fall semester are encouraged to find a roommate for the spring semester. Due to a lack of furniture storage space and the temporary nature of paid singles, the room must remain furnished for two occupants.

Any student's attempt to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in disciplinary action including that student's removal from his/her current room assignment.

Room Personalization

Students may choose to personalize their living space to make it more comfortable and appealing. In order to keep damage and repair costs to a minimum and maintain a safe living environment, the following guidelines for room personalization have been developed:

- No painting of student rooms is allowed by students. Also the use of wallpaper and contact paper is prohibited in all residential areas.
- Tape, including duct tape, double-sided, "hold-it," and similar adhesive products shall not be used on walls and ceilings, doors, or woodwork.
- The use of darts, nails, screws, etc. is prohibited in all student rooms.
- The attachment of satellite dishes, TV, and FM antennas to the exterior of student living units is prohibited.
- The use of water beds and hot tubs in College residences is prohibited due to the possibility of water damage and added stress on building structures their weight creates.
- Residents living in on-campus housing including residence halls, apartments, and fraternity houses are not permitted to construct personal lofts.
- Arrangement of room furniture and a student's personal items cannot obstruct or block windows and doors in such a way that would prevent quick evacuation through a student room window or door, if necessary, during a fire or emergency situation.
- The College reserves the right to prohibit decor and arrangement

of student room furniture which present safety concerns or damage the furnishings.

- In suite housing areas except fraternity houses, the moving and arrangement of room furniture (e.g., beds, desks, dressers, bookshelves) of the entire suite into a single room of the suite (otherwise known as "power suiting") is prohibited. Each room within the suite must contain the furniture originally assigned to that space.

Cleanliness

All residents are expected to maintain housekeeping in their rooms, suites, apartments, or houses in a condition that will meet acceptable cleanliness and hygienic standards. Residential communities are responsible for reasonable upkeep of public areas and group living environments. Students who live in residence hall suites, or apartments are responsible for cleaning the bathroom and shower. If at any point it is necessary for the College to clean up private or group spaces due to excessive uncleanliness, additional charges to an individual or group may be assessed.

Due to the independent nature of fraternities, the residents are responsible for the day-to-day housekeeping of the common areas of their living unit to include but not be limited to the common living room on the main floor, the basement, the chapter room and the hallways on each floor. Limited cleaning supplies will be provided by the College.

Room Maintenance and Repairs

Any routine maintenance or repair required in a student's room should be recorded on a "Maintenance Request Log" located near the front desk or main entrance of each residential area or reported through the Facilities Operations online work order system. Cable TV service problems and telephone repairs should always be reported through the Facilities Operations online work order system. Emergency maintenance needs should immediately be brought to the attention of Residential Life and/or Campus Safety staff.

Environmental Health in Campus Residential Buildings

Students may experience an environmental health concern in their residence (bed bugs, lice, or other pests). A student who has such a concern needs to notify Residential Life staff, who will provide a copy of the Residential Life protocol for Environmental Health. Staff will work with the student to have the room inspected. Should treatment be required, the student will be instructed in the preparation of his/her room and belongings.

A student and/or roommates may be temporarily moved to another location on campus while treatment is taking place. Typically, students who follow the protocol will alleviate the issue. A student and/or roommates may be temporarily relocated for up to two weeks, or longer in some cases, depending upon the availability of an outside contractor to be scheduled for treatment. In most cases, one treatment resolves an environmental health concern.

Repeat treatments may be the result of the student(s) not completing the steps outlined in the protocol, and thus may subject the student(s) to a charge on their student account for subsequent treatments. Students may not contract with their own treatment company. Facilities Operations and Residential Life staff will work with the student(s) to resolve the situation as quickly as possible.

Telephones

Student room telephones are only activated upon request. To request student room telephone service, please contact the Helpdesk at helpdesk@albion.edu.

Students are responsible for the use and condition of the College-provided telephone equipment in their room. The residents of a room will be charged for any damage occurring to a telephone instrument or its wiring in their room or facility.

Phone Relocation—Relocation of a permanently mounted telephone instrument is not allowed. Residents will be charged a \$15.00 service charge to reinstall a phone if it is moved from its original location. Residents also

will be charged for any parts or wiring damaged as a result of improper use of the telephone instrument.

Extension Phones—Extension phones, wireless phones, or telephone answering machines may be used if your room is provided with a College-installed modular phone jack. The unauthorized addition of extension phones or other equipment to a permanently mounted wall phone may cause extensive damage to the telephone electronic switching center. The addition of equipment to the phone system is traceable, and will result in a \$25.00 fine. The residents will be held responsible for the cost of repairs caused by any of the above actions.

Improper Telephone Practices—Improper telephone calls are defined as unauthorized or incorrectly billed calls placed from any campus phone, including acceptance of incoming collect calls. Any student participating in improper telephone call(s) will pay the costs of those call(s) plus a \$50.00 fine.

Improper telephone practices include contacting an outside voice-mail or other additional telephone service providers and signing up for any additional services. These situations are itemized on the College's telephone bill and can be traced to the student. A \$100.00 fine will be assessed, and the cost of the services provided by the outside company will be billed to the student. The services will also be discontinued. Operator-assisted calls are also included as improper telephone practices. In addition, violation of the established telephone policy may result in disciplinary action.

See the chapter on "Campus Services and Resources" for further regulations on telephone service.

Furniture Removal Policy

There is no approved storage for room furnishings outside the student room nor is furniture permitted to be removed from campus. All College-issued student furniture must remain in its designated area. Furniture will not be permitted to leave campus or to be stored in common areas or storage rooms. Missing furniture will be billed at full replacement costs. The number of sets of furniture is determined

by the capacity of the room (i.e., if the capacity of the room is two people, there are two sets of furniture). Any service cost to reassemble or replace room furniture will be charged to room occupants.

The furniture, TVs, and game tables located in lounges and study rooms is provided for general use and should not be removed from such areas. Removal/misappropriation of this furniture may result in disciplinary action being taken.

Computers, printers, furniture, and other equipment located in residential buildings' computer labs should not be removed from such areas as well. Removal/misappropriation of these items may result in disciplinary action being taken.

Room Condition

It is expected that student quarters, including public areas, will be kept in good condition and used in a careful, safe, and proper manner, and that students will abide by the College's policies.

The condition of student rooms is assessed prior to the beginning of the fall semester and during the week that immediately follows the close of each academic year. Students will be responsible for reviewing the condition of their living space with a staff member at the beginning and end of the term of occupancy in their room to formally document the specific room condition and furnishings. All rooms in residential areas must be returned to the same condition they were received in at check-in. Particular attention is given to cleanliness and whether damage, beyond normal wear, has occurred. Room residents are responsible for the condition of their room and the payment of costs that may result from damage or conditions that require excessive cleaning.

Vacations and Residence Hall Break Closings

Student residences are closed during the following break periods: Thanksgiving break, semester break, and spring break. Students must vacate their room by the closing hours posted. During winter semester break, students must leave their room on the day of their last examination. Students are not permitted to return to

campus prior to the posted opening time. Opening and closing dates and times for each break period are printed in the academic calendar and posted in all College-owned residences.

Students affiliated with an approved group, organization, or department related to the opening or closing of the College may be allowed to return early or stay past the closing date. Permission for other individuals to remain after closing or to return before opening is granted on a case-by-case basis by the Office of Residential Life, and will be accompanied by a per night housing charge. Students who are unauthorized to remain after closing or to return before opening will be subject to a fine as well as a per night housing charge. Students permitted to reside on campus during break periods should be prepared to temporarily relocate to another room on campus.

At the end of the spring semester, all students are expected to check out of their room within 24 hours after their last final examination or by 9 p.m. on the Wednesday prior to Commencement, whichever is sooner.

Exceptions may be made for graduating seniors, selected student employees, and students involved in Commencement (approved in advance). These students may be permitted to remain in their rooms until final closing at 8 p.m. after Commencement.

If unable to depart by the stipulated closing time, students must vacate their residence and may wait for a ride at the Kellogg Center or Campus Safety Office. PLEASE NOTE: The College does not assume responsibility for personal property in student residences. Items in the residences will be unavailable to students during vacation periods.

Residence Closing Procedures—Before closing the residence for vacation, Residential Life staff and/or Campus Safety will complete a check of all student rooms to be certain they are no longer occupied and check for safety hazards. These procedures are followed to protect students' personal property and College property.

The entering of student rooms by staff members will be done in compliance with the guidelines on "Entering Student Rooms" later in this chapter.

All observed violations of College policy will be documented and a report forwarded to the residence director and/or the director of campus safety.

Storage

Storage of personal belongings (e.g., clothes, athletic equipment, bikes) within the basements, storage closets, and lounges of College-owned residences (e.g., the residence halls, fraternity houses, apartments) during the academic year is not allowed. All residents are expected to only bring personal items that can be stored within their individual rooms. Albion College does not assume responsibility for students' and/or student organizations' (e.g., fraternities) items (see Chapter VI of the *Student Handbook*, "Liability Disclaimer").

Summer Storage—Summer storage of personal belongings (e.g., carpet, couches, chairs, tables) in College residences will not be allowed. All residents are expected to take such belongings home upon their departure. Should belongings be left in student rooms or common areas, an individual student or group of students will be billed for removal costs. Students in need of storage are encouraged to contact local storage facilities.

Summer Fraternity Storage—In the case of men residing in fraternity houses, the Active Room will serve as the only location for summer storage of fraternity-purchased common area furniture. Albion College does not assume responsibility for fraternity or individual student items on the premises of a fraternity house at any time including the summer or College breaks. The items listed below may be stored in the Active Room during the summer months.

- Recreation equipment (e.g., ping-pong table),
- Active Room furniture,
- Big screen TV(s),
- Kitchen equipment,
- Ritual wardrobe,
- Community files.

Any items left over the summer months must be inventoried in conjunction with a Residential Life staff member prior to the house manager's or fraternity president's departure.

Room Check-out Procedures

When students move out of any College housing space, they must have their rooms inspected by a Residential Life staff member. To avoid charges for improper check-out, students need to:

1. Schedule an appointment **in advance** for a Residential Life staff member to check the room after all personal belongings are removed. Check with the residence director for details.
2. Reassemble and return all furniture to its original location. There will be a \$25.00 fine charged to reassemble furniture. Students will also be charged for any replacement or repair of furniture that is missing or damaged.
3. Remove all trash and unwanted personal belongings. Empty all wastebaskets. Garbage bags will be available free at all hall desks. Bags of trash and any large trash items, should be taken to dumpsters outside the building for pick-up. **Do not** leave trash or personal items in the hallways as this creates a fire and safety hazard.
4. Clean their room (including suite bathrooms). Excessive room/bathroom charges for clean-up will be assessed if such areas are left excessively dirty at a \$25.00 per person minimum fee.
5. Check-out with a Residential Life staff member to have the room inspected and to turn in residence and room keys. Graduating seniors and students withdrawing from the College will also turn in their I.D. cards. Professional Residential Life staff will conduct final room and building inspections and damage assessments after residential units are closed for the fall semester or academic year.
6. Express Check-out: Students who reside in facilities without a Resident Assistant may check out with a professional staff member (preferred) or opt for an Express Check Out. When utilizing the Express Check Out, the room will be inspected following closing and damage charges may be assessed. Students who utilize the Express Check Out are unable to contest damage charges.

PLEASE NOTE: Items (e.g., clothing, furniture) left in rooms, hallways, lounges, or buildings **will be considered abandoned and will be discarded** at a charge to individual residents, the floor, or building where they are found.

Elevators

Elevators are available for student use during move-in and move-out periods. In the case of medical or special needs, please consult your residence hall director.

Community Responsibility

It is the expectation of Albion College and the Office of Residential Life that students share in the responsibility of setting and maintaining studious, respectful, and orderly environments in all campus residential areas. First and foremost, students in all residential areas are entitled to an atmosphere that facilitates the pursuit of academic endeavors. Staff and students alike share in the efforts to maintain a high quality of life in residential areas.

As such, any damages or excessive cleaning needs which are the result of accidental or deliberate actions of an individual or group, that are identified, will be the responsibility of those persons rather than the resident population as a whole. When such damage or cleaning is not identified or attributed to a specific individual or group, residents of the building will be viewed collectively responsible. This will result in common area damage charges and/or excessive cleaning charges assessed to each resident of the building, floor, or corridor.

Every attempt will be made to identify individuals involved in damage situations. Please assist the staff members in your immediate residential area to identify responsible individuals or report damages when they occur.

Safety and Security

Students are responsible for maintaining a safe and secure living environment in cooperation with College staff and in compliance with College safety and security policies and procedures. Any student who jeopardizes the safety of the community will

be subject to disciplinary action.

Occupancy Limits—Due to structural and fire safety concerns as well as consideration for those in the community who live near the residences, 416 Erie Street Apartments (upstairs and downstairs apartments), and 507 Erie Street Apartments have occupancy limits of no more than three guests per resident at any given time.

Exterior Doors—To provide for the security of residents, all College-owned residences are locked 24 hours a day. Each and every member of a residential area is responsible for the safety and security of the residents and personal property in the residence. Exterior doors should remain closed and locked. Student and non-student visitors and guests must use the security phones at the main entrances of these buildings to obtain entry from their host/hostess. Students who prop doors open, allow unknown people into the building, or loan out their keys are jeopardizing the safety and security of the entire community.

Doors and Locks—Students should always close and lock their doors whenever they are away from their rooms and while they are sleeping. This includes times such as going down the hall to the bathroom or visiting other rooms.

Windows and Window Screens—Windows should be closed and locked while students are away from their rooms. Screens are not to be loosened or removed from the windows. No objects are allowed to be placed or stored on outside window ledges. Windows may not be used for entry to residences or other campus buildings. Using windows for access, sitting on window ledges, leaning out of window sills, throwing objects or substances out of windows, or other inappropriate use of a window can result in disciplinary action and a minimum \$250.00 fine at a minimum.

Access to Rooms—Students should exercise extreme caution in controlling access to their residences and rooms. Students must not loan or sell College keys or Albion 1 Card distributed to them for access to their residences and rooms.

Lost keys may be replaced by obtaining a key request form from the residence director or the Office of

Residential Life. There is a minimum charge of \$90.00 for lost keys. Core replacement is automatic when keys are lost to ensure room security.

The Albion ICard is used to access exterior and individual room doors. See the section on “Albion ICard” for further information including card replacement costs.

Roofs—Students are not permitted on College roofs. Violations will result in an immediate \$250.00 fine at a minimum and could also result in disciplinary action.

Bicycles—Any bicycle stored or locked in stairwells, lounges, or hallways can create a fire hazard and will be impounded. Bicycles must be parked in bicycle racks and properly locked up.

Health, Safety and Maintenance Inspections

These inspections will be conducted in all residential areas each semester. Residence directors, along with members of the Residential Life staff, will conduct the inspections. These inspections will be advertised a minimum of 48 hours in advance in the form of posters in common areas noting the date and time of such walk-through tours. You are encouraged to be present, if possible. Residents have 24 hours to correct deficiencies. Prohibited items will be confiscated and/or should be brought to the residence office by the owner and tagged and stored until they can be removed off-campus. Illegal pets must be removed within 24 hours (and will result in an immediate \$250.00 fine). Campus Safety will be immediately notified if there is an illegal weapon present in a room, suite, or apartment.

To reduce unnecessary health and safety risks the following are prohibited in all campus residences:

- String lights
- Fireworks and any incendiary devices;
- Hoverboards and other lithium battery operated mobile devices
- Guns, paint ball guns, or other dangerous instrumentality;
- Chef, butcher, and carving knives;
- Flammable liquids;
- Dangerous chemicals (mace, etc.);
- Candles/open flame devices ;
- Excessive dirt/garbage, etc.;

- Animals (fish are permitted);
- Internal combustion engines;
- Game/fish cleaning on campus;
- Draperies/tapestries covering lights;
- Flags or other cloths on ceilings above beds;
- Extension cords;
- Non-UL-approved appliances;
- Electrical appliances that have high surface temperatures or which may create a fire or shock hazard such as:
 - Sun lamps;
 - Halogen lamps;
 - Hot plates;
 - Toaster ovens (except in apartments and annexes);
 - Electric skillets, rice steamers, woks (except in apartments and annexes);
 - Indoor and outdoor grills;
 - Space heaters;
 - Electric candle warmers;
 - Electric wax warmers;
- Electrical appliances that have high power needs such as:
 - Air conditioners (unless approved through proper procedures);
 - Microwaves exceeding 600 watts;
 - Refrigerators exceeding 3.5 cubic feet or exceeding 1.4 amps.

Only two items should be plugged into each outlet. While extension cords are not permitted, a power strip with a circuit breaker is allowed and encouraged for students to use with electrical equipment. Two high-voltage items should not be plugged in to the same outlet. Please remember that most outlets in the residences are back to back. Be aware of the items that neighbors have plugged into their outlets. All electrical appliances must carry the Underwriters Laboratories, Inc. seal. Students are urged to be mindful of conserving energy when using electrical appliances and not create a fire hazard by overloading electric circuits.

Window Air Conditioner Approval

Due to safety restrictions and electrical load limitations, student-provided window air conditioners (A/C units) are permitted on a limited basis, and a student must have approval prior to installation under the following conditions.

- Student has a severe chronic medical condition (e.g., asthma, allergy) that necessitates use of air-conditioning.
- Student submits physician verification to Student Health Services.
- The director for Albion College Student Health Services validates/ concurs with the request.

Personal window A/C units are not encouraged and will only be approved if evidence of a severe chronic medical condition requiring air conditioning is presented. Electrical power (amps) per room is limited and not designed for heavy appliances. Not all rooms at Albion College can support the addition of a personal window A/C unit and operation of a personal window A/C unit could limit the number of other electrical items a student will be able to have in his or her room. Air conditioner approval request forms and instructions for completing this form are available through the Residential Life Office.

A/C units must be removed during winter months (from approximately Thanksgiving break through spring break). An installation charge of \$50.00 is required which includes initial installation, removal for the winter months, reinstallation for the second half of spring semester, and final removal at the end of the academic year. Appropriate storage of the A/C unit is the responsibility of the student. A fee of \$50.00 per semester will also be charged to the student in addition to the installation charge in order to offset the cost of the additional energy consumed. These charges will be assessed to student accounts upon approval and installation. All window A/C units must be installed and removed by the Facilities Operations staff.

Fire Safety and Regulations

In August 2008, the Higher Education Opportunity Act included provisions requiring institutions of higher education to annually disclose certain information regarding fires and fire safety in residential buildings. It is the responsibility of the director of campus safety to compile and publish these

statistics for the campus community. Copies of this report can be obtained by contacting the Office of Campus Safety (517/629-0213). This report is also available on the Campus Safety website: www.albion.edu/student-life/campus-safety/clery-report/.

Fire alarms, smoke detectors, fire sprinklers, and fire extinguishers are provided for students' safety and should be activated in cases of suspected or actual fire. Activation of this equipment should be reported immediately to the Department of Campus Safety, which will return the equipment to operating condition. All students, visitors, and guests must cooperate with fire alarm evacuation procedures and follow all fire safety regulations or face strict disciplinary action and fines.

Tampering with sprinkler systems and other fire safety equipment, false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens or causes damage to College or personal property can result in judicial and/or legal action, and restitution for damages and expenses incurred as a result of the behavior or activity. Costs to the College resulting from the misuse of fire safety equipment will be charged to the individual(s) involved. Repair and replacement costs of College property necessitated by improper use of appliances, accessories, smoking materials, etc. are the responsibility of the student.

Fire safety doors should not be locked, propped open, or blocked. Violation of this policy may result in disciplinary action.

Candles and other flame-producing accessories, incense, and live Christmas trees are potential fire hazards and are prohibited in student residences. Fire-rated artificial Christmas trees are permitted.

Residence Hall Emergencies

One of the residence directors is designated to respond to any emergency within the residence system each evening of the week and throughout the weekend.

Residence director “On-Call” lists are maintained at each residence hall desk and at Campus Safety. In addition, designated R.A.s are on call each evening of the week in each residence hall to respond to problems. The Department of Campus Safety responds to emergency requests on a 24-hour basis at ext. 0911.

Entering Student Rooms

It is occasionally necessary for College staff members to enter student rooms to fulfill maintenance and repair requests, to respond to building or medical emergencies, or for inspection to ensure the observance of basic safety and health procedures.

Also, while fulfilling their administrative responsibility to enforce College regulations, members of the Student Affairs staff may enter student rooms whenever they have reason to believe a violation of College policy is occurring, to eliminate disruptive noise if the student is not present, and/or under serious threats to the safety or well-being of person(s) or property in the room. In recognition of the rights of all parties involved, College officials observe the following procedures whenever it is necessary to enter a student room that is maintained by the College:

- No room shall be entered without first knocking.
- It is preferable, but not necessary, that one or both occupants are present whenever student rooms are entered by staff members.
- Rooms may be entered when occupants are not present to address maintenance, health, safety, or policy violation concerns.
- A room may be entered in case of an occupant’s illness or injury to obtain his/her medications at the request of medical personnel.
- Except for emergency maintenance, safety conditions that require immediate attention, or searches, the personal belongings of the student will not be entered or disturbed without the voluntary consent of the

student to whom they belong.

- In the case of violations of basic health or safety standards or College policies, and in the execution of warrants by law-enforcement authorities, College staff may conduct or assist in searches of students’ personal or closed storage areas.
- Items left out in plain view that appear to establish a criminal act and/or a violation of College policy will be seized. A referral will be made to the Albion Department of Public Safety and/or the College judicial process.
- If a student has not removed an item in plain view from his/her room as stipulated by a judicial sanction, the item will be seized. The College shall not be liable for any property damages which apply to the confiscation, transportation, or storage of the item. (See “Liability Disclaimer.”)
- Instructions will be left for the occupants of a room where items have been removed to contact Campus Safety or the residence director upon their return.
- College staff will admit a third party to a student’s room without the resident’s permission in the event of urgent medical reasons, maintenance needs, fire, safety concerns, legal actions by law enforcement officers, or alleged College policy violations.

Community Environment

In an academic setting, the need for quiet to promote study and rest takes precedence over other activities. Generally, College disciplinary action shall be taken when conduct adversely affects students’ pursuit of educational objectives.

Honesty

Central to a college’s purpose is the pursuit of truth. This quality, proximity in which students live, and the freedoms of campus life depend on the personal integrity of all members of the College community.

Activities that represent deception, stealing, or dishonesty in any form are extremely serious offenses that may

result in suspension or expulsion from the College. Questions of academic dishonesty are handled by procedures set up by the faculty and are contained within the academic information section of this handbook.

Community Standards

The College is a place of learning and therefore should provide an environment conducive to study and rest. Although it is recognized that various forms of recreation or activity involving noise will take place in and around campus residences, academic activities and the privacy of individuals, including the right to read, to think, and to sleep, take precedence over other activities that may cause disturbances.

Consideration for the rights of others should be extended to fellow students in residence, to people in nearby campus buildings, and to the local Albion community.

Disruptive Noise

Noise is disruptive when it occurs under circumstances and at levels that may disturb others. Normally, activities occurring inside a room should be conducted so as to not be heard outside the room. Activities include, but are not limited to, listening to music and watching television or other media. Talk in hallways ought not to intrude on the privacy of others. Playing sports inside College-owned residences is prohibited. Outdoor activities, on the premises of College-owned residences, should not create noise that will disturb their occupants.

The primary principle must be respect and consideration for others. Persons who are disturbed by noise or other situations are urged to ask the person(s) causing the noise to stop, and, when that fails or is impractical, they should report the disruptive noise to the R.A. on-call for assistance. In residential areas without R.A.'s, students should contact Campus Safety for assistance.

As a result of complaints from students or other members of the community, or of reports by College officials, violators may be issued a notice

of the violation. First offenses or repeated offenses may lead to disciplinary action including the changing of rooms and altering the person's status in the housing lottery. In cases where group living units or social organizations rather than individuals are responsible for violations, disciplinary action may be directed toward the group or organization.

Quiet Hours

Courtesy quiet hours are in place 24 hours a day in all residences to ensure common respect and consideration for others. Community standards require cooperation and assistance of all persons occupying these areas to promote an environment suitable for study and rest. Quiet Hours are:

1. 9 p.m. to 9 a.m. on evenings and mornings prior to class days, (i.e., Sunday evening through Friday morning); midnight to 10 a.m. on other days (i.e., most Fridays and Saturdays).
2. During these times the following policies shall be in effect:
 - No music or other noise shall be heard beyond the confines of the individual's room;
 - Noise or other activities which can disturb others shall not take place in corridors or hallways;
 - Social events shall not be held in areas that may affect student residences.
3. 24-hour quiet hours are enforced during reading and examination days each semester, including the evening of the final exam day.
4. Individual floors may elect, by majority vote, to extend these quiet hours. However, in no case may a floor elect to begin quiet hour later or to establish quiet hours less than those indicated above.

Visitation and Guests

Only Albion College students or their guests/visitors are permitted in College residences. Guests or visitors, whether students or non-students, are expected to observe Albion College regulations and standards. Students may not invite a

guest or visitor to participate in a program located on the premises of College-owned housing unless the Albion College Space Usage and Reservations Policy and other College policies are followed. The host or hostess is responsible for the actions of his/her guest(s). Any actions that infringe upon the rights of a roommate, suitemates, or other students to the expected and normal use of a residence are unacceptable under any circumstances. In particular, a roommate or roommates shall not be deprived of sleeping accommodations. Students are responsible for the actions of their guests, and are subject to disciplinary action should their guests violate these or any other College policies. Visitors violating College policy will be required to leave campus, and are subject to criminal prosecution for violations of local, state, or federal law.

- Guests are permitted only upon agreement of the roommate and/or suitemates. All roommates and suitemates are encouraged to discuss and establish overnight visitor guidelines.
- No guest may stay without a host or hostess. Students are encouraged to inform the resident assistant of an overnight guest in the building to avoid reports of unknown or suspicious persons.
- Cohabitation is not permitted in College housing.
- No guest or visitor may stay overnight more than three consecutive nights.

Liability Disclaimer

Albion College shall not be liable for any injuries to or property damages suffered by any student regardless of cause. This disclaimer of liability shall apply to, but not by way of limitation, the following:

- Any injury or damage incurred on property owned by or under the control of the College, or its subsidiaries, such as classrooms, residence halls or other housing, any other structures, all common areas and grounds, and vehicles;
- Any injury or damage incurred as a

participant, spectator, or otherwise in any intramural or intercollegiate or other event or contest, athletic or otherwise, or while in transit thereto or therefrom;

- Any injury or damage suffered while engaged in or attending a classroom or related activity, whether required or elective, and regardless of cause;
- Any injury or damage suffered by reason of theft, fire, damage by the elements, or by other cause;
- Any injury or damage suffered by reason of any act or omission of any College trustee, officer, member of the faculty or staff, employee, contractor, or student.

By applying for admission or readmission to the College, or by continuing their enrollment with the College for a subsequent semester, students accept the foregoing disclaimer and agree to be bound thereby.

Insurance of Personal Belongings

The College does not insure personal effects of students. Therefore, it is recommended that students insure their belongings either through their parents' homeowner policy or a separate rental insurance policy.

Chapter VI, Appendix A

Alcohol and Drugs on the Albion College Campus

Standards

Albion College is a private, coeducational, residential institution of higher education committed to providing a sound liberal arts education that promotes lifelong learning and personal growth. The College is committed to maintaining an environment of learning, living, and working which is free of illicit drugs and the unlawful use or abuse of alcohol. The unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs by students or employees on College property or as part of College activities is prohibited. Individuals who violate College policies or local, state, or federal laws on or off campus concerning the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs are subject to disciplinary action which may result in sanctions up to and including mandatory treatment and/or termination from the College.

Medical Amnesty 2017-2018 Pilot

Albion College expects all students to abide by federal, state, and local laws, and all College policies regarding the possession and consumption of alcohol and other drugs. In that the safety and well-being of students is a priority, the College expects students to call for help whenever they are concerned for the health or welfare of themselves or of another person. Students who initiate a request for assistance to College staff or emergency medical personnel for themselves or others who are adversely affected by alcohol and/or other drugs, are not normally referred to the College Judicial Process (see below). This policy applies only to the possession, consumption, and/or use of alcohol, marijuana, and/or marijuana paraphernalia.

Students who are extended Medical Amnesty through the application of this policy are normally referred to the Rewind Program and may be required to complete an educational program and/or an alcohol and other drug evaluation. The availability of Medical Amnesty for a student who was involved in a previous Medical Amnesty incident will be at the discretion of the vice president for student affairs or his/her designee. Medical Amnesty may not be available to students whose conduct placed the health or safety of another person at risk.

Albion College Policies

Alcohol Policy

Albion College does not consider the use of alcoholic beverages as necessary or conducive to the processes of higher education. **Albion College students are expected to abide by College policies, and the laws of the State of Michigan and the City of Albion relative to the possession, consumption, and serving of alcohol.**

1. Only students 21 years of age or older may possess and/or consume alcoholic beverages. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
 - 1a. Because it can reasonably be assumed that first-year students living in Wesley residence hall are not 21 years of age, alcohol will not be permitted in the first-year living areas of Wesley Hall.
2. Provision of alcohol to persons under 21 years of age is prohibited.
3. Provision of distilled spirits (i.e., hard liquor) to anyone is prohibited.
4. Possession, consumption, and/or provision of alcohol in public areas of the campus is not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include: all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors, and offices. Exceptions can only be made with prior approval of the president.
5. Students (whether of legal drinking age or not) and/or their guests are not permitted to have kegs, party balls,

or other common sources of alcohol, tapped or untapped, on campus. A common source of alcohol is also defined as more alcohol than can be responsibly consumed by the occupants of a room.

6. College funds (including student activity fees and board fees) may not be used, directly or indirectly, to purchase alcoholic beverages. Exceptions for faculty and staff can only be made with prior approval of the president.
7. No reference, direct or indirect, to alcohol may appear or be used in notices or postings (including sheet signs) which promote or advertise an event. Exceptions for faculty and staff can only be made with prior approval of the president.
8. Students need to adhere to fraternity and sorority Social Functions and Risk Management guidelines and procedures as presented in the Statement of Relationship Between Albion College and Fraternity and Sorority Chapters. Copies are available in the Office of Campus Programs and Organizations.
9. Any alcohol consumed at an off-campus event sponsored by a student organization must be provided by a reputable third-party vendor with a permanent liquor license and liability insurance. The third-party vendor, not students, must verify the legal drinking age of anyone consuming alcohol at such events. The student organization must provide transportation to and from off-campus events where alcohol will be consumed.
10. Students under 21 years of age are not allowed to store empty alcoholic beverage containers.
11. Producing or manufacturing alcoholic beverages is prohibited. This includes, but is not limited to, cider, beer, wine, or liquor.

Situations involving inappropriate or illegal possession, consumption, or serving of alcohol will lead to the confiscation and/or disposal of the alcoholic beverages present.

Use of alcohol which jeopardizes or endangers the welfare of any person(s),

or contributes to other irresponsible or offensive action or behavior, is a violation of College regulations. All students and groups are subject to disciplinary action for violation of Albion College policy pertaining to the possession, consumption, or serving of alcohol. In addition to other sanctions which may be applied, **any individual or group found responsible for violation of these policies may be fined.** For example, a minimum \$150.00 fine (beer, wine) and \$250.00 fine (distilled spirits) may result from underage alcohol possession and/or consumption; a minimum \$500.00 fine may result from providing alcohol to minors.

Persons who have concerns or questions about their personal relationship to alcohol, or the use/abuse of alcohol by their friends or family members, should contact the Counseling Services Office or other members of the Student Affairs staff for information and assistance.

Drugs in the Workplace (from Employee Services Manual)

This policy covers all Albion College faculty and staff members. References to controlled substances and drugs include alcoholic beverages under the Drug Free Workplace Act of 1988.

1. Albion College subscribes to the objectives of the Drug Free Workplace Act of 1988 and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace.
2. Employees convicted of any workplace-related criminal drug conviction must inform the director of human resources of the conviction within five (5) days.
3. Albion College will notify the federal agency that contracts with or provides grants to the College within ten (10) days after receiving notice of an employee's criminal drug statute conviction for conduct in the workplace.
4. As a condition of employment at Albion College, employees must abide by the terms of this policy. The College shall have the right to discharge employees convicted of violating any criminal drug statute which occurred while in the workplace.

Illegal Use of Drugs

Albion College does not condone the illegal possession, use, provision, or sale of drugs. Drugs are defined as including alcohol, marijuana, hashish, barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other compounds, which are illegal except when taken under a doctor's prescription.

It is recognized that students who have used or are using marijuana or other drugs may need and wish to seek counseling. College counselors are available for such assistance. Conferences with these people are privileged, subject to the standards of privacy established by laws of the State of Michigan (Act 236 of 1961, sec. 2165).

Given these considerations and other dangers inherent in the use and abuse of drugs, the following regulations shall be enforced and are applicable regardless of the status of violations in the courts:

- The merchandising of drugs including marijuana will result in expulsion.
- Illegal possession, use, sharing, or distribution of drugs, or misconduct resulting therefrom, are offenses that are subject to sanctions up to and including expulsion.
- Possession, use, sharing, or distribution of marijuana and other drugs, or misconduct resulting therefrom, are offenses that are subject to sanctions up to and including expulsion.
- In addition to other sanctions which may be applied, any individual or group found responsible for violation of these policies may be fined a minimum of \$1,000.00.

Michigan Medical Marijuana Act

The Michigan Medical Marijuana Act authorizes the Michigan Department of Community Health to issue a Registry Identification Card that allows individuals to distribute, possess, or use marijuana for medical purposes. However, possession of a Registry Identification card does not authorize the distribution, possession, or use of marijuana at any time by any person on Albion College property.

Students who obtain a Registry Identification Card prior to residing in

College-owned housing may petition for an exemption to the Student Residence and Board Policy. Students who obtain a Registry Identification Card while residing in College-owned housing must immediately contact the director for Residential Life to discuss the petitioning process to be allowed to reside in non-College-owned housing. A petition with supporting documentation must be submitted to the Office of Residential Life for consideration, and this office will notify students of the outcome of a petition.

Legal Sanctions

Local and State Regulations

Albion College is governed by the City of Albion's ordinances and the State of Michigan's laws pertaining to alcohol and drugs. The following are sanctions applicable to the Albion College community in accordance with those ordinances and laws.

Sanctions under Albion Ordinance—Alcohol and Controlled Substances

1. No person shall possess any alcoholic beverage in a container which is uncapped, or has a broken seal and is available for immediate consumption while a pedestrian on or in any City street, sidewalk, park, alleyway, parking lot, school property, or other property open to the general public. A violation of this ordinance could result in a maximum penalty of 93 days in jail and/or a \$500.00 fine.
2. No person shall consume alcoholic beverage(s) while on or in any City street, sidewalk, park, alleyway, parking lot, school property, or other property open to the general public. A violation of this ordinance could result in a maximum penalty of 93 days in jail and/or a \$500.00 fine.
3. A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, or possess or attempt to possess alcoholic liquor, except as provided in this section. A minor who violates this section is guilty of a misdemeanor punishable by the following fines and sanctions:

- (1) For the first violation a fine of not more than \$100.00, and may be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services as defined in section 6107 of the public health code, 1978 PA 368, MCL 333.6107, and designated by the administrator of substance abuse services, and may be ordered to perform community service and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (c).
- (2) For a violation of this section following a prior conviction or juvenile adjudication for a violation of this section a fine of not more than \$200.00, and may be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services as defined in section 6107 of the public health code, 1978 PA 368, MCL 333.6107, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (c).
- (3) For a violation of this section following two or more prior convictions or juvenile adjudications for a violation of this section, a fine of not more than \$500.00, and may be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services as defined in section 6107 of the public health code, 1978 PA 368, MCL 333.6107, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (c).
- (b) A person who furnishes fraudulent identification to a minor, or, notwithstanding subsection (a), a minor who uses fraudulent identification to purchase alcoholic liquor, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$100.00, or both.
- (c) The court may order the person convicted of violating subsection (a) to undergo screening and assessment by a person or agency as designated by the substance abuse coordinating agency as defined in section 6103 of the public health code, 1978 PA 368, MCL 333.6103, in order to determine whether the person is likely to benefit from rehabilitative services, including alcohol or drug education and alcohol or drug treatment programs.
- (d) The secretary of state shall suspend the operator's or chauffeur's license of an individual convicted of violating subsection (a) or (b) as provided in section 319 of the Michigan Vehicle Code, 1949 PA 300, MCL 257.319.
- (e) A peace officer who has reasonable cause to believe a minor has consumed alcoholic liquor may require the minor person to submit to a preliminary chemical breath analysis. A peace officer may arrest a minor person based in whole or in part upon the results of a preliminary chemical breath analysis. The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a criminal prosecution to determine whether the minor has consumed or possessed alcoholic liquor. A minor who refuses to submit to a preliminary chemical breath test analysis as required in this section is responsible for a state civil infraction and may be ordered to pay a civil fine of not more than \$100.00.
- (f) A law enforcement agency, upon determining that a person less than 18 years of age who is not

emancipated under 1968 PA 293, MCL 722.1 to 722.6, allegedly consumed, possessed, purchased, or attempted to consume, possess, or purchase alcoholic liquor in violation of subsection (a) shall notify the parent or parents, custodian, or guardian of the person as to the nature of the violation if the name of a parent, guardian, or custodian is reasonably ascertainable by the law enforcement agency. The notice required by this section shall be made not later than 48 hours after the law enforcement agency determines that the person who allegedly violated subsection (a) is less than 18 years of age and not emancipated under 1968 PA 293, MCL 722.1-722.6. The notice may be made by any means reasonably calculated to give prompt actual notice including, but not limited to, notice in person, by telephone, or by first-class mail. If an individual less than 17 years of age is incarcerated for violating subsection (a), his or her parents or legal guardian shall be notified immediately as provided in this section.

- (g) This section does not prohibit a minor from possessing alcoholic liquor during regular working hours and in the course of his or her employment if employed by a person licensed by the Liquor Control Act, by the commission, or by an agent of the commission, if the alcoholic liquor is not possessed for his or her personal consumption.
- (h) This section does not limit the civil or criminal liability of the vendor or the vendor's clerk, servant, agent, or employee for a violation of this section or a state act.
- (i) The consumption of alcoholic liquor by a minor who is enrolled in a course offered by an accredited postsecondary educational institution in an academic building of the institution under the supervision

of a faculty member is not prohibited by this section if the purpose of the consumption is solely educational and is a requirement of the course.

- (j) The consumption by a minor of sacramental wine in connection with religious services at a church, synagogue, or temple is not prohibited by this section.
 - (k) Subsection (a) does not apply to a minor who participates in either or both of the following:
 - (1) An undercover operation in which the minor purchases or receives alcoholic liquor under the direction of the person's employer and with the prior approval of the local prosecutor's office as part of an employer-sponsored internal enforcement action.
 - (2) An undercover operation in which the minor purchases or receives alcoholic liquor under the direction of the state police, the state liquor control commission, or a local police agency as part of an enforcement action unless the initial or contemporaneous purchase or receipt of alcoholic liquor by the minor was not under the direction of the state police, the state liquor control commission, or the local police agency and was not part of the undercover operation.
 - (l) The state police, the liquor control commission, or a local police agency shall not recruit or attempt to recruit a minor for participation in an undercover operation at the scene of a violation of subsection (a).
4. No person shall knowingly or intentionally possess any cannabis, commonly known as marijuana, unless the substance was obtained directly from or pursuant to a valid prescription or order of a licensed practitioner while acting in the course of the practitioner's professional practice or except as otherwise authorized by law.
- (b) No person shall use any cannabis, commonly referred to as marijuana, unless the substance

was obtained directly from or pursuant to a valid prescription or order of a licensed practitioner while acting in the course of the practitioner's professional practice, except as otherwise authorized by law.

5. No person shall possess any drug paraphernalia. The term "drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the Controlled Substance Act of the State of Michigan. A violation of this ordinance could result in a maximum penalty of 93 days in jail and/or a \$500.00 fine.

Source: Code of Ordinances, City of Albion, Michigan www.municode.com/resources/gateway.asp?pid=10347&sid=22

Sanctions under Michigan State Law—Alcoholic Liquor

1. A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content, except as provided in this section. A minor who violates this subsection is guilty of a misdemeanor punishable by the following fines and sanctions and is not subject to the penalties prescribed in section 909:

- (a) For the first violation a fine of not more than \$100.00, and may be ordered to participate in substance abuse prevention services or substance abuse treatment and rehabilitation services as defined in section 6107 of the public health code, 1978 PA 368, MCL 333.6107, and designated by the administrator of substance abuse services, and may be

ordered to perform community service and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (4).

- (b) For a violation of this subsection following a prior conviction or juvenile adjudication for a violation of this subsection, section 33b(1) of former 1933 (Ex Sess) PA 8, or a local ordinance substantially corresponding to this subsection or section 33b(1) of former 1933 (Ex Sess) PA 8, by imprisonment for not more than 30 days but only if the minor has been found by the court to have violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, a fine of not more than \$200.00, or both, and may be ordered to participate in substance abuse prevention services or substance abuse treatment and rehabilitation services as defined in section 6107 of the public health code, 1978 PA 368, MCL 333.6107, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (4).
- (c) For a violation of this subsection following 2 or more prior convictions or juvenile adjudications for a violation of this subsection, section 33b(1) of former 1933 (Ex Sess) PA 8, or a local ordinance substantially corresponding to this subsection or section 33b(1) of former 1933 (Ex Sess) PA 8, by imprisonment for not more than 60 days but only if the minor has been found by the court to have violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to

pay any fine for that conviction or juvenile adjudication, a fine of not more than \$500.00, or both, and may be ordered to participate in substance abuse prevention services or substance abuse treatment and rehabilitation services as defined in section 6107 of the public health code, 1978 PA 368, MCL 333.6107, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (4).

2. A person who furnishes fraudulent identification to a minor, or notwithstanding subsection (1) a minor who uses fraudulent identification to purchase alcoholic liquor, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$100.00, or both.
3. When an individual who has not previously been convicted of or received a juvenile adjudication for a violation of subsection (1) pleads guilty to a violation of subsection (1) or offers a plea of admission in a juvenile delinquency proceeding for a violation of subsection (1), the court, without entering a judgment of guilt in a criminal proceeding or a determination in a juvenile delinquency proceeding that the juvenile has committed the offense and with the consent of the accused, may defer further proceedings and place the individual on probation upon terms and conditions that include, but are not limited to, the sanctions set forth in subsection (1) (a), payment of the costs including minimum state cost as provided for in section 18m of chapter XIIIA of the probate code of 1939, 1939 PA 288, MCL 712A.18m, and section 1j of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.1j, and the costs of probation as prescribed in section 3 of chapter XI of the code of criminal procedure, 1927 PA 175, MCL 771.3.

Upon violation of a term or condition of probation or upon a finding that the individual is utilizing this subsection in another court, the court may enter an adjudication of guilt, or a determination in a juvenile delinquency proceeding that the individual has committed the offense, and proceed as otherwise provided by law. Upon fulfillment of the terms and conditions of probation, the court shall discharge the individual and dismiss the proceedings. Discharge and dismissal under this section shall be without adjudication of guilt or without a determination in a juvenile delinquency proceeding that the individual has committed the offense and is not a conviction or juvenile adjudication for purposes of this section or for purposes of disqualifications or disabilities imposed by law upon conviction of a crime, including the additional penalties imposed for second or subsequent convictions or juvenile adjudications under subsection (1)(b) and (c). There may be only 1 discharge and dismissal under this subsection as to an individual. The court shall maintain a nonpublic record of the matter while proceedings are deferred and the individual is on probation and if there is a discharge and dismissal under this subsection. The secretary of state shall retain a nonpublic record of a plea and of the discharge and dismissal under this subsection. These records shall be furnished to any of the following:

- (a) To a court, prosecutor, or police agency upon request for the purpose of determining if an individual has already utilized this subsection.
- (b) To the department of corrections, a prosecutor, or a law enforcement agency, upon the department's, a prosecutor's, or a law enforcement agency's request, subject to all of the following conditions:
 - (i) At the time of the request, the individual is an employee of the department of corrections, the prosecutor, or the law enforcement agency, or an

- applicant for employment with the department of corrections, the prosecutor, or the law enforcement agency.
- (ii) The record is used by the department of corrections, the prosecutor, or the law enforcement agency only to determine whether an employee has violated his or her conditions of employment or whether an applicant meets criteria for employment.
4. The court may order the person convicted of violating subsection (1) to undergo screening and assessment by a person or agency as designated by the substance abuse coordinating agency as defined in section 6103 of the public health code, 1978 PA 368, MCL 333.6103, in order to determine whether the person is likely to benefit from rehabilitative services, including alcohol or drug education and alcohol or drug treatment programs. The court may order a person subject to a conviction or juvenile adjudication of, or placed on probation regarding, a violation of subsection (1) to submit to a random or regular preliminary chemical breath analysis. In the case of a minor under 18 years of age not emancipated under 1968 PA 293, MCL 722.1 to 722.6, the parent, guardian, or custodian may request a random or regular preliminary chemical breath analysis as part of the probation.
 5. The secretary of state shall suspend the operator's or chauffeur's license of an individual convicted of violating subsection (1) or (2) as provided in section 319 of the Michigan vehicle code, 1949 PA 300, MCL 257.319.
 6. A peace officer who has reasonable cause to believe a minor has consumed alcoholic liquor or has any bodily alcohol content may require the person to submit to a preliminary chemical breath analysis. A peace officer may arrest a person based in whole or in part upon the results of a preliminary chemical breath analysis. The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a criminal prosecution to determine whether the minor has consumed or possessed alcoholic liquor or had any bodily alcohol content. A minor who refuses to submit to a preliminary chemical breath test analysis as required in this subsection is responsible for a state civil infraction and may be ordered to pay a civil fine of not more than \$100.00.
 7. A law enforcement agency, upon determining that a person less than 18 years of age who is not emancipated under 1968 PA 293, MCL 722.1 to 722.6, allegedly consumed, possessed, purchased alcoholic liquor, attempted to consume, possess, or purchase alcoholic liquor, or had any bodily alcohol content in violation of subsection (1) shall notify the parent or parents, custodian, or guardian of the person as to the nature of the violation if the name of a parent, guardian, or custodian is reasonably ascertainable by the law enforcement agency. The notice required by this subsection shall be made not later than 48 hours after the law enforcement agency determines that the person who allegedly violated subsection (1) is less than 18 years of age and not emancipated under 1968 PA 293, MCL 722.1 to 722.6. The notice may be made by any means reasonably calculated to give prompt actual notice including, but not limited to, notice in person, by telephone, or by first-class mail. If an individual less than 17 years of age is incarcerated for violating subsection (1), his or her parents or legal guardian shall be notified immediately as provided in this subsection.
 8. This section does not prohibit a minor from possessing alcoholic liquor during regular working hours and in the course of his or her employment if employed by a person licensed by this act, by the commission, or by an agent of the commission, if the alcoholic liquor is not possessed for his or her personal consumption.
 9. This section does not limit the civil or criminal liability of the vendor or the vendor's clerk, servant, agent, or employee for a violation of this act.

10. The consumption of alcoholic liquor by a minor who is enrolled in a course offered by an accredited postsecondary educational institution in an academic building of the institution under the supervision of a faculty member is not prohibited by this act if the purpose of the consumption is solely educational and is a requirement of the course.
11. The consumption by a minor of sacramental wine in connection with religious services at a church, synagogue, or temple is not prohibited by this act.
12. Subsection (1) does not apply to a minor who participates in either or both of the following:
 - (a) An undercover operation in which the minor purchases or receives alcoholic liquor under the direction of the person's employer and with the prior approval of the local prosecutor's office as part of an employer-sponsored internal enforcement action.
 - (b) An undercover operation in which the minor purchases or receives alcoholic liquor under the direction of the state police, the commission, or a local police agency as part of an enforcement action unless the initial or contemporaneous purchase or receipt of alcoholic liquor by the minor was not under the direction of the state police, the commission, or the local police agency and was not part of the undercover operation.
13. The state police, the commission, or a local police agency shall not recruit or attempt to recruit a minor for participation in an undercover operation at the scene of a violation of subsection (1), section 801(2), or section 701(1).
14. In a criminal prosecution for the violation of subsection (1) concerning a minor having any bodily alcohol content, it is an affirmative defense that the minor consumed the alcoholic liquor in a venue or location where that consumption is legal.
15. As used in this section, "any bodily alcohol content" means either of the following:
 - (a) An alcohol content of 0.02 grams or more per 100 milliliters of blood, per 210 liters of breath, or per 67 milliliters of urine.
 - (b) Any presence of alcohol within a person's body resulting from the consumption of alcoholic liquor, other than consumption of alcoholic liquor as a part of a generally recognized religious service or ceremony.

Source: *Michigan Legislature*
www.legislature.mi.gov

Sanctions under Michigan State Law— Illicit Drugs

The sanctions under Michigan State Law for illegal drugs are shown on chart A, following pages.

Federal Regulations

The applicable federal penalties and sanctions for illegal possession of a controlled substance are given on chart B, following pages.

College Disciplinary Sanctions

Violations of College policies or local, state, or federal laws prohibiting the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs by students will be subject to disciplinary action or sanctions in accordance with the procedures set out in this handbook. This handbook contains a detailed discussion of the Albion College Judicial Process which pertains to students. Sanctions for student misconduct include suspension or expulsion from the College.

The College also reserves the right to refer to appropriate authorities any situation that comes to its attention relative to the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs. Enforcement of College policies does not preclude criminal prosecution by local, state, or federal authorities. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

Health Risks

The abuse of alcohol and the use of illicit drugs may result in serious health consequences. It is clear that the use of alcohol and other drugs can be detrimental to the health of the user. Further, the use of alcohol and drugs is not conducive to an academic atmosphere. Drugs, including alcohol, impede the learning process and can cause disruption for other students and disturb their academic interests. The use of drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner, and may result in injuries to others. Early diagnosis and treatment of alcohol and drug abuse is in the best interests of the student, employee and the College. See chart C (following pages) for a description of the health risks associated with specific drugs.

Health Risks Related to Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Source: "What Works: Schools Without Drugs" (1989) U.S. Department of Education

Counseling and Treatment Programs for Alcohol and Drug Abuse

Services Provided by Albion College

Information and help can be obtained from the Student Affairs staff, including the Counseling Services Office or the Human Resources Office. Confidential alcohol and other drug counseling is available to students through the Counseling Services Office at no cost to the student. Counseling is done on an individual and group basis.

The Counseling Services Office (ext. 0236) and the Human Resources Office (ext. 0205) maintain lists of in-patient and out-patient referral resources available in the community and make appropriate referrals for students through the Counseling Services Office, and for staff and faculty through the Human Resources Office.

Community Resources

Students may seek assistance from off-campus resources. The following is a list of some of the programs available for counseling, treatment and rehabilitation of alcohol and drug problems.

Catholic Charities of Jackson
3425 Francis St.
Jackson, MI 49203
517/782-2551

Family Service and Children's Aid**
330 W. Michigan Ave.
Jackson, MI 49201
517/787-7920

Michigan Therapeutic Consultants**
605 W. Michigan Ave.
Jackson, MI 49201
517/980-4970

Oaklawn Psychological Services*/**
15209 W. Michigan Ave.
Marshall, MI 49068
269/781-9119 (Out-patient)

Oaklawn Hospital
200 Madison
Marshall, MI 49068
269/781-4484 (In-patient)

Psychological Consultants**
(Monday -Friday)
300 B Drive N., P.O. Box 265
Albion, MI 49224
517/629-2113

Psychological Consultants**
151 North Ave.
Battle Creek, MI 49017
269/968-2811

Henry Ford Alligence Substance Abuse Services
2424 W. Washington
Jackson, MI 49203
517/205-2732

*In-patient treatment

**Out-patient treatment

Support Groups for Substance Abuse Problems

A.A. (Alcoholics Anonymous)
Al-Anon (Spouses, Friends of)
Alateen (Children of)

Hillsdale County
Hope House
517/849-2330

Jackson County
517/789-8883

Washtenaw/Livingston Counties
Narcotics Anonymous Information Line
734/913-9839

National Hotlines

Drug and Alcohol Abuse Information
and Referral
1-800-662-4357

Review

In order to determine the effectiveness of the program, implement changes to the program if they are needed, and ensure that the disciplinary sanctions described are consistently enforced, the College will review biennially the entire prevention program.

Comments or questions concerning this policy or Albion College's alcohol and other drug abuse prevention program should be directed to:

Vice President for Student Affairs
517/629-0226, or

Provost
517/629-0222, or

Director of Human Resources
517/629-0205

Albion College
611 E. Porter St.
Albion, MI 49224

CHART A—MICHIGAN LAWS RELATED TO CONTROLLED SUBSTANCES

	Delivery, Possession with Intent to Deliver, and Manufacture (sect. 333.7401)	Possession (sect. 333.7403)	Use (sect. 333.7404)
Schedule 1 and 2 Narcotics and Cocaine 1,000 grams or more	Felony—Maximum penalty life imprisonment and/or fine of not more than \$1,000,000	Felony—Maximum penalty life imprisonment and/or fine of not more than \$1,000,000	N/A
At least 450 grams but less than 1,000 grams	Felony—Maximum penalty 30 years and/or fine of not more than \$500,000	Felony—Maximum penalty 30 years and/or fine of not more than \$500,000	N/A
At least 50 grams but less than 450 grams	Felony—Maximum penalty 20 years and/or \$250,000 fine	Felony—Maximum penalty 20 years and/or \$250,000 fine	N/A
Less than 50 grams	Felony—Maximum penalty 20 years and/or \$25,000 fine	N/A	N/A
At least 25 grams but less than 50 grams	Felony—Maximum penalty 20 years and/or \$25,000 fine	Felony—Maximum penalty 4 years and/or \$25,000 fine	N/A
Less than 25 grams	Felony—Maximum penalty 20 years and/or \$25,000 fine	Felony—Maximum penalty 4 years and/or \$25,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$2,000 fine
Marijuana 45 KG or more 200 plants or more	Felony—Maximum penalty 15 years and/or \$10,000,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$1,000 fine	Misdemeanor—Maximum penalty 90 days and/or \$100 fine
At least 5 KG but less than 45 KG At least 20 plants but less than 200 plants	Felony—Maximum penalty 7 years and/or \$500,000 fine		
Less than 5 KG Less than 20 plants	Felony—Maximum penalty 4 years and/or \$20,000 fine		
Marijuana—Delivery without remuneration	Misdemeanor—Maximum penalty 1 year and/or \$1,000 fine	N/A	N/A
LSD, Peyote, Mescaline, DMT, psilocybin, psilocyn	Felony—Maximum penalty 7 years and/or \$10,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$2,000 fine	Misdemeanor—Maximum penalty 6 months and/or \$500 fine
Other Schedule 1, 2, 3 Drugs	Felony—Maximum penalty 7 years and/or \$10,000 fine	Felony—Maximum penalty 2 years and/or \$2,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$1,000 fine
Methamphetamine or Ecstasy (MDMA)	Felony—Maximum penalty 20 years and/or \$25,000 fine	Felony—Maximum penalty 10 years and/or \$15,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$2,000 fine
Schedule 4 Drugs	Felony—Maximum penalty 4 years and/or \$2,000 fine	Felony—Maximum penalty 2 years and/or \$2,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$1,000 fine
Schedule 5 Drugs	Felony—Maximum penalty 2 years and/or \$2,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$2,000 fine	Misdemeanor—Maximum penalty 6 months and/or \$500 fine
Prescription Form	Felony—Maximum penalty 7 years and/or \$5,000 fine	Misdemeanor—Maximum penalty 1 year and/or \$1,000 fine	N/A
Counterfeit Prescription Form	Felony—Maximum penalty 7 years and/or \$5,000 fine	Felony—Maximum penalty 4 years and/or \$30,000 fine	N/A

**CHART A—ENHANCED PENALTIES FOR VIOLATIONS COMMITTED BY PERSONS
18 YEARS OR OLDER WITHIN 1,000 FEET OF LIBRARY**

	Delivery (less than 50 grams)	Possession with Intent to Deliver (less than 50 grams)	Possession (less than 25 grams)
Schedule 1 and 2 Narcotics and Cocaine	Felony—Mandatory penalty at least 2 and up to 60 years and up to \$75,000 fine	Felony—Mandatory penalty at least 2 and up to 40 years and up to \$75,000 fine	Felony—Maximum penalty 8 years and/or \$50,000 fine
All Other Drugs	N/A	N/A	Maximum penalty not more than twice the term of imprisonment, fine, or both

This chart was compiled with information from the Michigan Legislature website:
[http://www.legislature.mi.gov/\(S\(tui5oijqbtexia55avg4np3u\)\)/mileg.aspx?page=Home](http://www.legislature.mi.gov/(S(tui5oijqbtexia55avg4np3u))/mileg.aspx?page=Home)

CHART B—FEDERAL TRAFFICKING PENALTIES

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500-4,999 grams mixture	<p>First Offense: Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2-million if an individual, \$5-million if not an individual.</p> <p>Second Offense: Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4-million if an individual, \$10-million if not an individual.</p>	5 kg or more mixture	<p>First Offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4-million if an individual, \$10-million if not an individual.</p> <p>Second Offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8-million if an individual, \$20-million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment.</p>
Cocaine Base (Schedule II)	5-49 grams mixture		50 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture		50 grams or more pure or 500 gms or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 grams or more pure or 1 kg or more mixture		
Penalties				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine of \$1-million if an individual, \$5-million if not an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious injury, not less than life. Fine of \$2-million if an individual, \$10-million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1-million if not an individual.</p> <p>Second Offense: Not more than 10 years. Fine of not more than \$500,000 if an individual, \$2-million if not an individual.</p>		
Flunitrazepam (Schedule IV)	30-999 mg			
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine of not more than \$250,000 if an individual, \$1-million if not an individual.</p> <p>Second Offense: Not more than 6 years. Fine of not more than \$500,000 if an individual, \$2-million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mg			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 year. Fine of not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 years. Fine of not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Source: www.justice.gov/dea/druginfo/ftp3.shtml

CHART B—FEDERAL TRAFFICKING PENALTIES—MARIJUANA

Drug	Quantity	Penalties
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<p>First Offense: Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine of not more than \$4-million if an individual, \$10-million if other than an individual.</p> <p>Second Offense: Not less than 20 years, not more than life. If death or serious injury, mandatory life. Fine of not more than \$8-million if an individual, \$20-million if other than an individual.</p>
Marijuana	100-999 kg mixture; or 100-999 plants	<p>First Offense: Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine of not more than \$2-million if an individual, \$5-million if other than an individual.</p> <p>Second Offense: Not less than 10 years, not more than life. If death or serious injury, mandatory life. Fine of not more than \$4-million if an individual, \$10-million if other than an individual.</p>
Marijuana	<p>More than 10 kg hashish; 50-99 kg mixture</p> <p>More than 1 kg of hashish oil; 50-99 plants</p>	<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine of \$1-million if an individual, \$5-million if other than an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious injury, mandatory life. Fine of \$2-million if an individual, \$10-million if other than an individual.</p>
Marijuana	1-49 plants; less than 50 kg mixture	<p>First Offense: Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1-million if other than an individual.</p> <p>Second Offense: Not more than 10 years. Fine of \$500,000 if an individual, \$2-million if other than an individual.</p>
Hashish	10 kg or less	
Hashish Oil	1 kg or less	

Source: www.justice.gov/dea/druginfo/ftp3.shtml

CHART C

Controlled Substances - Uses & Effects

DRUGS/ CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES
NARCOTICS		
Opium	I II Dover's Powder, Paregoric Parepectolin	Analgesic, antidiarrheal
Morphine	II Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive
Codeine	II III V Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, antitussive
Heroin	I Diacetylmorphine, Horse, Smack	None
Hydromorphone	II Dilaudid	Analgesic
Meperidine (Pethidine)	II Demerol, Mepergan	Analgesic
Methadone	II Dolophine, Methadone, Methadose	Analgesic
Other Narcotics	I II III IV V Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin ²	Analgesic, antidiarrheal, antitussive
DEPRESSANTS		
Chloral Hydrate	IV Noctec	Hypnotic
Barbiturates	II III IV Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent
Benzodiazepines	IV Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic
Methaqualone	I Quaalude	Sedative, hypnotic
Other Depressants	III IV Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic
STIMULANTS		
Cocaine ¹	II Coke, Flake, Snow, Crack	Local anesthetic
Amphetamines	II Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control
Phenmetrazine	II Preludin	Weight control
Methylphenidate	II Ritalin	Attention deficit disorders, narcolepsy
Other Stimulants	III IV Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control
HALLUCINOGENS		
LSD	I Acid, Microdot	None
Mescaline and Peyote	I Mexc, Buttons, Cactus	None
Amphetamine Variants	I 2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None
Phencyclidine	II PCP, Angel Dust, Hog	None
Phencyclidine Analogues	I PCE, PCPy, TCP	None
Other Hallucinogens	I Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None
CANNABIS		
Marijuana	I Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None
Tetrahydrocannabinol	I II THC, Marinol	Cancer chemotherapy antinauseant
Hashish	I Hash	None
Hashish Oil	I Hash Oil	None

¹ Designated a narcotic under the CSA.

² Not designated a narcotic under the CSA.

DEPENDENCE		TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Physical	Psychological						
NARCOTICS							
High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
High	High	Yes	3-6	Oral, smoked, injected			
Moderate	Moderate	Yes	3-6	Oral, injected			
High	High	Yes	3-6	Injected, sniffed, smoked			
High	High	Yes	3-6	Oral, injected			
High	High	Yes	3-6	Oral, injected			
High	High-Low	Yes	12-24	Oral, injected			
High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS							
Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
High-Mod.	High-Mod.	Yes	1-16	Oral			
Low	Low	Yes	4-8	Oral			
High	High	Yes	4-8	Oral			
Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS							
Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depressions, disorientation
Possible	High	Yes	2-4	Oral, injected			
Possible	High	Yes	2-4	Oral, injected			
Possible	Moderate	Yes	2-4	Oral, injected			
Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS							
None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
None	Unknown	Yes	8-12	Oral			
Unknown	Unknown	Yes	Variable	Oral, injected			
Unknown	High	Yes	Days	Smoked, oral, injected			
Unknown	High	Yes	Days	Smoked, oral, injected			
None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS							
Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Unknown	Moderate	Yes	2-4	Smoked, oral			
Unknown	Moderate	Yes	2-4	Smoked, oral			
Unknown	Moderate	Yes	2-4	Smoked, oral			

Chapter VI, Appendix B

Sexual Assault Policy, Procedures, and Prevention

Albion College is committed to providing an educational environment where we are all able to learn, teach, and work freely and where the dignity, safety, and self-respect of all members of our community are protected. All forms of sexual assault are incompatible with this mission and will not be tolerated at Albion College.

The Albion College Sexual Assault Policy prohibits all incidents of criminal sexual conduct as defined by the laws of the State of Michigan. However, as an educational institution, we believe we have the responsibility to set an even higher standard of conduct for our community. The Albion College Sexual Assault Policy contains our standards, definitions, and procedures, as well as the pertinent Michigan laws. We will fairly but rigorously enforce these standards.

Education and awareness are essential to our efforts against sexual assault, and the College provides educational materials and programs throughout the academic year. Most importantly, our procedures and referrals to services recognize the trauma of sexual assault and the need to empower the survivor. Our sexual assault materials, programs, and referrals are available to all Albion College students and employees.

Facts About Sexual Assault

What is Sexual Assault?

Sexual assault is any physical sexual contact, as defined by Michigan law, to which you have not given consent. Unwanted sexual gestures or language are sexual harassment. (The Albion College Policy and Procedures for Addressing Complaints of Sexual Harassment may be accessed at the following website: www.albion.edu/shp/.) Sexual assault includes any sexual touching, with or without clothing, oral sexual activities, vaginal

or anal penetration to which explicit consent has not been given.

Sexual assault ranges from pinching someone's buttocks in public through unwanted violent sexual intercourse.

Sexual assault is not always violent.

While in most sexual assaults, men are the perpetrators and women the victims, men can and do victimize men, women can and do victimize women, and women can and do victimize men.

Acquaintance Rape. Most sexual assaults occur between people who know each other. These instances of sexual assault are called acquaintance rape. Most campus sexual assaults are acquaintance rapes. Because acquaintance rapes do not fit our culture's stereotype, where a sleazy stranger jumps out of a dark alley and rapes a woman at knifepoint, many of us, women and men, have a hard time naming acquaintance rape as sexual assault. To the perpetrators, she/he meant yes, even if she/he said no. The victims blame themselves, unable to believe that a friend, someone they knew, violated their trust as well as their bodies.

Alcohol and Other Drugs. Most acquaintance rapes involve alcohol or other drug use. Alcohol and other drugs impair judgment as well as one's physical and mental abilities.

What is Consent?

Consent is "willingly and verbally agreeing to specific sexual contact or conduct." This means the individuals involved must state clearly what they do and do not want to occur between them.

Under the Albion College Sexual Assault Policy:

- No one who is impaired by alcohol, drugs, and/or prescribed medication can consent;
- No one who is under duress can consent; and
- No one who has been threatened or pressured can consent.

Safer Sex

In most cases of sexual assault, precautions against sexually transmitted diseases (STDs) and pregnancy are not

taken. Both parties are therefore at risk for STDs such as herpes or genital warts, as well as HIV/AIDS. The woman is also at risk for pregnancy. See On- and Off-Campus Resources section(s) for the location of testing and treatment facilities.

What To Do in Case of Sexual Assault

If you are sexually assaulted:

1. **GET TO A SAFE PLACE.** Put your safety first. If you can't get to a phone yourself, do whatever you can to attract someone's attention and get to a safe place.

2. **CALL A SEXUAL ASSAULT ADVOCATE (SAA).** As soon as you can get to a phone, call the sexual assault advocate (SAA). These individuals are trained to respond to sexual assaults. *All communication with the SAA is confidential.* In an emergency, you may also contact the SAA by dialing #9876 from a campus phone, or by calling 888/383-2192. Albion College Campus Safety can also contact an SAA for you (ext. 0911 or 517/629-0911).

3. **PRESERVE ALL EVIDENCE. DO NOT SHOWER, BATHE, OR CHANGE CLOTHES.** Do not shower, bathe, douche, wash hands, brush teeth, go to the bathroom, or change clothes if you have any thought of reporting the assault. (If you have not preserved all evidence, you may still report the assault.)

If a friend is sexually assaulted:

1. **LISTEN.** Believe her/him. Be gentle, patient, and sensitive.

2. **GET THE SURVIVOR TO A SAFE PLACE.**

3. **ASSESS HER/HIS PHYSICAL INJURIES.** Determine if she/he needs emergency medical care and if she/he is coherent enough to make decisions regarding treatment. If she/he is not, get the survivor to the closest medical facility. If she/he is, support the survivor in her/his decision regarding treatment.

4. **CONTACT A SEXUAL ASSAULT ADVOCATE (SAA).** Give the survivor information about the sexual assault advocates including that

all communication with the SAA is confidential. The survivor does not have to give her/his name. If the survivor does not want to talk to the SAA, you may call the SAA and anonymously get an informational brochure for her/him.

5. **REMINDE THE SURVIVOR NOT TO SHOWER, BATHE, OR CHANGE CLOTHES.** Remind the survivor not to shower, bathe, douche, wash her/his hands, brush her/his teeth, go to the bathroom, or change clothes if she/he has any thought of reporting this crime. Any of these actions would destroy evidence which might be important to this case. (If all evidence is not preserved, she/he may still report the assault.)

6. **KNOW YOUR LIMITS.** Recognize what you can and cannot handle. Get help if you feel you are in over your head.

7. **DON'T JUDGE.** Don't question or judge the survivor's actions or reactions. Don't tell the survivor what she/he should or shouldn't do, or what she/he should or shouldn't be feeling. Don't pry for details if the survivor is unwilling to give them.

To file a sexual assault complaint:

On-campus-Office of Campus Safety—ext. 1234 of 517/629-1234—Campus Safety is responsible for investigating sexual assault complaints filed on campus and has staff who have received specialized training in this area.

Off-campus-Albion Department of Public Safety-911—The Albion Department of Public Safety (ADPS) is the law enforcement agency having jurisdiction in the City of Albion. ADPS will assist survivors to file criminal complaints with other agencies if the incident occurred outside of the City of Albion.

On-Campus Resources

Counseling Services — Ext. 0236
The Counseling Services Office offers free, confidential counseling and support to survivors of sexual assault and sexual harassment. The counseling staff are dedicated and experienced in providing personal assistance to survivors as well as friends affected by this type of trauma.

Student Health Services — Ext. 0220
The Student Health Services staff are

trained in sexual assault response. All conversations and examinations are strictly confidential.

Campus Safety — Ext. 1234

The Anna Howard Shaw Women's Center (AHSWC) — Ext. 0226

The AHSWC offers information and educational material, advocacy, support, and consultation regarding sexual assault.

Off-Campus Resources

Sexual Assault Services of Calhoun County—888/383-2192 (24-hours)

Offers short-term individual counseling; trained staff or volunteer advocates provide support and advocacy to survivors at area hospitals and police departments. 24-hour calls/availability. All services provided free of charge.

AWARE - Jackson—517/783-2861

Staff will accompany survivor to Allegiance Health (regional hospital) and City Police or Sheriff Department. Counseling and support groups. 24-hour calls/availability.

Albion Department of Public Safety - Albion—517/629-3933.

Legal Services of South Central

Michigan—269/965-3951, 800/688-3951.

Same Sex & LGBTQ Intimate Partner Violence Resources

- **National Hotline**—888/843-4564.
- **Equality MI (Detroit)**—866/926-1147. Offers victim assistance, counseling, and referral.
- **Ozone House (Ann Arbor)**—734/662-2222. Offers a safe house/shelter and counseling services.

Albion College Sexual Assault Policy

I. Scope

The philosophy, response procedures, and educational programs included in this sexual assault policy apply to and are available to all members of the Albion College community. The judicial procedures apply only to students.

II. Overview

The sexual assault policy aims to eliminate sexual assault on the Albion College campus through comprehensive educational

programs, rigorous enforcement of campus standards, and cooperation with the criminal justice system.

Survivors of sexual assault have the right and are encouraged to pursue a complaint against the accused in the legal system and if the alleged offender is an Albion student, within the College Judicial Process. One or both of these options may be pursued, and the College will assist survivors in filing a criminal complaint as requested. A written explanation of a survivor's rights, options for reporting, and an explanation of the process is given to anyone who reports a sexual assault on campus.

Survivors and witnesses under the influence of alcohol and/or other drugs during the time of the incident will not normally be prosecuted, or sanctioned by the College for alcohol and/or other drug violations.

Survivors of sexual assault may also request changes in academic, living, transportation, and working situations whether or not they choose to report the incident to the College or to civil authorities. The College will provide such accommodations if they are reasonably available.

The policy and procedures seek to provide any survivor of sexual assault who is a member of the Albion College community or his/her guest with referrals for confidential, immediate and long-term services covering her/his psychological and medical needs, as well as with accessible procedures for on-campus disciplinary proceedings (if the alleged offender is an Albion student), and off-campus prosecution if the survivor so chooses. A survivor of sexual assault has the right to report or decline to report the offense to the law enforcement agency with jurisdiction.

On campus, the College seeks to provide a prompt, fair, and impartial investigation and resolution through the Judicial Process as well as stringent enforcement of sanctions following decisions for those sexual assault cases where students are found responsible for violating this policy. A complaint against a student is adjudicated in accordance with the Judicial Process established in the Albion College *Student Handbook*

and as indicated in the procedures for Resolution Section of the College Sexual Assault Policy.

General information and educational material concerning sexual assault are available in the Anna Howard Shaw Women's Center, the Office of Human Resources, the Office of the Provost, and the Office of the Vice President for Student Affairs. Individuals seeking confidential consultation should contact a Sexual Assault Advocate (see below).

III. Policy

Albion College is a residential, educational community committed to providing an atmosphere in which we are all able to teach, learn, work, and grow free from constraints based on individual biases. In doing so, we are obligated to protect the dignity, safety, and self-respect of all members of the College community. The College will not tolerate any acts which interfere with this commitment including any form of sexual intimidation, abuse, or assault, which includes all incidents of criminal sexual conduct as defined by Michigan Law.

In accordance with Albion College's basic principles of responsibility, the College seeks to challenge the community to adopt ever higher standards and expectations for its members. For this reason, a student who violates the College standards for sexual conduct could be subjected to sanctions under the College judicial process even though he/she is not prosecuted in the criminal justice system for that conduct.

In cases covered under the Sexual Assault, Stalking, Domestic Violence, Dating Violence provisions of the 2013 Reauthorization of the Violence Against Women Act (VAWA), complainants and witnesses who disclose their use of alcohol and/or marijuana related to the incident under investigation, are not normally referred to the College Judicial Process for those offenses.

Albion College is committed to referring survivors of sexual assault who are members of the Albion College community to trained Sexual Assault Advocates (SAA) affiliated with Sexual Assault Services of Calhoun County (SAS), located in Battle Creek. SAS also has a Local Sexual Assault Advocate Program (LSAA) consisting of current

students, faculty, and staff volunteers who are trained and supervised by SAS to provide assistance to survivors. A list of LSAA's, including contact information, is published annually.

IV. Definitions

Sexual assault means any sexual act or contact intentionally initiated by a person that has not been expressly consented to by the person to whom the behavior is directed. "Consent" means willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring an individual or attempting to take advantage of an individual under duress or incapable of making a decision on his/her own is a direct violation of the policy. This includes situations in which an individual is impaired by alcohol, drugs, and/or prescribed medications. In the most extreme cases, sexual assault may involve force. Force may include, but is not limited to, the use of or display of a weapon, physical battering, or immobilization of the other person.

A. Sexual Assault

Rape is the most serious form of sexual assault, and it is also the most extreme form of behavior prohibited by this policy. Rape refers to penetration, however slight, of the vagina or anus, or fellatio or cunnilingus accomplished through force and against the wishes of the other person.

Sexual assault also includes, but is not limited to, attempted non-consensual penetration, fellatio or cunnilingus, or coercing or forcing an individual to engage in non-consensual sexual contact.

B. Sexual Contact

Sexual contact includes touching intimate parts of the body, including thighs, genitals, buttocks, the pubic region or the breast/chest area, or the clothing covering those parts, and/or using intimate parts of the body to touch another individual.

A student who violates the College standards for sexual conduct could be subjected to sanctions under the College Judicial Process even though he/she is not prosecuted in the criminal justice system for that conduct.

V. Responding to Survivors of Sexual Assault

A. Sexual Assault Advocates (SAA)

are advocates at Sexual Assault Services of Calhoun County, located in Battle Creek, who are available to assist survivors of sexual assault. The SAAs will advise survivors on their options for medical and emotional care as well as legal remedies. At the request of the survivor, the SAA will remain with the survivor throughout the immediate post-assault or reporting period and will act as a mediator between the survivor and other professionals. The SAA will continue to assist the survivor through whichever legal procedures she/he chooses to pursue. Communications between a survivor and a SAA are privileged to the extent provided by Michigan law.

B. Medical Care and Advocacy

In the event of a sexual assault, if the survivor is in need of immediate medical care, the survivor should proceed to the closest medical facility. As soon as the survivor's immediate medical needs have received attention, or in all other cases of sexual assault, the survivor or anyone acting on her/his behalf is strongly advised to contact a sexual assault advocate. Even if the survivor does not choose to interact with the SAA directly at this time, anyone aware of the assault—friend, student, or College employee—can request resource materials, referrals, and other relevant information for the survivor from the sexual assault advocate. The SAA will be available to advise the survivor of her/his options in the following areas:

1. Medical—The SAA will discuss the importance of immediate medical care. In addition to care of injuries, survivors should be tested for sexually transmitted diseases and pregnancy. This would also be the time when procedures for the rape evidence kit could be done.
2. Emotional—The SAA is familiar with the range of reactions survivors have to sexual assault. The SAA is prepared to be there and listen, to provide information, and offer knowledgeable support to the survivor. If, after the immediate post-assault period, the survivor decides she/he needs longer-term counseling, the SAA will provide the survivor with a list of resources.
3. College Policies—The SAA is familiar

with Albion College policies and procedures regarding sexual assault. The SAA will provide the survivor with full information concerning how to report the assault on campus and how the student judicial system functions if the assailant is an Albion College student.

Survivors of sexual assault will be notified that they may also request changes in academic, living, transportation, and working situations whether or not they choose to report the incident to the College or to civil authorities. The College will provide such accommodations if they are reasonably available.

4. Criminal Charges—The SAA can advise the survivor about reporting the assault to the Albion Department of Public Safety, and give general information regarding investigation and prosecution. Throughout this process, the SAA's role is to advise and support.

VI. Procedures for Resolution

Cases involving alleged violation of the sexual assault policy by a student are processed in accordance with the Albion College Judicial Process. The determination of responsibility will be based on a preponderance of the evidence [i.e., that which the hearing officer(s) believe is more likely than not to have occurred based on the information presented]. The Judicial Process is described in the Albion College *Student Handbook*. In accordance with the 2013 reauthorization of the Violence Against Women Act, the additional judicial process rights and procedures listed below apply to cases involving sexual assault.

- The complainant and respondent are entitled to all of the same opportunities during disciplinary proceedings.
- The complainant and respondent each has the right to have an adviser of his or her choice present during all interviews, conferences, and meetings, including the hearing.
- The extent to which the adviser may participate in the proceedings is limited to providing the complainant or respondent private support, guidance, or advice.

- During the hearing, the adviser may assist his/her advisee in formulating statements for the hearing officer(s). Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with other persons during the hearing.
- The advisor is an individual who is not a party to the case.
- The adviser may not serve as a witness.
- In a timely manner, the complainant and respondent shall be simultaneously informed in writing of the outcome of the hearing and procedures for appealing the decision (i.e., request for an appeal review).
- The complainant and respondent shall also be simultaneously notified in writing if any part of the hearing decision is changed prior to the final decision, as well as when the decision becomes final.

Administrative Hearing officer(s) who hear sexual assault cases are trained annually on issues related to sexual assault and how to conduct a hearing process that protects the safety of survivors and promotes accountability. In hearing a case of alleged sexual assault, the Administrative Hearing officer(s) may consider as part of its hearing and adjudicative function the questions of who has initiated sexual contact, to whom sexual conduct is directed, and whether consent has been effectively given. If a respondent is found responsible for a violation of College policy, the Administrative Hearing officer(s) shall have available the full range of sanctions up to and including expulsion from the College. Refer to the *Student Handbook* for a detailed description of the process.

The College has no legal authority to enforce orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by courts. However, the vice president for student affairs or his/her designee may require an individual or group to curtail or modify behavior and/or activities, including prohibiting contact with specified individuals such as physical contact or oral, written, electronic, third-party, or other communication, whenever these behaviors and/or activities are viewed as threatening or injurious to the well-being,

safety, or property of any person(s), or orderly functioning of the College (e.g., living, learning, or working environment). Violations of such restrictions are considered violations of College policy and may result in student(s) being required to immediately leave campus.

VII. Retaliation

Retaliation against a person who reports, complains about, or participates in an investigation or other procedures for addressing complaints of sexual assault will not be tolerated. Individuals should notify the director for campus safety in a prompt manner if they believe they have been retaliated against so that the behavior can be investigated and appropriate action taken.

VIII. Recordkeeping

Records shall be kept for the safety and protection of the College community as a whole.

A. Procedures

Student disciplinary records and Albion College Judicial Process records are maintained by the vice president for student affairs. College officials will protect the confidentiality of personally identifiable information of the survivor to the extent possible during the investigation and judicial process while providing due process for the respondent.

B. Access to Records

When the respondent is found responsible, a record of the incident, including any statements and hearing materials, will become part of the respondent's judicial record as would any judicial record. These materials will be held as a part of the student's permanent record in accordance with record maintenance procedures. Contact the Office of the vice president for student affairs for further information. Such information shall be available to the Albion College Judicial Board or Administrative Hearing officers as described in the Albion College Judicial Process.

IX. Education of the College Community

A. It shall be the responsibility of the vice president for student affairs to ensure that campus-wide educational programs for students are conducted annually.

B. The director of the Anna Howard Shaw (AHS) Women's Center will develop and coordinate educational programs for the College community on the topics of sexual assault and date rape, among others. The provost, vice president for student affairs, and the vice president of finance and administration shall designate an individual to work with the director of the AHS Women's Center. The designees will have the responsibility of implementing the educational programs for their respective areas. Training shall include discussion of the sexual assault policy statement and an understanding of what constitutes sexual assault, procedures for addressing possible sexual assault, and methods for prevention of sexual assault.

C. Educational programs shall be held at the beginning of each semester for new students (first-year and transfers), new employees, and faculty. Ongoing educational programs shall also be held for all members of the Albion College community.

Michigan Criminal Sexual Conduct Statute Definitions

Sec. 520a. As used in this chapter:

(a) "Actor" means a person accused of criminal sexual conduct.

(b) "Developmental disability" means an impairment of general intellectual functioning or adaptive behavior which meets all of the following criteria:

(i) It originated before the person became 18 years of age.

(ii) It has continued since its origination or can be expected to continue indefinitely.

(iii) It constitutes a substantial burden to the impaired person's ability to perform in society.

(iv) It is attributable to 1 or more of the following:

(a) Mental retardation, cerebral palsy, epilepsy, or autism.

(b) Any other condition of a person found to be closely related to mental retardation

because it produces a similar impairment or requires treatment and services similar to those required for a person who is mentally retarded.

(c) "Electronic monitoring" means that term as defined in section 85 of the corrections code of 1953, 1953 PA 232, MCL 791.285.

(d) "Intermediate school district" means a corporate body established under part 7 of the revised school code, 1976 PA 451, MCL 380.601 to 380.705.

(e) "Intimate parts" includes the primary genital area, groin, inner thigh, buttock, or breast of a human being.

(f) "Mental health professional" means that term as defined in section 100b of the mental health code, 1974 PA 258, MCL 330.1100b.

(g) "Mental illness" means a substantial disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life.

(h) "Mentally disabled" means that a person has a mental illness, is mentally retarded, or has a developmental disability.

(i) "Mentally incapable" means that a person suffers from a mental disease or defect that renders that person temporarily or permanently incapable of appraising the nature of his or her conduct.

(j) "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.

(k) "Mentally retarded" means significantly subaverage general intellectual functioning that originates during the developmental period and is associated with impairment in adaptive behavior.

(l) "Nonpublic school" means a private, denominational, or parochial elementary or secondary school.

(m) "Physically helpless" means that a person is unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.

(n) "Personal injury" means bodily injury, disfigurement, mental anguish, chronic pain, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.

(o) "Public school" means a public elementary or secondary educational entity or agency that is established under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.

(p) "School district" means a general powers school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.

(q) "Sexual contact" includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:

- (i) Revenge.
- (ii) To inflict humiliation.
- (iii) Out of anger.
- (r) "Sexual penetration" means sexual

intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

(s) "Victim" means the person alleging to have been subjected to criminal sexual conduct.

First degree criminal sexual conduct

Sec. 520b. (1) A person is guilty of criminal sexual conduct in the first degree if he or she engages in sexual penetration with another person and if any of the following circumstances exists:

- (a) That other person is under 13 years of age.
- (b) That other person is at least 13 but less than 16 years of age and any of the following:

(i) The actor is a member of the same household as the victim.

(ii) The actor is related to the victim by blood or affinity to the fourth degree.

(iii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.

(v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(c) Sexual penetration occurs under circumstances involving the commission of any other felony.

(d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:

(i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(ii) The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision (f).

(e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.

(f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:

(i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.

(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.

(v) When the actor, through concealment or by the element of surprise, is able to overcome the victim.

(g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:

(i) The actor is related to the victim by blood or affinity to the fourth degree.

(ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(2) Criminal sexual conduct in the first degree is a felony punishable as follows:

(a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.

(b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.

(c) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.

(d) In addition to any other penalty imposed under subdivision (a) or (b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.

(3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction.

Second degree criminal sexual conduct

Sec. 520c. (1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:

(a) That other person is under 13 years of age.
(b) That other person is at least 13 but less than 16 years of age and any of the following:

(i) The actor is a member of the same household as the victim.
(ii) The actor is related by blood or affinity to the fourth degree to the victim.
(iii) The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.

(iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.

(v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(c) Sexual contact occurs under circumstances involving the commission of any other felony.

(d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:

(i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(ii) The actor uses force or coercion to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).

(e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.

(f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).

(g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:

(i) The actor is related to the victim by blood or affinity to the fourth degree.
(ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.

(j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA 232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.

(k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.

(l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or hearing, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.

(2) Criminal sexual conduct in the second degree is a felony punishable as follows:

(a) By imprisonment for not more than 15 years.

(b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to lifetime electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age.

Third degree criminal sexual conduct

Sec. 520d. (1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age and under 16 years of age.

(b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b(1)(f)(i) to (v).

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority

over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years.

Fourth degree criminal sexual conduct

Sec. 520e. (1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.

(b) Force or coercion is used to accomplish

the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:

(i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.

(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.

(v) When the actor achieves the sexual contact through concealment or by the element of surprise.

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.

(f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school

district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.

Second or subsequent offenses

Sec. 520f. (1) If a person is convicted of a second or subsequent offense under section 520b, 520c, or 520d, the sentence imposed under those sections for the second or subsequent offense shall provide for a mandatory minimum sentence of at least five years.

(2) For purposes of this section, an offense is considered a second or subsequent offense if, prior to conviction of the second or subsequent offense, the actor has at any time been convicted under section 520b, 520c or 520d or under any similar statute of the United States or any state for a criminal sexual offense including rape, carnal knowledge, indecent liberties, gross indecency, or an attempt to commit such an offense.

Assault with intent to commit criminal sexual conduct

Sec. 520g. (1) Assault with intent to commit criminal sexual conduct involving sexual penetration shall be a felony punishable by imprisonment for not more than 10 years.

(2) Assault with intent to commit criminal sexual conduct in the second degree is a felony punishable by imprisonment for not more than five years.

Corroboration of victim's testimony

Sec. 520h. The testimony of a victim need not be corroborated in prosecutions under sections 520b to 520g.

Resistance

Sec. 520i. A victim need not resist the actor in prosecution under sections 520b to 520g.

Admissibility of evidence; victim's sexual conduct

Sec. 520j. (1) Evidence of specific instances of the victim's sexual conduct, opinion evidence of the victim's sexual conduct, and reputation evidence of the victim's sexual conduct shall not be admitted under sections 520b to 520g unless and only to the extent that the judge finds that the following proposed evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value:

(a) Evidence of the victim's past sexual conduct with the actor.

(b) Evidence of specific instances of sexual activity showing the source or origin of semen, pregnancy, or disease.

(2) If the defendant proposes to offer evidence described in subsection (1)(a) or (b), the defendant within ten days after the arraignment on the information shall file a written motion and offer of proof. The court may order an in camera hearing to determine whether the proposed evidence is admissible under subsection (1). If new information is discovered during the course of the trial that may make the evidence described in subsection (1)(a) or (b) admissible, the judge may order an in camera hearing to determine whether the proposed evidence is admissible under subsection (1).

Suppression of names and details

Sec. 520k. Upon the request of the counsel or the victim or actor in a prosecution under sections 520b to 520g the magistrate before whom any person is brought on a charge of having committed an offense under sections 520b to 520g shall order that the names of the victim and actor and details of the alleged offense be suppressed until such time as the actor is arraigned on the information, the charge is dismissed or the case is otherwise concluded, whichever occurs first.

Married persons

Sec. 520l. A person may be charged and convicted under sections 520b to 520g even though the victim is his/her legal spouse. However, a person may not be charged or convicted solely because his/her legal spouse is under the age of 16, mentally incapable or mentally incapacitated.

Blood and saliva samples, chemical testing; DNA identification profiling; definitions

Text of section effective July 1, 2009

A person shall provide samples for chemical testing for DNA identification profiling or a determination of the sample's genetic markers and shall provide samples for chemical testing if any of the following apply:

(a) The individual is arrested for a violent felony as that term is defined in section 36 of the corrections code of 1953, 1953 PA 232, MCL 791.236.

(b) The person is found responsible for a violation of section 83, 91, 316, 317, or 321, a violation or attempted violation of section 349, 520b, 520c, 520d, 520e, or 520g, or a violation of section 167(1)(c) or (f) or 335a, or a local ordinance substantially corresponding to section 167(1)(c) or (f) or 335a.

(c) The person is convicted of a felony or attempted felony, or any of the following misdemeanors, or local ordinances that are substantially corresponding to the following misdemeanors:

(i) A violation of section 145a, enticing a child for immoral purposes.

(ii) A violation of section 167(1)(c), (f), or (i), disorderly person by window peeping, engaging in indecent or obscene conduct in public, or loitering in a house of ill fame or prostitution.

(iii) A violation of section 335a, indecent exposure.

(iv) A violation of section 451, first and second prostitution violations.

(v) A violation of section 454, leasing a house for purposes of prostitution.

(vi) A violation of section 462, female under the age of 17 in a house of prostitution.

(2) Notwithstanding subsection (1), if at the time the person is arrested for, convicted of, or found responsible for the violation the investigating law enforcement agency or the department of state police already has a sample from the person that meets the requirements of the DNA identification profiling system act, 1990 PA 250, MCL 28.171 to 28.176, the person is not required to provide another sample or pay the fee required under subsection (6).

(3) The county sheriff or the investigating law enforcement agency shall collect and transmit the samples in the manner required under the DNA identification profiling system act, 1990 PA 250, MCL 28.171 to 28.176. However, a sample taken under subsection (1)(a) may be transmitted to the department of state police upon collection.

(4) An investigating law enforcement agency, prosecuting agency, or court that has in its possession a DNA identification profile obtained from a sample of a person under subsection (1) shall forward the DNA identification profile to the department of state police at or before the time of the person's sentencing or disposition upon that conviction or finding of responsibility unless the

department of state police already has a DNA identification profile of the person.

(5) The DNA profiles of DNA samples received under this section shall only be disclosed as follows:

(a) To a criminal justice agency for law enforcement identification purposes.

(b) In a judicial proceeding as authorized or required by a court.

(c) To a defendant in a criminal case if the DNA profile is used in conjunction with a charge against the defendant.

(d) For an academic, research, statistical analysis, or protocol developmental purpose only if personal identifications are removed.

(6) Until October 1, 2003, the court shall order each person found responsible for or convicted of 1 or more crimes listed in subsection (1) to pay an assessment of \$60.00. The assessment required under this subsection is in addition to any fine, costs, or other assessments imposed by the court.

(7) An assessment required under subsection (6) shall be ordered upon the record, and shall be listed separately in the adjudication order, judgment of sentence, or order of probation.

(8) After reviewing a verified petition by a person against whom an assessment is imposed under subsection (6), the court may suspend payment of all or part of the assessment if it determines the person is unable to pay the assessment.

(9) The court that imposes the assessment prescribed under subsection (6) may retain 10% of all assessments or portions of assessments collected for costs incurred under this section and shall transmit that money to its funding unit. On the last day of each month, the clerk of the court shall transmit the assessments or portions of assessments collected under this section as follows:

(a) Twenty-five percent to the county sheriff or other investigating law enforcement agency that collected the DNA sample as designated by the court to defray the costs of collecting DNA samples.

(b) Until October 1, 2003, 65% to the department of treasury for the department of state police forensic science division to defray the costs associated with the requirements of DNA profiling and DNA retention prescribed under the DNA identification profiling system act, 1990 PA 250, MCL 28.171 to 28.176.

(c) Beginning October 1, 2003, 65% to the state treasurer for deposit in the justice system fund created in section 181 of the revised judicature act of 1961, 1961 PA 236, MCL 600.181.

(10) Beginning December 31, 2002, the director of the department of state police shall report by December 31 of each year concerning the rate of DNA sample collection, DNA identification profiling, retention and compilation of DNA identification profiles, and the collection of assessments required under subsection (6) to all of the following:

(a) The standing committees of the senate and house of representatives concerned with DNA sample collection and retention.

(b) The house of representatives

appropriations subcommittee on state police and military affairs.

(c) The senate appropriations subcommittee on state police.

(1) As used in this section:

(a) "DNA identification profile" and "DNA identification profiling" mean those terms as defined in section 2 of the DNA identification profiling system act, 1990 PA 250, MCL 28.172.

(b) "Investigating law enforcement agency" means the law enforcement agency responsible for the investigation of the offense for which the person is convicted. Investigating law enforcement agency includes the county sheriff but does not include a probation officer employed by the department of corrections.

(c) "Felony" means a violation of a penal law of this state for which the offender may be punished by imprisonment for more than 1 year or an offense expressly designated by law to be a felony.

(d) "Sample" means a portion of a person's blood, saliva, or tissue collected from the person.

Source: *Michigan Legislature*
www.legislature.mi.gov

Chapter VI, Appendix C Stalking, Domestic Violence, and/or Dating Violence Policy, Procedures, and Prevention

The College prohibits all forms of stalking, dating violence, and domestic violence as defined below. All allegations of stalking, domestic violence, and dating violence will be investigated and resolved in a prompt, fair, and impartial manner. Students accused of engaging in these activities will be referred to the Albion College judicial process, and the determination of responsibility will be based on a preponderance of the evidence [i.e., that which the hearing officer(s) believe is more likely than not to have occurred based on the information presented].

Survivors and witnesses under the influence of alcohol and/or other drugs during the time of the incident will not normally be prosecuted, or sanctioned by the College for alcohol and/or other drug violations.

Stalking is defined as repeated and intentional conduct directed at an individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the individual to whom the conduct is directed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Dating violence occurs in a relationship of a romantic and intimate nature. Dating violence may occur in either of the following two ways:

- An intentional pattern of assaultive and controlling behaviors that cause fear, degradation, or humiliation. These behaviors may include, but are not limited to, threats, including threats to leave the individual or threats of self-harm, destruction of property, or orally abusive behavior.
- Any use or threatened use of physical force or violence, including sexual assault or other nonconsensual sexual activity.

Domestic violence occurs in the following relationships: spouses or former spouses, individuals who are or were in a dating relationship, or individuals who have a child in common. Domestic violence may occur in either of the following two ways:

- An intentional pattern of assaultive and controlling behaviors that cause fear, degradation, or humiliation. These behaviors may include, but are not limited to, threats, including threats to leave the individual or threats of self-harm, destruction of property, or orally abusive behavior.
- Any use or threatened use of physical force or violence, including sexual assault or other nonconsensual sexual activity.

General Information and Warning Signs Stalking

You may or may not know the person who is stalking you; however, most stalkers have dated or been involved with the person they are stalking. While this can make recognizing stalking behavior difficult, it is important to

remember that all behavior related to stalking is unwanted. Examples of stalking behavior include, but are not limited to:

- Repeated phone calls, including hang ups;
- Repeated electronic messages, letters, or gifts;
- Damage to your vehicle or other personal property;
- Monitoring and/or following your movements, activities, telephone, or other communications and in some cases this includes use of hidden cameras or GPS devices;
- Repeatedly driving or walking by your residence, class, or place of employment;
- Threats of harm toward you or your family, friends, or pets;
- Attempts to learn more about you through public records, online search services, hiring investigators, going through trash, or contacting your friends, family members, or co-workers; or
- Other actions that control, track, or frighten you.

Dating and Domestic Violence

Dating and domestic violence can be verbal, emotional, physical, or sexual. Violence and abuse have no place in a relationship, and when it is present are not about love or caring, but about one person trying to control another. Dating and domestic violence include, but are not limited to, the examples listed below.

- Your partner repeatedly insults and mocks your appearance, beliefs, religion, race, heritage, or class.
- Your partner manipulates you with lies and contradictions.
- Your partner denies you access to bank accounts, credit cards, or a vehicle.
- Your partner denies you access to health, prescription, or dental insurance.
- Your partner discourages you from spending time with friends or family members.
- Your partner tells you that you deserve to be mistreated and abused.
- Your partner threatens to harm

himself/herself or others, including your friends, family, or pets.

- Your partner physically abuses you, which may include pushing, kicking, slapping, biting, punching, and throwing objects at you.
- Your partner sexually abuses you, which may include your being forced to watch or participate in sexual acts.
- Your partner does other things that frighten or humiliate you, or that harm or could harm you physically, emotionally, or psychologically.

What You Should Do Victim of Stalking

Stalking is unpredictable and dangerous, and no two situations are alike. However, there are some things you can do to increase your safety such as the examples listed below.

- If you are in immediate danger, call Campus Safety (ext. 0911 or 517/629-0911) or the Albion Department of Public Safety (911).
- Trust your instincts. If you feel that something is not right, or that you are in danger, do not ignore those feelings.
- Do not communicate with the stalker or respond to attempts to contact you.
- Take threats seriously, especially if the stalker mentions suicide or physical violence. Immediately report this type of behavior to Campus Safety or Albion Public Safety.
- Develop a safety plan including actions like changing your routine, staying somewhere else, and having a friend or relative go places with you.
- Think about and decide in advance what you will do if the stalker shows up at your residence, classroom, or workplace.
- Make your friends, family, classmates, and co-workers aware of the situation, and tell them how they can help you.
- Keep and document all evidence of the stalking, including keeping a list of dates and times the stalker contacts you, and saving e-mails, texts, phone messages, letters, or notes.
- Photograph any injuries caused by the stalker and any property the stalker damages.

- Utilize available resources on- and off-campus to assist and advise you in how to handle situations.

Involvement in an Abusive Relationship

If you think you are involved in an abusive relationship, seek help. There are a number of actions that you can take, but you will need support. Examples of steps that you should consider are listed below.

- If you are in immediate danger, call Campus Safety (ext. 0911 or 517/629-0911) or the Albion Department of Public Safety (911).
- Talk to someone you trust about the abuse. It is important to break the silence.
- If you decide to end the relationship, develop a safety plan, which might include asking a friend, family member, or College staff member for help, finding a safe place to stay, and collecting money, emergency phone numbers, and a bag of clothes and personal items so you can leave quickly.
- Seek help from one of the resources listed below.

Remember, you do not deserve to be mistreated or abused. Examples of rights that you have in any personal relationship are listed below.

- The right to express your opinions and have them respected by your partner.
- The right to spend time with friends and family and pursue your own interests.
- The right to have your needs be as important as the needs of your partner.
- The right to have your feelings taken seriously.
- The right to have control over your body.
- The right to equally share expenses and financial benefits.
- The right to break up with your partner without being threatened.
- The right not to be physically, emotionally, or sexually abused by your partner.
- The right to say no to anything.

Filing a Complaint

A copy of Albion College's statement, "Stalking, Domestic Violence, and Dating Violence Policy, Procedures, and Prevention," will be provided to anyone who files a complaint. Victims of stalking, domestic violence, and dating violence have the right and are encouraged to pursue a criminal complaint against the accused and, if the alleged offender is an Albion student, within the College judicial process. One or both of these options may be pursued, and the College will assist survivors in filing a criminal complaint as requested. Victims may also request changes in academic, living, transportation, and working situations whether or not they choose to report the incident to the College or to civil authorities. The College will provide such accommodations if they are reasonably available.

Anyone who wishes to file a complaint with the College should contact the Office of Campus Safety (ext. 1234 or 517/629-1234). All allegations will be investigated and resolved by the College in a prompt, fair, and impartial manner. College officials will protect the confidentiality and personally identifiable information of the survivor to the extent possible during the investigation and judicial process while providing due process for the respondent.

The Albion Department of Public Safety (ADPS) should be contacted to file a criminal complaint of stalking, domestic violence, and dating violence (911). If the incident did not occur in the city of Albion, ADPS will assist complainants in filing criminal complaints with the appropriate law enforcement agency.

Procedures for Resolution

Cases involving alleged violations of this policy by a student are processed in accordance with the Albion College judicial process. Administrative Hearing officer(s) who hear stalking, dating violence, and domestic violence cases are trained annually on issues related to these offenses and how to conduct a hearing

process that protects the safety of survivors and promotes accountability. The judicial process is described in the Albion College *Student Handbook*. In accordance with the 2013 reauthorization of the Violence Against Women Act, the additional judicial process rights and procedures listed below apply to cases involving these offenses.

- The complainant and respondent are entitled to all of the same opportunities during disciplinary proceedings.
- The complainant and respondent each has the right to have an adviser of his or her choice present during all interviews, conferences, and meetings, including the hearing.
- The extent to which the adviser may participate in the proceedings is limited to providing the complainant or respondent private support, guidance, or advice.
- During the hearing, the adviser may assist his/her advisee in formulating statements for the hearing officer(s). Such assistance, however, may not obstruct the orderly process of this hearing. The adviser may not directly interact with other persons during the hearing.
- The adviser is an individual who is not a party to the case.
- The adviser may not serve as a witness.
- In a timely manner, the complainant and respondent shall be simultaneously informed in writing of the outcome of the hearing and procedures for appealing the decision (i.e., request for an appeal review).
- The complainant and respondent shall also be simultaneously notified in writing if any part of the hearing decision is changed prior to the final decision, as well as when the decision becomes final.

The College has no legal authority to enforce orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by courts. However, the vice president for student affairs or his/her designee may require an individual or group to curtail or modify behavior and/or activities, including prohibiting contact with specified individuals such as physical contact or oral, written, electronic, third-party, or other communication,

whenever these behaviors and/or activities are viewed as threatening or injurious to the well-being, safety, or property of any person(s), or to the property or orderly functioning of the College (e.g., living, learning, or working environment). Violations of such restrictions are considered violations of College policy and may result in student(s) being required to leave campus immediately.

Retaliation

Retaliation against a person who reports, complains about, or participates in an investigation or other procedures for addressing complaints of stalking, dating violence, or domestic violence will not be tolerated. Individuals should notify the director for campus safety in a prompt manner if they believe they have been retaliated against so that the behavior can be investigated and appropriate action taken.

Resources

On-Campus

Counseling Services — Ext. 0236

The Counseling Services Office offers free, confidential counseling and support to victims of stalking, dating violence, and domestic violence. Counseling staff are dedicated and experienced in providing personal assistance to those affected by these offenses.

Anna Howard Shaw Women's Center— Ext. 0226

The Women's Center offers information and educational material, advocacy, support, and consultation regarding these offenses.

Off-Campus

S.A.F.E. Place Shelter, Battle Creek—

269/965-SAFE (7233) or 888/664-9832.

S.A.F.E. Place can assist with shelter, court advocacy, referrals, and comprehensive counseling programs for victims of stalking, dating violence, and domestic violence.

Margo Cummins, Legal Advocate AWARE— Jackson (incidents involving intimate partners only)—517/783-2861

Assistance and support in reporting to law enforcement; counseling and support

groups offered. 24-hour calls/availability.

Sexual Assault Services of Calhoun

County—888/383-2192 (24-hours)

Offers short-term individual counseling; trained staff or volunteer advocates provide assistance and support to victims at area hospitals and police departments. 24-hour calls/availability. All services provided free of charge.

Legal Services of South Central

Michigan—269/965-3951, or 800/688-3951.

National Domestic Violence

Hotline—800/799-SAFE.

Same Sex & LGBTQ Resources

- **National Hotline**—888/843-4564.
- **Equality MI (Detroit)**—313/537-7000, ext. 2, counseling, and referral.
- **Ozone House (Ann Arbor)**—734/662-2222.
Offers a safe house/shelter and counseling services.

Education

Educational programs on recognizing, preventing, and responding to incidents of stalking, dating violence, and domestic violence shall be held at the beginning of each semester for new students (first-year and transfers), and for new employees. Ongoing educational programs about these topics will also be provided for all members of the Albion College community.

VII. Community Resources and Activities

Transportation

Bus — The Greyhound Bus Station is located at 300 N. Eaton, the Albion Train Depot. Buying tickets ahead of time can save some inconvenience.

For further information, ticket purchases, and special rates, call the station, 629-7373, or visit www.greyhound.com.

Plane — Kalamazoo Airport is an hour west and is serviced by several national and commuter airlines. Lansing's airport is about an hour north and is serviced by several national and commuter airlines. Detroit's Metro Airport is approximately an hour and a half drive east and is serviced by all major national and international airlines.

Train — The Amtrak Station is located just off Clinton and Michigan Avenues (one block behind Post Office), at the Albion Train Depot, 300 N. Eaton. Trains depart for points east and west once a day. For further information and ticket purchases, visit www.amtrak.com.

Stores and Services

Banks and Savings and Loan Associations

Chemical Bank	
1301 N. Eaton St.	629-9178
Huntington Bank	
207 S. Superior St.	629-9406
Homestead Savings Bank	
415 S. Superior St.	629-5588
Blue Ox Credit Union	
200 W. Cass St.	629-3100

Department/Discount Stores

Family Dollar Store	
1507 N. Eaton St.	629-5661
Dollar General Stores	
110 S. Eaton St.	629-6275
1450 N. Eaton St.	629-5199

Laundries

Five Points Laundromat	
116 Clark St.	

Grocery and Snack Stores

Family Fare	
1406 N. Eaton St.	629-6313
Short Stoppe	
116 S. Clark St.	629-9980

Pharmacies

Family Fare	
1406 N. Eaton St.	629-2286
Park's Drug Store	
318 S. Superior St.	629-9481
Young's Pharmacy	
120 S. Clark St.	629-2900

Miscellaneous

Anna's House of Flowers	
315 E. Michigan Ave.	629-5583
Bohm Theatre	
201 S. Superior St.	343-2112
Bogar Movie Theatre	
Marshall	269/781-3511
College Bookstore	
Kellogg Center	629-0305
Jolly Green Junction	
28069 C Drive North	629-6546

Lodging

Albion College	
Dining and Hospitality Services	
Office, Baldwin Hall	629-0318
Albion Heritage Bed and Breakfast	
517 E. Michigan Ave.	629-3550
Palmer House Inn Bed and Breakfast	
108 W. Erie St.	629-0001

Restaurants

Arby's Restaurant 27790 C Drive North	629-5890
Biggy Coffee 217 E. Michigan Ave.	629-9800
Cascarelli's of Albion (Tavern) 116 S. Superior St.	629-3675
Charlie's of Albion (Tavern) 111 W. Porter St.	629-9582
Downtown Sweets & Eats 117 S. Superior St.	629-5616
Eat Shop, Kellogg Center, Albion College	629-0385
Forks Sandwich Eatery 1313 E. Michigan Ave.	629-4448
Frosty Dan's (Ice Cream) 1455 N. Eaton St.	629-8165
The Full Moon 200 B Drive North	630-0627
Gina's Pizza and Deli 301 N. Clinton St.	629-9330
Hungry Howie's Pizza 111 W. Cass St.	629-2924
Kentucky Fried Chicken 1317 N. Eaton St.	629-5007
La Casa Mexicana 1510 N. Eaton St.	630-0215
Lopez Taco House 205 N. Superior St.	629-2800
Maria's Garden 1410 N. Eaton St.	629-6724
McDonald's of Albion 1507 N. Eaton St.	629-2092
Pizza Hut 1435 N. Eaton St.	629-2137
Stirling Books & Brew 119 N. Superior St.	629-7560
Subway 104 Erie St.	629-6776
Taco Bell 1440 N. Eaton St.	629-3379

Hospital

Oaklawn Hospital 200 N. Madison Marshall	269/781-4271
--	--------------

Community Offices

City Manager	629-5535
City Clerk	629-5535
<i>The Recorder</i>	629-0041
Fire Dept. (Fire Only)	911
(Non-emergency)	629-3933
Mayor's Office	629-5535
Parking Violation Bureau	629-5535
Parks Dept. (Victory Park)	629-9313
Police Dept.	629-3933
Public Library	629-3993

Spiritual Opportunities

For an updated list of interfaith communities around the city of Albion, visit:
<http://www.albion.edu/chaplain/>.

Index

- Absences, class, 17
- Academic achievement awards, 11-13
- Academic clubs, 2
- Academic eligibility, 8-9
- Academic expulsion, 22
- Academic honesty, 14-16
- Academic information, 14-22
- Academic probation, 21-22
- Academic scholarships, 10-11
- Academic Skills Center, 36
- Academic status, 21-22
- Academic suspension, 22
- Acceptable use policy, information technology resources, 23-25
- Activities and organizations, 1-7
- Address change, 57
- Administration Building offices, 26
- Air Conditioner Approval, 95-96
- Albion 1Card, 26-27
- Albion College Diversity Statement, 76
- Albion College Fellow, 11
- Albion Review*, 3, 5
- Albionian*, 3, 5
- Alcohol policy, 100-117
- Alpha Lambda Delta, 2, 11
- Alpha Phi Omega, 2
- Animals and pets, 42, 85, 95
- Anna Howard Shaw Women's Center, 34
- Apartment living, 88
- Appeal procedure, 16, 20, 69-70, 74
- Asian Awareness Group, 2
- Assault, sexual, 79, 118-130
- Athletics, 3, 5-6
- Attendance, class, 16-17
- Authorization and recognition of student organizations, 1
- Automobiles, 83-85
- Bands, 6-7
- Banks, 135
- Black Student Alliance, 2
- Board policies, 86
- Bookstore, 39, 135
- Bonfires, Campfires, and Fire Pits, 80-81
- Briton Bash, 1
- Briton Bucks, 27
- Calendar scheduling, 41-42, 44, 56
- Campus Crusade for Christ, 3
- Campus mail system, 28-29
- Campus media, 3, 5
- Campus Programs and Organizations Office, 32
- Campus Safety, 32, 47-54
- Campus services and resources, 26-40
- Car registration, 83-85
- Career and Internship Center, 36-37
- Catholic Connections, 3
- Center for International Education, 37
- Change of name, address, or marital status, 57-58
- Chapel, 5
- Chaplain, 35
- Check-out procedures, 93-94
- Cheerleading team, 3
- Chi Alpha Sigma, 2, 13
- Choirs, 7
- Christian fellowship groups, 3
- Churches, See Spiritual opportunities
- Class attendance, 16-17
- Closing procedures, residence, 92-93
- Commencement cords, 13
- Communications Guidelines, 44-45
- Community environment, 97
- Community offices, 136
- Community resources and activities, 135-136
- Community service, 2
- Computing facilities policies, 18-19, 23-25
- Confidentiality of personal file, See Student records
- Copyright policy, 18
- Counseling Services, 33-34
- Crime, confidential reporting, 50
- Crime statistics, 51-54
- Dean's list, 12
- Debts, 58-59
- Departmental clubs, 2
- Departmental honoraries, 12-13
- Departmental scholarships, awards, and prizes, 11
- Dining and Hospitality Services, 31-32, 136
- Dining hall policies, 31-32
- Disability services, 36
- Disciplinary sanctions, 68, 109
- Discriminatory harassment, 79-80
- Dishonesty, academic, 14-16
- Distinguished Albion Scholars, 10
- Diversity awareness organizations, 2
- Diversity Statement, 76
- Domestic Violence, 79, 130-134
- Driver certification, 46
- Dropping out, See Withdrawal from college
- Drug policy, 100-117
- Drug stores, 135
- Eating contests, 78
- Electrical appliances, 95
- Electronic mail notification policy, 29
- Elevators, 94
- Eligibility for sports, 8-9
- Emergencies, residence hall, 28, 96-97
- Emergency contact information, 57-58
- Emergency notification system, 49
- Emergency student loans, 59
- Employment, student, 35-36
- Endowed scholarships, 11
- Entering student rooms, 97
- Entertainment, 2
- Facilities Operations Office, 40-41

Faculty evaluation, 18
 Family Educational Rights and Privacy Act (FERPA), 71-75
 Fellowship groups, 3, 5
 Ferguson Scholarships, 10
 Ferguson Student, Technology, and Administrative Services Building, 26
 Files, student, 71-75
 Films, 6
 Financial Aid, 35
 Fire safety and regulations, 49, 96
 Firearms and weapons, 80
 Fires, 80-81
 Fireworks and incendiary devices, 80
 Fraternities, 2, 88
 Fundraising, 32
 Furniture removal policy, 91-92
 General appeal procedure, 70
 Global Medical Brigade, 2
 Government, student, 3, 4-5
 Graffiti, 30
 Graphic identity policy, 30-31
 Greek life, 2
 Grievances, See General Appeal Procedure
 Guests, 98-99
 Guns, 80
 Habitat for Humanity, 2
 Hammocks, 82
 Harassment, discriminatory, 79-80
 Harassment, sexual, 79
 Hazing, 80
 Health services, See Student Health Services
 Hillel, 3
 Honesty, 14-16, 97-98
 Honoraries, 2
 Honors, 11-13
 Hospital, 136
 Hours, See Quiet hours, See Vacation, See Visitation, See Library
 Housing, 85-99
 Identification cards (I.D.), See Albion ICard
 Incendiary devices, 80
 Information, See Kellogg Center
 Information technology, 18, 23-25, 37-38
 Inspections, 95, 97
 Insurance of personal belongings, 99
 Intercultural Affairs Office, 34
 Interfraternity Council, 3
 International Student Union, 2
 International travel, 46
 InterVarsity Christian Fellowship, 3
 Intramural sports, 6, 39
 Irresponsible student action, 77-78
 Jobs, See Student Employment Office, See Career and Internship Center
 Judicial process, 59-70
 Judicial system statistics, 51-54
 Kellogg Center, 26, 41-43
 Keys, replacement of, 29, 94
 Leadership eligibility, 83
 Learning disabilities services, 36
 Learning Support Center, 36
 Leave of absence, 58
 LGBriTS, 2
 Liability disclaimer, 99
 Library resources, 18
 Library services, 38-39
 Loans, 59
 Lodging, 135
 Loft beds, 90
 Mace, 80
 Mail system, campus, 28-29
 Marijuana, 100-117
 Marital status, change of, 57-58
 Media, 3, 5
 Media Board, 5
 Mediation, 70
 Medical Amnesty Policy, 100
 MIAA Sportsmanship and conduct at athletic contest policy, 9
 Mortar Board, 2, 12
 Movies, 6
 Music, 6
 Music scholarships, 10
 Musicals, 7
 Muslim Student Association, 2
 Noise, 98
 Nwagni Project, 2
 Off-Campus Programs, 37
 Omicron Delta Kappa, 2, 12
 "On Call," See Residence hall directors, 28, Residence hall emergencies, 96-97
 Orchestra, 7
 Organization for Latinx Awareness, 2
 Organizations and activities, 1-7
 Panhellenic Council, 3
 Parents, See Privacy rights policy
 Parking regulations, 83-85
 Parties and social activities, 78
 Past due College debts, 58-59
 Peer Education Program, 34
 Petitions of academic regulations, 18
 Pets, 85
 Pharmacies, 135
 Phi Beta Kappa, 2, 11
 Physical plant, see Facilities Operations
 Placement services, See Career and Internship Center
Pleiad, 3, 5
 Police, campus, 32-33
 Policies and expectations, 76-99
 Political/action groups, 3
 Political meetings, 83
 Postings, 30
 Power, 2
 Presidential Scholarships, 10
 Principles of responsibility, 76
 Privacy rights policy, 71-75
 Private room policy, 88
 Probation, academic, 21
 Procedures, 57-75
 Programming, See Entertainment, 2
 Project 250 Award, 11

Publications, 3, 5
 Quadrangle, use of, 57
 Quantitative Studies Center, 36
 Quiet hours, 98
 Raffles, 83
 Rallies and demonstrations, 58, 83
 Readmission, 58
 Records, student, 71-75
 Recreation, 3, 6, 39
 Refunds, 59
 Registration of student organizations, 1
 Religious and fellowship groups, 3, 5
 Repairs, 31, 40, 90
 Residence and board policies, 86
 Residence closing procedures, 92
 Residence hall directors, 28
 Residence hall front desks, 28
 Resident assistants, 28
 Residential life expectations, 85
 Residential Life Office, 27-28
 Responsibilities of faculty, 19-21
 Responsibilities of students, 14-19, 76-134
 Restaurants, 136
 Rock, painting, 30
 Room assignments, 87-90
 Room changes, 89
 Room check-out procedures, 93-94
 Room cleanliness, 90
 Room condition, 92
 Room consolidation, 89-90
 Room furniture, 88, 91-92
 Room personalization, 90
 Roommates, 90
 Safety and security, 32, 47-54, 94-97
 Sales and solicitation, 82-83
 Sanctions, 16, 68
 Scholarships, honors and awards, 10-13
 Science Complex Use Policy, 43-44
 Secular Student Alliance, 2
 Senate, Student, 3, 4-5
 Sexual assault, 79, 118-130
 Sexual harassment, 79
 Sigma Xi, 2, 12
 Single Candidate Political Meetings, 83
 Smoking, See Tobacco products
 Sororities, 2, 88
 Space usage and reservation policy, 41-43
 Special interest groups, 3
 Special interest housing, 88-89
 Spiritual life organizations, 3, 5
 Spiritual opportunities, 3, 4, 136
 Sports, 5-6
 Sports clubs, 3, 6
 Sportsmanship policy, 9
 Stalking, domestic violence, and dating violence, 79, 130-134
 Storage, 42-43, 93
 Stores and services, 135-136
 Student Affairs, 27
 Student Employment, 35-36
 Student Financial Services, 35, 75
 Student government, 3, 4
 Student Handbook Verification Statement, 57
 Student Health Services, 33
 Student leadership eligibility, 83
 Student organization office and storage space policy, 42-43
 Student records, 71-75
 Student Senate, 3, 4
 Student Volunteer Bureau, 2
 Study Abroad, 37
 Study skills, 36
 Stun guns, 80
 Substance abuse counseling, 33, 110
 Suspension, academic, 23
 Swimming, 5, 6
 Tasers, 80
 Teaching guidelines, 19-21
 Telephone policies and procedures, 31, 91
 Telephone service, 31, 91
 Theatre, 7
 Things to do, 6
 Third-party vendor, 101
 Tobacco products, use of, 82, 89
 Transportation, 135
 Travel policy, 45-47
 Trustee Scholarships, 10
 Tutoring, See, Academic Skills Center, Learning Support Center
 Umbrella, 2
 Union Board, 2
 United Methodist scholarships, 11
 United Voices of Albion College, 3
 Vacations, 92-93
 Van usage and student travel policy, 45-47
 Varsity sports, 5-6
 Visitation, 98-99
 Violence Against Women Act (VAWA), See Judicial Process; Sexual Assault Policy; Stalking, Domestic Violence, and Dating Violence Policy
 Volunteer projects, 2
 Washington Gardner Fitness Center, 39
 Weapons, 80
 Webster Scholarships, 10
 Wednesday Night Chapel, 5
 Whitehouse Nature Center, 38
 Whom to see about what, 55-56
 Window Air Conditioner Approval, 95-96
 Withdrawal from college, 32, 58
 WLBN, 3, 5
 Women's Center, 34
 Women's groups, See Power
 Writing Center, 36

