



**Albion College**

**Student Handbook**

**2020-21**

## **What an exciting time to be at Albion College!**

Like generations of Albion graduates before you, you come here to make sense of the world, to find your path, and to acquire the knowledge and skills you will need to change the course of history for yourself and the many communities you will be part of throughout your life. Your generation—the next great generation—will be heralded as the generation who persevered through these challenging times, who kept their eye on the prize, who focused on climate change, on racism, on migration, and on justice. I am immensely impressed by all of you!

Albion College is about three fundamental ideas: purpose, belonging and action. We believe that the core of a liberal arts education is—and must be—guiding students to find their purpose. We also believe that in order for you to find your true purpose, to learn with purpose, Albion must be a place where you feel you belong, and must be a place that belongs to you. Lastly, and perhaps most importantly, we believe in action. Action is itself a powerful teacher. While our commitment to purpose is internal, our actions are external and bring purpose to life. Action creates the change we want to see in our world. These three ideas are foundational to Albion. They animated the pioneers who first came west, animated the first Earth Day celebration televised by national media here at Albion, animated the commitments to Women’s Suffrage and the Civil Rights Movement here at Albion. Today, they animate the faculty who work with NASA, students who lead local projects and national initiatives, and staff who create the residential experience that grounds all that we do in community.

I hope you will explore all the opportunities available and then create some of your own. Work as hard as you can in each of your classes and then spend some time thinking about how those classes inform each other. Learn to persuade your classmates, and then learn to be persuaded by them. Ask questions of everyone, and give your best ideas to those who ask your opinion.

Use this document as one of many handbooks to help you get the greatest value from the time and resources you invest in Albion College. We are committed to your success, so take advantage of all we have to offer. In a few years, we will take pride in what you are doing as a force for public purpose—a force for good—around the world.



Dr. Mathew Johnson  
President

## ***Foreword***

The purpose of the Albion College *Student Handbook* is twofold. It informs students of opportunities for involvement — with people, special programs, and issues — that are available at Albion College. It describes programs and services that will help increase the quality of every student’s educational experience. The handbook also informs the College community of many of the policies governing students while at Albion College. These policies express expectations of behavior, convey a respect for community, and provide for the protection of the rights of the individual. Each student or student group is held responsible for the policies and procedures of the College that are currently in effect or, from time to time, put into effect by the appropriate authorities of Albion College. Please be aware that the handbook (1) is not a complete statement of all policies, procedures, rules, and regulations of Albion College; and (2) that the College reserves the right to change any procedures, policies, programs, and so on, that appear in the *Student Handbook*. The College will give notice to students of changes within a reasonable amount of time.

## ***COVID-19***

In the midst of the coronavirus pandemic, Albion College has established public health protocols to protect the College community, including students, faculty, and staff. These new policies and expectations are housed online at [albion.edu/together-safely](http://albion.edu/together-safely). To the best of our ability, the policies that apply directly to students will also be linked on the Albion College Student Handbook website at [albion.edu/handbook](http://albion.edu/handbook).

Students who violate Albion College public health protocols may be subject to action under the Student Code of Conduct in this Handbook.

Please note that some of the resources and activities listed in this Handbook may not be available in the same extent or mode as normal. Community resources or businesses may not be accessible in person to students due to College public health protocols.

## ***Statement of Non-Discrimination***

Albion College is committed to a policy of equal opportunity and non-discrimination on the basis of sexual orientation and of race, color, national origin, religion, sex, gender identity, gender expression, age, or disability, as protected by law, in all educational programs and activities, admission of students, and conditions of employment.

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# **Important Telephone Numbers**

## **On-Campus Telephone Numbers**

When dialing from a campus phone use the 4-digit extension. In the campus telephone numbers listed below, the 4-digit extension is the last 4 digits of the number listed.

Campus Safety Emergency Line .....	517/629-0911
Campus Safety Business Lines.....	517/629-1234
	517/629-0213
	517/629-0255
Counseling Services .....	517/629-0236
Residential Life.....	517/629-0224
Office of the Vice President for Student Development .....	517/629-0226
Chief Belonging Officer and Title IX Coordinator - Keena Williams .....	517/629-0174

## **Off-Campus Telephone Numbers**

Albion Department of Public Safety .....	911
Business Line .....	517/629-3933
Oaklawn Hospital Local Number.....	269/781-4271
Oaklawn Medical Group and Express Care.....	517/654-1020
Sexual Assault Services of Calhoun County – 24/7 (can be reached on campus phones by dialing #9876) .....	888/383-2192

## **Suicide and Crisis Intervention Hotlines**

National Suicide Prevention Lifeline.....	800/273-8255
National Suicide Prevention Lifeline (Spanish) .....	888/628-9454
Michigan Suicide Hotline .....	800/784-2433
Summit Point Crisis Line .....	800/632-5449

# *I. Activities and Organizations*

Campus activities and organizations add an important dimension to student 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. Students' 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, Latinx Heritage Month, LGBTQ Programing, 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 clubs and organizations and their activities is at Briton Bash. Each fall the Office of Campus Programs and Organizations (CPO) coordinates **Briton Bash (September 2, 2020)**, an annual student organization fair. Representatives from nearly every campus student organization and some departments and 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 (see forward). 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 8**

## ***Albion College Recognized Organizations at a Glance***

Listed below is a sampling of the clubs and organizations that were active during the 2019-2020 academic year. The current listing of active clubs and organizations may vary from time to time as some groups become inactive during the year and 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, 517/629-0433. To learn more, please read the group's description online at [albion.edu/campusprograms/student-organizations/](http://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
- Astronomy Club
- Biochemistry Club
- CORE
- DECA
- Delta Sigma Pi
- Geology Club
- Investment Club
- Marketing Association
- Model UN

### ***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
- Global Medical Brigades
- Habitat for Humanity
- Nwagni Project
- Student Volunteer Bureau

### ***Diversity Awareness***

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

- Asian Awareness Group
- Black Student Alliance
- Diversability
- International Student Union
- LGBriTS
- Organization for Latinx Awareness
- Power
- Secular Student Alliance

### ***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 Players
- Copious Free Time Theatre
- Euphonics
- Pep Band
- Sinfonia
- Sigma Alpha Iota
- 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 Theta*
Alpha Lambda Delta*	Phi Beta Kappa*
Joseph J. Irwin Society*	Pi Kappa Lambda*
Kappa Kappa Psi	Pi Rho Epsilon
Kappa Mu Epsilon*	Pi Sigma Alpha*
Mortar Board	Psi Chi
Omicron Delta Epsilon	Sigma Gamma Epsilon*
Omicron Delta Kappa	Sigma Tau Delta
Order of Omega	Sigma Xi*
Phi Alpha Delta	Theta Alpha Phi

\*Academic honorary (organization and activities overseen by department or faculty). See pages 20-22 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)

## ***Special Interest Groups***

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

- Albion College Relay
- Albyonne Medievalist Society
- American Association of University Women
- Brit Knits
- College Conservatives/Republicans
- College Democrats
- Environmental Club
- Protect Life Michigan
- Student Ambassadors
- Table Top Gaming Society

## ***Spiritual Life Organizations***

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

- Albion College Hillel
- Chapel
- InterVarsity Christian Fellowship
- Muslim Student Association
- Secular Student Alliance
- United Voices of Albion College

## ***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 or squads from other college campuses but not on a varsity level.

- Canoe Club
- Cheerleaders
- Dance Team
- Equestrian Club
- Hockey Club
- Ski and Snowboard Club
- Sonic Boom Hip Hop Dance

## ***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:

- Interfraternity Council
- I-Space Council
- Panhellenic 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 Development and Dean of Students, 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 Development and Dean of Students is responsible for budget allocation and management of all Student Activity Fund accounts. As a result, the Vice President for Student Development and Dean of Students or their 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 Development and Dean of Students or their designee will work with treasury and appropriation officers and committees. These officers and committees 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 Development and Dean of Students or their designee. All budgeting parameters, guidelines, and processes as well as allocation amounts are subject to final approval by the Vice President for Student Development and Dean of Students.

## ***Student Government***

### ***Student Senate***

The Albion College Student Senate is the primary representative organization of the student body. Among Student 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 the use of technology, advocating for more student parking, and streamlining the funding process for student activities.

The Student Senate occupies an office on the top floor of the Kellogg Center. The office phone number is 517/629-1975.

The Student Senate constitution, ratified in 2009, forms the basic framework of student government at Albion College and may be accessed via the Senate website at: [campus.albion.edu/studentsenate/](http://campus.albion.edu/studentsenate/).

## ***Ecumenical and Interfaith Awareness Opportunities***

Albion College encourages students to recognize and advocate for 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. The Chaplain's Office will organize weekly gatherings for teaching and encouragement as well as special holiday observances during the academic year to foster spiritual care for students, faculty, and staff. For more information, contact the College Chaplain at 517/629-0492 or [chaplain@albion.edu](mailto:chaplain@albion.edu).

**Exploring Ministry**—This interest group facilitated by the College Chaplain, is intended for any student who is considering professional or 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).

## ***Campus Media***

### ***Media Board***

For information regarding College-sponsored student media organizations, including the *Albion Review* (literary magazine), *Albionian* (yearbook), and *The Pleiad* (news source), contact CPO at 517/629-0433.

For more information about the Media Board, contact the Vice President for Student Development, 517/629-0226.

## ***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 western, and lacrosse.

Women's varsity teams compete in volleyball, soccer, cross country, golf, basketball, swimming and diving, softball, track and field, tennis, equestrian hunt seat and western, and lacrosse. For further information about men's or women's varsity teams, 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 disciplinary action. See Appendix B, MIAA Sportsmanship and Conduct at Athletic Contest Policy, at the end of this chapter.

## *Intramural Sports*

The 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 or 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 [imleagues.com/albion](http://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, contact Dr. Robert Livingston ([rlivingston@albion.edu](mailto:rlivingston@albion.edu)).

## *College Bands*

**Marching Band** — The British Eighth marching band performs at all home football games. Chair auditions are given during the first day of pre-season camp in August. An associated course is worth 1/4 unit. For more information, call Samuel McIlhagga at 517/629-0467 or send e-mail.

**Symphonic Wind Ensemble** — This spring semester ensemble performs two to three concerts and at commencement, and tours every third year. Membership is open to all students; auditions are held in November. An associated course is worth 1/4 unit. For more information, call Samuel McIlhagga at 517/629-0467 or send e-mail.

**Jazz Ensemble** — This group studies and performs jazz literature of all styles during both fall and spring semesters. Performances include monthly appearances at Cascarelli's of Albion restaurant, two end of semester concerts in the Kellogg Center, and occasional performances off campus and on tours. Membership is open to all students; auditions take place in August. An associated course is worth 1/4 unit. For more information, contact Dr. Sam McIlhagga (smcilhagga@ablion.edu).

## *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. An associated course is worth 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 occasionally. Auditions are held during the first week of classes in the fall. An associated course is worth 1/4 unit.

For more information about participating in any of the choirs, contact Clayton Parr at 517/629-0251 or send e-mail.

## *Symphony Orchestra*

Open to all students by audition, the orchestra performs four or five times per year on campus, including a children's concert and Homecoming concert, and in occasional off-campus performances. Auditions are held the first week of classes each semester. An associated course is worth 1/4 unit. For more information, call James Ball at 517/629-0256 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. An associated course is worth 1/4 unit. For more information, call the Music Department at 517/629-0481.

## *Operas/Musicals*

Presentations range from one-act operas, opera scenes, and musical theatre scenes in a workshop setting, to a joint musical theatre major production with the Theatre Department. Opera and musical workshop productions by the music department are programmed on alternate years with the joint Music and Theatre production. Membership is open to all students by audition. For more information, call Maureen Balke at 517/629-0471.

## *Theatre*

Albion Theatre Department productions provide a creative outlet for students interested in acting, directing, design, and technical theatre. Any student, regardless of major, is welcome to participate in Albion productions.

The Theatre Department produces four main stage shows each academic year. The season selection aims to provide the College audience with a variety of theatrical experiences, showcasing different periods, styles, and subjects. The department is committed to a regular rotation of a Shakespeare play and a full-scale musical.

Plays are produced in two well-equipped theaters (a standard proscenium space and a flexible Black Box). Technical support is provided by scenery and costume shops, which are staffed by student employees.

Auditions for each production take place multiple times throughout the year. Some credit is available to students actively involved in Theatre productions. The Theatre Department and the Albion Players student organization are directed by Zach Fischer (zfisher@albion.edu). To stay updated on everything from auditions to performance times, join the Course Webs page “Theatre Production”; you can self-enroll on the Course Webs homepage.

### *Things to Do at Albion*

**Canoeing** — on the Kazoo — canoes available at Beese-Havens Boathouse.

Weather permitting — See [albion.edu/dow](http://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 [albion.edu/dow](http://albion.edu/dow).

**Taking in a Movie** — Albion’s Bohm Theatre (free to students, faculty, and staff), Jackson’s Plaza Cinema, Jackson 10 at Jackson Crossing, and Bogar Theatre (free to students), Marshall.

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

## **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 Department – [hbetz@albion.edu](mailto:hbetz@albion.edu)  
Michael Van Houten, Library – [mvanhouten@albion.edu](mailto:mvanhouten@albion.edu)

### **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 or 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 academic progress as defined in the *Albion College Student Handbook*. This means that the student must have completed credit hours and achieved a cumulative GPA according to the following schedule.
  - 1.00 with a minimum of 2 units completed at the end of the first semester of attendance;
  - 1.50 with a minimum of 5 units completed at the end of the second semester of attendance;
  - 1.70 with a minimum of 9 units completed at the end of the third semester of attendance;
  - 1.85 with a minimum of 13 units completed at the end of the fourth semester of attendance;
  - 2.00 with a minimum of 17 units completed at the end of the fifth semester of attendance;
  - 2.00 with a minimum of 21 units completed at the end of the sixth semester of attendance;
  - 2.00 with a minimum of 25 units completed at the end of the seventh semester of attendance.
  - 2.00 with a minimum of 29 units completed at the end of the eighth semester of attendance.
- C. Terminal Probation - Athletes that are placed on Terminal Probation will remain eligible for the semester as long as all requirements are met listed above in item A and B. All students that are on terminal probation are required to take and successfully complete the Academic Success Course (IDY 100). This course meets twice per week and students are required to attend three study sessions per week. Study sessions are offered 7 days per week. Per class attendance policy, student are allowed two absences. Athletes will be deemed ineligible for the remainder of the semester on the third absence, unless the absence is excused due to an athletic competition and approved in advance by the instructor.

Satisfactory academic 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 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.
  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 advisor 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 their 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 they transferred at the time of the transfer. All transfer student-athletes should inform their Head Coach(es) and the Athletic Director 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 their 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 not count toward the 10 semester limit.

The NCAA regulations are complex and are designed to cover many different situations and institutions. If you have a special circumstance that might affect your eligibility to participate in a sport, please talk to your 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.

## ***Chapter I, Appendix B***

### ***MIAA Sportsmanship and Conduct at Athletic Contest Policy***

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 disciplinary 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 2020 (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 Financial Aid Office.

For more information about need-based financial aid, contact the Financial Aid Office, 517/629-0440. See also the Financial Aid Office 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, Briton, 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 Financial Aid Office, 517/629-0440.

## ***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 Financial Aid Office, 517/629-0440.

## ***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, 517/629-0433.

## ***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 at [albion.edu/catalog](http://albion.edu/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, 517/629-0222.

## ***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, 517/629-0222.

## ***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 above.

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, 517/629-0433.

### ***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, 517/629-0433.

### ***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 Melissa Walton, 517/629-0593.

### ***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. The 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, distributed by the Intercultural Affairs Office or the center for International Education, 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 2020-21 Academic Catalog, available online at [albion.edu/catalog/](http://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 its 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 Development and Dean of Students. 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 Development and Dean of Students 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 Development and Dean of Students. The Academic Infractions Division may impose additional sanctions as described below.

A student accused of academic dishonesty may not alter their 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 their 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 Student Development Office. In cases which go before the Academic Infractions Board of the Judicial Board, the vice president (or the vice president's designee) will make pertinent information pertaining to past offenses available to the board 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 Development and Dean of Students or their 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 Development 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.

## ***Face Coverings***

During the 2020-2021 academic year, face coverings will be required in all campus buildings and all outdoor spaces where physical distancing of six feet or more is not possible. Face coverings will therefore be required in all indoor classrooms, and will be required in outdoor class spaces at the discretion of the instructor.

## ***Class Absences***

A student has the responsibility to inform their faculty member, whenever possible in advance, of an absence that is caused by circumstances beyond their control. In the event of sudden serious illness or accident, death of a family member, or other unforeseen or unplanned absence students may contact the Student Development Office (517-629-0750). Notification of this emergency to faculty can be made on the student's behalf.

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 [ablion.edu/registrar](http://ablion.edu/registrar).

## ***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 their 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 and Fair Use***

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 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.

## ***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 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, the faculty member is expected to notify the department chair and to indicate what arrangements have been made for the class during their 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 student 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 their 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 their faculty adviser or the Vice President for Student Development and Dean of Students. 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 their 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.
- The requirements of terminal probation (e.g., IDY 100) take precedence over extracurricular and athletic activities.
- 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 their 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 they fail 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, they 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 [merit.edu/wp-content/uploads/2018/12/Acceptable-Use-2.pdf](http://merit.edu/wp-content/uploads/2018/12/Acceptable-Use-2.pdf)), 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](mailto: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 their 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 disciplinary action. Subsequent infringements will result in lost network access, in addition to a \$500.00 fine, and may be subject to disciplinary 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, Associate Provost, Registrar), Student Development (vice president, residential life), Finance and Administration (vice president, accounting, internal auditing, payroll), Student Financial Services, Information Technology (including a 24-hour computer lab), and Institutional Advancement (alumni engagement, marketing and 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 517/629-0000. 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, 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 their 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.

## ***Help Desk***

The Help Desk offers support relating to the 1Card and any of the 1Card readers on campus. The Help Desk issues new and replacement 1Cards, takes photo identification for each 1Card user, and encodes 1Cards for door access as necessary. The Help Desk is located in room G16 of the Ferguson Building. The office is open Monday-Friday, 8:00 a.m.-5:00 p.m., and can be reached at 517/629-0479 or at [helpdesk@albion.edu](mailto: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 or debit card on the website at [albion1card.com](http://albion1card.com), over the phone through the Albion 1Card Service Center at 888/435-6027, through U.S. mail at Albion 1Card Service Center, 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 Help Desk immediately. In addition, if a student has a Briton Bucks account, it should be deactivated at [albion1card.com](http://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 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 Help Desk. Temporary cards should be returned to the Help Desk.

## ***Student Development***

The Division of Student Development 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 Development and Dean of Students, the offices within the Student Development 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, Counseling Services, Anna Howard Shaw Women's Center, Intercultural Affairs, and Campus Safety. A primary goal of the Division of Student Development is to encourage students to great ownership and responsibility for their own learning, which will include 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 safe and supportive community 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 517/629-0224 or [reslife@albion.edu](mailto:reslife@albion.edu). The office is located in Ferguson Suite 124.

### ***Area Coordinators***

Each residence hall, fraternity house, and apartment building is supervised by an Area Coordinator (AC) who is responsible for the residential community. ACs are available to help problem solve issues that may 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. The AC assumes responsibility in any of the College residential areas when the need arises. The AC for a specific area can be reached at the respective phone number:

Mitchell Towers . . . . . 517/629-0404  
Seaton Hall . . . . . 517/629-0406  
Wesley Hall . . . . . 517/629-0401  
Whitehouse Hall . . . . . 517/629-0406

During evenings, weekends, and break periods a Residential Life staff member is available on an on-call basis. In the event of an emergency or urgent need, the on-call staff member can be contacted by Campus Safety (517/629-1234). If your AC is not available during a weekday (M-F, 8 a.m.-5 p.m.), please call the Office of Residential Life (517/629-0224).

### ***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 their 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.

## ***Resident Assistants***

Residential Life hires Resident Assistants (RA) who serve as resources in our residential communities. RAs facilitate community living, mentor and coach residents, and help in the handling of problems that may arise. RAs 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 RA on-duty for a particular residence is posted at the front desk or near the main entrance of the residence hall. If an RA 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 reached by calling Campus Safety at (517/629-1234).

## ***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, and campus information. The front desk telephone numbers are as follows:

Mitchell Towers . . . . . 517/629-1886  
Seaton Hall . . . . . 517/629-1884  
Wesley Hall . . . . . 517/629-1298  
Whitehouse Hall . . . . . 517/629-1888

## ***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  
(your box #) 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 \$7.00, and the second replacement key costs \$15.00.

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, 517/629-0201.

### ***Student E-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, 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, or 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.

### ***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, or any other use of an Albion College graphic identity element is desired, the Vice President for Student Development or their 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.

## ***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 and a grab and go lunch menu. 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 517/629-0318 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, and the mobile food cart known as The Dub Box.

Sick trays are to be coordinated with the Dining Services Manager.

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 may authorize such exception.

Students who violate Dining and Hospitality Services policies may be subject to disciplinary action.

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 Business Office.

### ***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 with a goal over \$1,000 that involve raising money from audiences outside current faculty, staff, and students must be approved by the Office of Institutional Advancement at least 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. Examples of activities in this category of fundraising include: bake sales, entry fees to events, and jar donations.

Please remember that games of chance (i.e., raffles) are regulated by state law and all applicable rules and regulations must be followed regardless of the fundraising purpose or goal.

For information on fundraising, as well as the approval process, please visit [albion.edu/fundraising](http://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 517/629-1234. Emergencies should be reported by calling 517/629-0911.

Detailed information on the Department of Campus Safety's responsibilities and services, as well as campus crime statistics, is given in Appendix F at the end of this chapter of the *Student Handbook*.

## ***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 517/629-0236.

## ***Oaklawn Medical Group and Express Care***

Oaklawn Medical Group and Express Care-Albion is open on the lower floor of Munger Place to see students. Entry is off the N. Monroe Street side of the building, across the side street from Biggby Coffee. The Family Practice office is open Monday-Friday from 8 a.m.-5 p.m. by appointment only. To make an appointment call 517/629-2134. The Express Care walk-in clinic is available daily from 11 a.m.-8 p.m.. They can be reached by phone at 517/654-1020 Express Care. Both offices are staffed by Doctors, Nurse Practitioners, or Physician Assistants during open hours. Basic x-ray and laboratory services are also available. Please remember to bring your Albion College ID and your insurance card with you when using Express Care. Charges are based on services provided. Prescriptions obtained from Family Practice or Express Care may be filled at three local pharmacies: Family Fare Pharmacy 517/629-2286, Parks Drugs 517/629-9481, or Young's Pharmacy 517/629-2900. National chain pharmacies are available in Jackson, and Battle Creek.

Many students come to Albion College from out-of-state. If assistance is needed by students with insurance that is not valid in Michigan or students without insurance, they may call the Health Care Navigator at 517/629-6578. The navigator is familiar with the various forms of insurance available on the insurance exchange and also available for students through the State of Michigan.

Students needing assistance with questions, or care after hours or on the weekend when Express Care is not open are encouraged to call Campus Safety 517/629-0911 or the After- Hours Nurse triage line at 1-855/851-2208 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.

It is important to note, the **Express Care is not designed to treat Medical Emergencies**. Students who are experiencing a medical emergency should call Campus Safety 517/629-0911 or 517/629-1234. Medical emergencies may include, but are not limited to: head injury/unconsciousness, uncontrolled bleeding, broken bones, chest pain, trouble breathing, overdose, severe burns.

## ***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 Women's Center partners with others on campus to offer educational programming on sexual harassment and sexual assault. Staff work collaboratively with student groups, faculty, Campus Safety, 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 Robinson Hall, Room 300. Contact Kaydee Hall (khal@albion.edu) 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 and inclusion on a domestic and global level to grow personally and develop into interdependent citizens.

The Office is a safe and welcoming place on campus for all students. The Office works closely with the College community to foster an environment that is conducive to an appreciation for diversity and constructive intercultural interactions. To achieve this goal, the office coordinates and promotes cultural and educational programs, while also assisting students with their transition into navigation of 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 517/629-0501 or the Journey House, 1000 E. Porter St., [ica@albion.edu](mailto:ica@albion.edu) or [albion.edu/interculture](http://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: Albion College 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 517/629-0492, via e-mail at [chaplain@albion.edu](mailto:chaplain@albion.edu), or via the website at [albion.edu/chaplain](http://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 Financial Aid 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 Financial Aid Office is located in the Ferguson Building. The staff may be reached at 517/629-0440.

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 Financial Aid 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 Handshake at **albion.joinhandshake.com**.

Students must complete required paperwork after accepting a position, but 3-5 business days **before** beginning any student employment position.

During the academic year, a student employee may work up to 20 hours per week (Monday-Sunday) 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 Ferguson Hall, Suite 225. The staff may be contacted at 517/629-0205.

## ***Cutler Center for Student Success and Academic Achievement***

The Cutler Center supports Albion College students in a variety of academic areas. Located in the Mudd Learning Center and Ferguson Hall Room 103 for the fall 2020 semester, the Cutler Center includes the Quantitative Studies Center (517/629-0824) and the Writing Center (517/629-0828).

**The Quantitative Studies Center** — The Quantitative Studies Center provides support for students across campus, with a particular focus on quantitative disciplines such as mathematics, statistics, economics, chemistry, biology and physics. Students may meet with staff to discuss progress and explore strategies for improvement, and free peer tutoring is provided for entry-level courses in related areas. Staff frequently partner with faculty to assist students in developing effective learning strategies.

**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.

Academic coaching, learning strategies consultation, and peer tutoring are available through the Cutler Center in Ferguson 103, the Cutler Center provides both general academic support as well as academic services for students with disabilities. Students can meet with the Cutler Center staff and discuss methods for improving reading, note-taking, and other skills. Time management, exam preparation, and methods for handling test anxiety are also frequently requested topics. Students are encouraged to explore their own individual strengths and interests in order to build the self-knowledge necessary for success both in college and beyond.

**Disability Services** — The Disability Services staff works with students with disabilities to ensure provision of appropriate accommodations and services consistent with the requirements of the Americans with Disabilities Act of 1973 as amended in 2008 (ADAA) and section 504 of the Rehabilitation Act of 1973. New students with disabilities should contact the Director of Disability Services to begin the process for determining what accommodations and services are appropriate. Students who wish to make use of disability resources during the school year should obtain additional information by calling 517/629-0825 or visiting our website, [albion.edu/lsc](http://albion.edu/lsc).

**Peer Tutoring** - The Peer Tutoring program provides quality, course-specific academic support to students at no cost. Course support is provided in most introductory level courses such as Psychology, Philosophy, Communications, and Sociology. Peer tutors are undergraduate students who are trained to facilitate individual or guided practice sessions on course content, study skills, and strong academic habits.

## ***Career and Internship Center***

The Career and Internship Center offers support and services to all students in their personal career development process, helping to identify career paths, and to apply a 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, alumni networking, 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 [albion.edu/cic](http://albion.edu/cic).

## ***Center for International Education***

The Center for International Education (CIE) guides students interested in Albion-approved global experiences (study abroad, global internships, international research opportunities, etc), and in scholarships and grants related to those programs. In addition, CIE works closely with Albion's dynamic global student community, and supports students from more than 25 countries as they make campus home.

Students wishing to earn Albion credit for a global experience may choose from up to 100 Albion-approved programs in a variety of locations. CIE student mentors and staff assist throughout the entire process, from choosing a global program, selecting global courses, gaining Albion approvals, estimating costs, applying for scholarships, and travel preparation. An extensive pre-departure orientation program connects students with their peers, and prepares students for the cultural rigors of engaging in global programs.

CIE's Brits Abroad Portal ([albion-sa.terradotta.com](http://albion-sa.terradotta.com)) provides detailed information on eligibility requirements, Albion-approved program options, scholarships and costs, recommendations by major, and more. Start the CIE advising process by completing the student interest questionnaire ([albion-sa.terradotta.com/?go=Advising](http://albion-sa.terradotta.com/?go=Advising)). CIE is located in Vulgamore Hall room 306. Call 517/629-0392 or email [cie@albion.edu](mailto:cie@albion.edu) to make an appointment with the director to discuss global experience options.

## ***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, Putnam Hall, Wesley Hall, Seaton Hall, Whitehouse Hall, and Mitchell Towers. 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](mailto:helpdesk@albion.edu) or at 517/629-0479. For more information on IT resources, see [albion.edu/it/](http://albion.edu/it/).

## ***Library Services***

The Stockwell-Mudd Libraries support the mission of Albion College by providing exemplary research services and resources to students, faculty and staff.

Our extensive print and electronic collections provide access to a wealth of scholarly information through subscription and open access databases, journals, and streaming services. Seamless access to our physical and electronic collections is made possible with LibrarySearch, our next-generation Library Management and Discovery System. Resources not available locally can be quickly and easily obtained from other libraries through MeLCat or interlibrary loan. Access Library services and resources through our website at [campus.albion.edu/library](http://campus.albion.edu/library).

The Stockwell Memorial Library (1938) includes quiet and group study spaces, the popular Read Between the Grinds Cafe, the Newell Center for Teaching and Learning, the Wendell B. Will Faculty Room, and the United Methodist Church Western Michigan Conference Archives.

The Seeley G. Mudd Learning Center (1980) houses the Circulation Desk, the Library classroom, interactive and private study spaces, the College Archives and Special Collections, and the Academic Skills Center (Writing Center and Quantitative Studies Center).

Library staff are highly skilled and conscious of their public service role and mission. Librarians are available to provide research assistance through in-person and virtual appointments, online via chat or email, or by phone. Librarians promote partnerships between academic departments and the Library in order to develop high-quality collections and provide 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 and information literacy sessions, course-specific and assignment-specific library instruction, and course-embedded library instruction.

Contact the Library by emailing [library@albion.edu](mailto:library@albion.edu) or by calling 517-629-0382.

## ***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. when classes are in session. Open Saturdays during select campus events. 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 [albion.bncollege.com](http://albion.bncollege.com).

More information about the Albion College Bookstore is available at the bookstore website, [albion.bncollege.com](http://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 517/629-0500 for more information.

## ***Whitehouse Nature Center***

The mission of the Albion College Whitehouse Nature Center (WNC) is to inspire awareness and understanding of the natural environment among College affiliates and the larger community through education, research, and reflection. As an educational facility of Albion College, the WNC provides an outdoor environment which enhances classroom instruction and individual study and research across several departments and the greater community.

Students are encouraged to apply for several employment opportunities including Social Media and Promotion, ROV and Drone Mapping, Trail Maintenance and Wildlife Rehabilitation, Sustainable Entrepreneurial Agriculture, Animal Welfare and Enrichment, Community Outreach, and Environmental Education. The Nature Center's 144 acres offer a variety of educational and recreational opportunities for students and community including hosting Nature Hikes, Wild Rice Harvesting, Canoeing, Bio-Blitzes, e-Birding. Students and the community enjoy the tranquil nature of the WNC to study, meditate, do (perform) yoga, photography, and perform specialized labs. Community programming includes Saturday Pop-Up camps, Pizza making, holiday wreath making, maple syrup breakfast, night hikes and summer camps.

As a dedicated educational facility, students and community members are encouraged to engage in practices that ensure the safety of the visitors and welfare of the WNC during their visit. Activities such as hunting, fishing, camping, building fires, walking unleashed dogs, bicycling, horseback riding, target shooting, radios, and team-sport running put other visitors at risk of injury and also impede the wildlife rehabilitation mission of the WNC.

The Nature Center Director can be reached at 517/629-0582 or jraddatz@albion.edu. Disturbances and injuries can also be reported to 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 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 (by permit only)
- The Visitor Center is equipped with a classroom, wildlife observation room, kitchen, library, wireless Internet, outdoor porch overlooking the Kalamazoo River, and restrooms. Social Distancing specifications limit capacity of the Visitor's Center at 12, and the porch at 4.

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. 11:00 - 1:00 on Saturday and Sunday.

Trails are maintained from sap season - first snow from dawn to dusk. Winter trails are dangerous, so ski and snowshoe at your own risk.

The director may be reached at jraddatz@albion.edu. Trail reports and other events are updated quasi-regularly on our Facebook page. For more detailed information about our animals and trails, check out our website: [albion.edu/naturecenter](http://albion.edu/naturecenter). Follow on Facebook, Twitter, and Instagram: @WNCalbion.

## ***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 517/629-0230 or [facops@albion.edu](mailto:facops@albion.edu). Additional information, including troubleshooting and user information, is available at [albion.edu/facops](http://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: [userman.albion.edu/workorders](http://userman.albion.edu/workorders). Students should utilize the online work order system to enter requests related to their residential area. QR codes, located in student rooms near the door, are direct links to the work order system. 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 517/629-0230 (M-F 7:00 a.m.- 5:00 p.m.) and report the location and nature of the maintenance emergency. After hours, students should contact a Residential Life staff member or call Campus Safety at 517-629-1234. A Facilities Operations supervisor is on call after hours to respond to maintenance emergencies.

The Facilities Operations Office is open Monday through Friday, 7 a.m.-5 p.m. Requested maintenance and repairs to be performed in student rooms will occur between 9 a.m. and 5 p.m., Monday through Friday. If repairs or inspections of student rooms or apartments are required for work not related to a request from a student, Residential Life staff will communicate this information ahead of time with the impacted students. In emergency situations it may not be possible to provide advance notification, but if students were not in the room at the time of the emergency maintenance concern, they will be notified afterward that staff have entered their room or apartment.

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 or campus scheduler either in person, by telephone (517/629-0336), or via e-mail addressed to [kelloggcenter@albion.edu](mailto: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 517/629-0336. To reserve during the summer, contact the associate director of Dining and Hospitality Services at 517/629-0318.
- General-use computer laboratories: Putnam 251 (computer classroom), Palenske 336 (shared computer workroom). To reserve, contact the Office of Information Technology at 517/629-0479 or book online at [albion.edu/it/computer-labs](http://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 Office of Marketing and Communications. 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 their 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.

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 Development 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 Development 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 Development and Dean of Students 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 or 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 [albion.edu/student-life/campus-safety/transportation-services/driver-registration/approval-procedure](http://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: [albion.edu/campussafety/transportation-services/van-driver-registration](http://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 or vehicle for use should forward a request to Campus Services.
  - 1. Student groups that wish to use a van or 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 Development, 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 most of the entrances of College residential buildings. 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 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 Residential Life 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 in which the suspect 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 at 517/629-0911 or ext. 0911 on a campus phone 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 their 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 their 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: [albion.edu/student-life/campus-safety/clery-report](http://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 Development 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:

<b>Crimes and Suspicious Activity</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019/2020</b>
Larceny from Motor Vehicle	14	4	11
Larceny (Total)	29	22	21
a. \$200 and over	6	5	7
b. \$50 to \$199	17	10	8
c. Under \$50	6	7	6
Malicious Destruction of Property (Total)	12	11	12
a. College property	12	11	7
b. Personal Property	0	0	5
Trespassing/Request to Leave Campus	10	11	15
Suspicious Person(s)	21	23	30
Suspicious Vehicle	47	10	22
Suspicious Situation	12	7	39
<b>Other Incidents</b>			
Medical Emergencies	47	60	58
Vehicle Accidents	29	14	14
Alcohol Violations	25	24	12
<b>Services</b>			
Admittances/Lockouts	3,846	3,216	2,793
Escorts (Total)	12,724	8,854	6,242
a. Bus/train station	448	342	303
b. Disability	362	249	117
c. Class	N/A	152	212
d. Education	659	288	150
e. Employment/Volunteer	922	837	1,110
f. Equestrian Center	981	1,579	1,122
g. Medical	361	245	228
h. Personal	3,715	1,065	843
i. Safety	5,244	4,075	3,226
j. To/From Parking Lot	32	22	13
k. Britbus passengers	N/A	6,318	11,348
Motorist Assists	250	265	204

## College Judicial System Statistics

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

<b>Overall Numbers</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Total Hearings	152	84	93
Group/Greek	2	1	0
Men	83	42	56
Women	67	41	34
Students with repeated charges	4	4	5
<b>Types of Hearings</b>			
College Judicial Board	0	0	0
Administrative Hearings	152	83	93
<b>Sanctions</b>			
Alcohol Assessment	0	0	0
AOD Evaluation	43	30	43
Campus Clarity-Alcohol	21	0	3
Campus Clarity-Drugs	21	0	0
Censure	0	0	0
Creative Sanction	0	0	5
Educational Project	1	4	1
Expulsion	0	0	0
Fine	97	65	63
Mystudentbody.com	1	0	0
No Further Action	0	1	0
Other Drug Assessment	0	0	0
Probation	41	33	51
Random Drug/Alcohol Testing	0	0	0
SA Group Meetings	0	0	0
Substance Abuse Counseling	0	0	0
Suspension	9	5	5
Warning	40	14	14
Withheld Suspension	28	17	14
Other (special meetings, apology letter, counseling, etc.)	62	33	17
Not Responsible	54	23	34

*(continued on next page)*

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

**# Times Charged**

<b>Irresponsible Student Action</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
#0—Participation in prohibited activities	0	1	1
#1a—Theft	13	6	4
#1b—Unauthorized entry	5	2	2
#2—Obstruct College premises	0	0	0
#3a—Coercion	0	0	0
#3b—Physical force or violence	10	10	8
#3c—Health and Safety	0	1	0
#3d—Violent actions	0	0	0
#4—Failure to comply	24	2	2
#5—Possession of firearms	0	0	0
#6—Possession of fireworks	1	0	0
#7a—Illegal drugs	40	26	44
#7b—Use of Inhalents	0	0	0
#8—Destruction of property	6	1	6
#9a—Disturbance by individual or group	22	17	20
#9b—Obscene conduct	5	0	0
#10—Inconsistent use of College property	0	0	0
#11—Alcohol/drug use, endangerment of self/others	27	13	13
#12—Fraudulent use of College facilities	0	0	0
#13—Misrepresentation of documents	0	3	0
#14—Tampering with fire safety equipment	11	4	14
#15—Off-campus educational programs	0	0	0
#16—Local, state, or federal law	6	1	0
#17—Sexual harassment	0	1	1
#18—Filing false reports	1	0	0
<b>Alcohol Policy</b> —Students are expected to abide by the laws of Michigan and Albion relative to the possession, consumption, and serving of alcohol			
<b>Alcohol policy statement</b>	0	0	0
<b>Alcohol #1</b> —Only students 21 years or older may possess and/or consume alcoholic beverages	33	27	27
<b>Alcohol #1a</b> —No alcohol in freshman areas of Wesley and Seaton Halls	7	9	3
<b>Alcohol #2</b> —No provision of alcohol to persons under 21	2	1	1
<b>Alcohol #3</b> —No provision of distilled spirits	1	0	0
<b>Alcohol #4</b> —No alcohol in public areas	1	0	0
<b>Alcohol #5</b> —No common sources of alcohol	0	5	0
<b>Alcohol #6</b> —Use of College funds for alcohol purchase	0	0	0
<b>Alcohol #7</b> —Advertising involving alcohol	0	0	0
<b>Alcohol #8</b> —Adherence to Statement of Relationship	0	0	0
<b>Alcohol #9</b> —Third-party vendors	0	0	0
<b>Alcohol #10</b> —Empty alcohol containers	2	2	0

<b>Other Policies</b>	<b># Times Charged</b>		
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Academic Honesty	5	6	0
Principles of Responsibility	0	0	0
Discriminatory Harassment	0	0	2
Drug policy	0	0	0
Fire Safety Regulations	0	0	0
Hazing	1	0	0
Honesty	9	6	2
Incense Burning/Open Flame	10	0	2
Noise	10	0	9
Diversity Statement	0	0	0
Responsibility for Guests	10	7	16
Roof Violations	1	0	0
Sexual Assault	6	4	3
Smoking	2	1	3
Statement of Relationship	5	2	0
Weeknight Party	1	0	3
Pet Policy	0	0	0
Room Regulations	38	23	35
Visitation	0	0	0
Room Condition	0	0	0
Keys	0	0	0
Health & Safety Violation	14	0	0
Fire Evacuation	0	2	5
Quiet Hours	0	0	0
Weapons	4	0	0
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	0	0	0
Chalking/Graffiti	0	0	0
Furniture Removal	0	0	0
Vacation and Residence Hall Break Closings	0	1	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	0	0	0
Domestic Violence	2	0	0
Dating Violence	2	1	0
Stalking	0	1	0
Nature Center -Prohibited Activities	3	0	0

## Chapter IV, Appendix G Whom to See About What

When dialing from a campus phone use the 4-digit extension. In the campus telephone numbers listed below, the 4-digit extension is the last 4 digits of the number listed.

<b>What</b>	<b>Whom</b>
Information (General Campus Info) .....	Information/Scheduling Desk, Kellogg Center, 517/629-0000
Academic Policies and Status Petitions .....	Registrar's Office, Ferguson Building, 517/629-0216
Academic Skills .....	The Academic Skills Center, Library, 517/629-0824, 517/629-0828
Academic Work/Course Work .....	The instructor
Admission .....	Admission Office, Bonta Admission Center, 517/629-0321
Albion ICard Replacement .....	Help Desk, Ferguson Building, 517/629-0479
Campus Employment .....	Human Resources, Ferguson Building, 517/629-0203
Campus Information .....	Directory assistance, 517/629-0000
Campus Involvement .....	Office of Campus Programs and Organizations, Kellogg Center;
Career Planning .....	Career and Internship Center, Ludington Center, 517/629-0332
Cashing Checks (\$50.00 maximum) .....	Cashier's Office, Ferguson Building, 517/629-0204
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, 517/629-0433
Course Descriptions/Requirements .....	Albion College Academic Catalog
Disability Services .....	Director for Disability Services, Ferguson Building, 517/629-0825.
Diversity and Inclusion .....	Office of Intercultural Affairs, (including Alleged Harassment) ..... 1000 E. Porter St., 517/629-0501
Dropping/Adding a Class .....	Registrar's Office, Ferguson Building, 517/629-0216
Emergency Assistance .....	Campus Safety, 1003 E. Cass St., 517/629-0911
Financial Aid/Scholarships .....	Office of Student Financial Service, Ferguson Building, 517/629-0440
Fraternity Information .....	IFC adviser, 517/629-0433
Graduation Status .....	Registrar's Office, Ferguson Building, 517/629-0216
Housing (Questions/Selection) .....	Office of Residential Life, Ferguson Building, 517/629-0224

## **What**

Illness.....	<b>Whom</b> Oaklawn Medical Group and Express Care Family Practice - M-F, 8 a.m.-5 p.m. Appointment only, 517/629-2134 Express Care - Daily, 11 a.m.-8 p.m. 517/629-1020 Fonemed Nurse Line, 24/7, 1-855-851-2208 Contact Campus Safety for transportation if necessary, 517/629-1234
Internships .....	Career and Internship Center, Ludington Center, 517/629-0332
Student Conduct Process .....	Office of Student Development, Ferguson Building, 517/629-0750, <b>studentdevelopment@albion.edu</b>
Key Replacement (Lost Room Key).....	Residence Hall Director; Residential Life Office, Ferguson Building, 517/629-0224
Lost and Found.....	Campus Safety, 1003 E. Cass St., 517/629-1234
Master Calendar (Campus Events).....	Campus Programs and Organizations, Kellogg Center, 517/629-0433
Meals (Guest, Visitors).....	Dining and Hospitality Services, Baldwin Hall, 517/629-0318
Off-Campus Study Programs.....	Center for International Education, Vulgamore Hall, 517/629-0307 Career and Internship Center, Ludington Center, 517/629-0332
Parking (Lot Assignment, .....	Campus Safety, 1003 E. Cass St.,
Registration, Temporary Permit).....	517/629-1234
Paying College Bills .....	Accounting Office, Ferguson Building, 517/629-0204
Personal Matters/Confidential.....	Counseling Services, 616 E. Michigan Ave.,
Counseling.....	517/629-0236; Chaplain's Office, 1000 E. Porter St., 517/629-0492
Scheduling Events on Campus .....	Information/Scheduling Desk, Kellogg Center, 517/629-0336
Security Problems/Questions.....	Campus Safety, 1003 E. Cass St., 517/629-1234
Shuttle Service.....	Campus Safety, 1003 E. Cass St., 517/629-1234
Sorority Information .....	Panhellenic Adviser, 517/629-0433
Student Life .....	Office of Student Development, Ferguson Building, 517/629-0750, <b>studentdevelopment@albion.edu</b>
Title IX .....	Keena Williams, Chief Belonging Officer and Title IX Coordinator, 517/629-0174
Tutoring.....	Cutler Center, Ferguson Building, 517/629-0825 or course professor
Vandalism.....	Residence Hall Director or Campus Safety, 1003 E. Cass St., 517/629-1234
Withdrawing from a Class .....	Registrar's Office, Ferguson Building, 517/629-0216
Withdrawing from the College.....	Office of Student Development, Ferguson Building, 517/629-0750, <b>studentdevelopment@albion.edu</b>

## **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 Development and Dean of Students 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 Development and Dean of Students 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 Development and Dean of Students. 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 Development 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 Student Development office.

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

## ***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 in to 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 Development and Dean of Students 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 Development and Dean of Students. To withdraw at the end of a semester, students should also contact the Vice President for Student Development and Dean of Students. 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 through the Student Development Office. 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](mailto:refunds@albion.edu).

Refunds are not available 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.)

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.

See the section on "refunds" in the online Academic Catalog or contact the Student Development Office regarding withdrawals from the College.

## ***Emergency Student Loans***

Students in need of emergency funds may request a loan of up to \$100.00 from the Vice President for Student Development and Dean of Students. Students need to repay the loan in 30 days or students' accounts will be charged for the amount of the loan.

## ***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 Development and Dean of Students when it is unclear who should be approached when appealing a decision or procedure.

## ***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 their 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 their 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 Student Development Office whether or not, for tax purposes, students are dependents claimed on the income tax return of their parent(s) or guardian(s). The Vice President for Student Development and Dean of Students 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 Development and Dean of Students, 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 Student Development 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 Development and Dean of Students, 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 they may have copies of, unless a financial hold exists, the document involves another person, or the student has waived their 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) or 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***

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A student who believes that an education record contains information that is inaccurate or misleading or otherwise in violation of their 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 they want changed, and specify why the student believes it is inaccurate or misleading. The College official should consult with the Vice President for Student Development and Dean of Students 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 Development and Dean of Students 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 Development and Dean of Students, the Vice President for Student Development and Dean of Students 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.

<b>Type</b>	<b>Location</b>	<b>Custodian</b>
Admissions Records	Student Development Office Ferguson Building	Vice President
Cumulative Academic Records	Registrar's Office Ferguson Building	Registrar
Health Records	Campus Health and Wellness Ferguson 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 Ludington Center	Director
Progress Records	Registrar's Office Ferguson Building	Registrar
	Faculty Office Individual Office	Instructor, Adviser
Disciplinary Records	Student Development 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. The Student Conduct Process***

### ***Overview of the Student Conduct 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 student conduct 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.

#### ***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-related activities 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 to conduct 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 student conduct 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, 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 or temporarily suspend the offender.

The Vice President for Student Development and Dean of Students or their designee may require an individual or group to curtail or modify behavior and activities, including prohibiting contact with specified individuals such as physical contact or oral, written, electronic, third-party, or other communication, whenever these behaviors or activities are viewed as threatening or injurious to the well-being, safety, or property of any person, 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 students being required to immediately leave campus.

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, or to the property or orderly functioning of the College (e.g., living, learning, or working environment).

## ***Guide to the Student Conduct Process***

The purpose of the Albion College student conduct process is to review alleged violations of College policies, procedures, and regulations by students or student groups. The various components of the College student conduct system are designed to respond to such violations, to determine the facts, to ascertain responsibility, and to recommend or determine sanctions. Through due process procedures that have been established by the College, the student conduct 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 Development and Dean of Students has the authority and responsibility for administering the student conduct process, including the interpretation and application of College policies and procedures. The Vice President for Student Development and Dean of Students, the College student conduct coordinators, the College Student Conduct Board, and the College hearing officers seek to provide a student conduct 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 Vice President for Student Development and Dean of Students or their designee reviews the written record to determine whether a student will be charged with violating College policy, which charge(s) will be heard, which contents of the written record are relevant to the charge(s), and which hearing process will be utilized to hear the charge(s). In addition, the Vice President for Student Development and Dean of Students or their designee will determine how a case will proceed when the College is not in session.

There are three distinct hearing processes in the College student conduct system, including the Administrative Hearing, the Relationship Violence and Sexual Assault Hearing, and the College Student Conduct Board Hearing. Most cases are heard through the Administrative Hearing process. All cases involving sexual assault, domestic violence, dating violence, and stalking are heard through the Relationship Violence and Sexual Assault Hearing process. Academic Honesty and other serious cases may be heard through the College Student Conduct Board Hearing process. The information above and the definitions and sanctions below are relevant to all three hearing processes. Information specific to each individual hearing process is outlined in separate sections later in this chapter.

## ***Initiating the Student Conduct Process***

Any member of the College community, including faculty, staff, student, or the College itself, may file a complaint. Complaints may also be filed by individuals who are not members of the College community. The complainants may include, but are not limited to, the reporting person, accuser, victim, and the College. Specific 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 Development staff may conduct a preliminary investigation of the alleged violation. The Vice President for Student Development and Dean of Students or their designee will make an initial determination that a formal student conduct 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.

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, planning, 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 their 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 or actions to protect those group members involved;
- Failure of the group or its officers to fulfill its responsibilities to enforce College or group policies, procedures, or regulations;

- 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.  
A complaint may be simultaneously carried forward against a group and individual members of a group. If a determination is made that a formal hearing is warranted, the form of the hearing will be determined by the Vice President for Student Development and Dean of Students.

## *Definitions*

**Adviser** — An adviser is a person who assists a complainant or respondent in the College student conduct process. The role of the adviser and the guidelines on who can serve as an adviser in each of the three hearing types are outlined in the sections about those hearing types later in this chapter.

**Appeal Administrator** — An appeal administrator is an individual appointed to hear requests for appeal review after a decision has been rendered in a case. One or more hearing officers may be appointed to hear a single appeal, and the use of the term appeal administrator in this policy applies equally to cases in which multiple appeal administrators are assigned. The process for appealing a decision in each of the three hearing types is outlined in the sections about those hearing types later in this chapter.

**Complainant** — A complainant is the source of a complaint in the student conduct system. The complainant may include, but is not limited to, the reporting person, accuser, victim, and the College. The burden of proof rests on the complainant, which typically includes the College.

**Complaint** — A complaint is a formal allegation of wrongdoing against individuals or a group.

**Hearing Officer** — A hearing officer is an individual appointed to determine whether a student is responsible for violating College policy. One or more hearing officers may be appointed to hear a single case, and the use of the term hearing officer in this policy applies equally to cases in which multiple hearing officers are assigned.

**Student Conduct Coordinator** — A student conduct coordinator is an individual appointed to assist a hearing officer or the student conduct board in an administrative role.

**Respondent** — A respondent is the individual or group that is charged in the student conduct system with violating College policy.

**Victim** — A victim is a person affected by another's person's behavior or actions. The victim is not always the person who makes a complaint, and may or may not be a complainant in a case.

**Witness** — A witness is a person who can testify on the basis of knowledge of facts relevant to an alleged violation.

## *Standard of Evidence*

Determinations of responsibility or non-responsibility in the College student conduct system are based on a preponderance of the evidence standard (i.e., that which the hearing officer or student conduct board believes is more likely than not to have occurred based on the information presented). Formal rules of evidence, such as those employed in criminal or civil court proceedings, do not apply to the College student conduct system.

## ***Determination of Responsibility/ Non-Responsibility***

**Not Responsible** — A Not Responsible decision means that the evidence and arguments presented were not convincing enough to find the student or group responsible for violating the rule or policy cited in the complaint, based upon a preponderance of the evidence standard.

**Responsible** — A Responsible decision means that evidence and arguments presented were convincing enough to find the student or group responsible for violating the rule or policy cited in the complaint, based upon a preponderance of the evidence standard.

## ***Sanctions***

A sanction is a follow-up determined by the Vice President for Student Development and Dean of Students 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 policy 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 Development and Dean of Students, and may not participate in any College-sponsored or College-related activity. 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 their 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.

## ***Administrative Hearing***

In an Administrative Hearing, Administrative Hearing Officers appointed by the Vice President for Student Development and Dean of Students, hear complaints filed against students or groups. One or more hearing officers may be appointed to hear a single case, and the use of the term hearing officer in this policy applies equally to cases in which multiple hearing officers are assigned. A judicial coordinator may be appointed to assist the hearing officer in an administrative role.

### ***Adviser for Administrative Hearing Process***

In the Administrative Hearing process, respondents have the right to have an adviser of their choice present during the pre-hearing meeting and the hearing. However, only one person designated as an adviser for the respondent is allowed access to the evidence. The adviser must be a full-time student, faculty member, or staff member at Albion College who is not a party to the case, not related to any party of the case, not an attorney, and does not have a law degree or other extensive formal legal training.

The extent to which the adviser may participate is limited to providing the respondent private support, guidance, or advice. During the hearing, the adviser may assist their advisee in formulating statements for the hearing officer. Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with persons other than their advisee during the hearing. The adviser may not serve as a witness or represent the respondent in a manner similar to an attorney.

### ***Administrative Hearing Process***

The respondent will be provided with 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 hearing officer (or judicial coordinator, if applicable) will conduct a pre-hearing meeting with the respondent to review the Administrative Hearing process, the rights of the respondent, and the written documentation and all evidence for the case. In most cases, the pre-hearing meeting will be scheduled to occur immediately prior to the Administrative Hearing. After the pre-hearing meeting, the respondent may request that the hearing be re-scheduled for a later date or time. The hearing officer will determine reasonable parameters for rescheduling the hearing.

The only people attending an Administrative Hearing are the hearing officer, the respondent, and an adviser to the respondent as outlined above. Additional individuals may be present during the hearing in full or in part, only at the request of the hearing officer for the purpose of providing additional relevant information or assisting the hearing officer to fulfill hearing officer functions. The character of the respondent and other parties to the case is not relevant in any hearing. Administrative Hearings are not recorded, and the recording of the hearing by the respondent, adviser, or any other individual present is prohibited. Hearings are not open to the public. The purpose of the hearing is to give the respondent the opportunity to present their side of the issue and for the hearing officer to determine whether the alleged violation(s) occurred.

At the Administrative Hearing, the respondent will have the opportunity to again review the written documentation and all evidence for the case. The respondent will be asked to indicate in writing whether they accept or deny responsibility for violating College policy. The respondent will have the opportunity to present evidence and oral testimony on their own behalf.

After the hearing, the hearing officer will determine if the respondent is responsible or not responsible (including in situations in which the respondent admits responsibility) for the alleged violations. The hearing officer's determinations of responsibility or non-responsibility are based on a preponderance of the evidence standard (i.e., that which the hearing officer believes is more likely than not to have occurred based on the information presented). If the respondent is found responsible, the hearing officer will make a recommendation for sanctions to the Vice President for Student Development and Dean of Students.

The Vice President for Student Development and Dean of Students or their designee will make pertinent information pertaining to past offenses available to the hearing officers at the time sanctions are considered. The outcome and sanctions (if applicable) will be communicated to the respondent in writing after approval or modification from the Vice President for Student Development and Dean of Students.

### ***Rights of the Respondent in an Administrative Hearing***

When a student participates in an Administrative Hearing as a respondent, they are afforded certain due process and procedural rights by the College:

- The right to have an adviser of their choice present during the pre-hearing meeting and the hearing subject to the following limitations and roles:
  - Only one person designated as an adviser for the respondent is allowed access to the evidence.
  - The adviser must be a full-time student, faculty member, or staff member at Albion College who is not a party to the case, not related to any party of the case, not an attorney, and does not have a law degree or other extensive formal legal training.
  - The extent to which the adviser may participate is limited to providing the respondent private support, guidance, or advice.
  - During the hearing, the adviser may assist their advisee in formulating statements for the hearing officer. Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with persons other than their advisee during the hearing. The adviser may not serve as a witness or represent the respondent in a manner similar to an attorney.
- 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 their own behalf.
- The right to testify or not to testify on their 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 their 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 their case in a timely manner.
- The right to request review for an appeal after a determination is reached.

### ***Appealing the Decision in an Administrative Hearing***

The respondent has the right to request review for an appeal of the decision and/or sanctions of the hearing officer. 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.

The request for appeal review must include which bases the respondent is requesting an appeal review under, and a separate, written justification for each of the selected bases. Initial review of the sufficiency of a request for appeal is based on the content of the written request and the written documentation and evidence 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 Development and Dean of Students or their 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 Development and Dean of Students or their designee by the date indicated in the written decision letter (normally five business 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 respondent will be afforded an opportunity to present the basis for it in person. An adviser is permitted on appeal, subject to the same role and limitations as an adviser in the hearing. The appeal administrator will review the record and consult with individuals 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.

The appeal administrator may, after hearing the appeal, deny any change in the finding and sanctions, modify the finding and/or the sanctions, or vacate the finding in whole or in part and refer the case back to the hearing officer for further deliberation.

## ***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 Development and Dean of Students 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 Development and Dean of Students, and the Judicial Board (Academic Infractions Division) have jurisdiction over cases of violation of academic rules of the College. In the College Judicial Board process, a judicial coordinator is normally appointed to assist the board in an administrative role.

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 sanctions to the Vice President for Student Development and Dean of Students.

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 Development and Dean of Students, the provost, or the registrar, as appropriate, to carry out the sanctions on behalf of the College.

### ***College Judicial Board Membership***

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 Development and Dean of Students. One male and one female student are also appointed by the Vice President for Student Development and Dean of Students to further diversify the pool of available student members.
- One Resident Assistant (RA), available to serve from the pool of two RAs, 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 they take office, elected by the faculty.
- One administrator who is not a member of the Student Development staff, appointed by the Vice President for Student Development and Dean of Students.
- The Director for Residential Life or alternate Student Development administrator appointed by the Vice President for Student Development and Dean of Students. (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 Development 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.

### ***Advisers in the Judicial Board Hearing Process***

In a Judicial Board Hearing, the complainant and the respondent have the right have an adviser of their choice present during the pre-hearing meeting and the hearing. However, only one person designated as an adviser for a party is allowed access to the evidence. 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 extent to which the adviser may participate is limited to providing the respondent or complaint private support, guidance, or advice. During the hearing, the adviser may assist their advisee in formulating statements for the board. Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with persons other than their advisee during the hearing. The adviser may not serve as a witness or represent the advisee in a manner similar to an attorney.

### ***Judicial Board Hearing Process***

The judicial coordinator or board member will provide the respondent with 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 board member 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 they admit or deny responsibility for the charges that have been filed.

If the respondent **admits** responsibility for violating the policy(ies) charged, the Judicial Board will meet

with the respondent to discuss the violation(s), and will recommend or determine the sanctions in response to the incident. If the respondent denies violating the policy(ies) cited, the Judicial Board 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 below) the sanctions if necessary.

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 their designee acts as the respondent. **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 their 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.** 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 sanctions. 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 they object 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 their 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 they testify and answer 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 they have admitted responsibility, the board will recommend or determine the sanctions. The Vice President for Student Development and Dean of Students or their designee will make pertinent information pertaining to past offenses available to the board 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 sanctions to the Vice President for Student Development and Dean of Students. The Vice President for Student Development and Dean of Students makes the final determination of sanctions.

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 sanctions and direct the Vice President for Student Development and Dean of Students, the provost, or the registrar, as appropriate, to carry out the sanctions 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 Development and Dean of Students. Results of the board's actions, final sanctions, and the judicial process are communicated to the respondent, in writing, by the Vice President for Student Development and Dean of Students.

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 Development and Dean of Students or their 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 Development and Dean of Students or their designee in the event of an appeal. The Judicial Board Hearing is the only hearing type that is recorded. Administrative Hearings and Relationship Violence and Sexual Assault Hearings are not recorded, and the recording of those hearing by the complainant, respondent, or any other individual present is prohibited. No other recording (e.g., audio, video) of judicial process disciplinary proceedings (e.g., hearings, interviews including investigative interviews, conferences, and meetings) are permitted.

### ***Judicial Board Rights of a Respondent***

When a student appears in front of a judicial board as a respondent, they are afforded certain due process and procedural rights by the College:

- 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 have an adviser of their choice present during the pre-hearing meeting and the hearing subject to the following limitations and roles:
  - Only one person designated as an adviser for a party is allowed access to the evidence.
  - 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 extent to which the adviser may participate is limited to providing the respondent private support, guidance, or advice.
  - During the hearing, the adviser may assist their advisee in formulating statements for the hearing officer. Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with persons other than their advisee during the hearing. The adviser may not serve as a witness or represent the respondent in a manner similar to an attorney.
- 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 their own 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 their 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 their 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 their case in a timely manner.
- The right to request review for an appeal after a determination is reached.

## *Appealing the Decision in a Judicial Board Hearing*

The respondent has the right to request review for an appeal of the decision and/or sanctions of 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.

The request for appeal review must include which bases the respondent is requesting an appeal review under, and a separate, written justification for each of the selected bases. 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 Development and Dean of Students or their 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 Development and Dean of Students or their designee by the date indicated in the written decision letter (normally five business days from the date of the letter). In instances involving academic dishonesty regulations, requests for appeal are reviewed by the Faculty Steering Committee. In each case, the appeal 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 permitted on appeal, subject to the same role and limitations as an adviser in the hearing. 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.

The appeal administrator or body may, after hearing the appeal, deny any change in the finding and sanctions, modify the finding and/or the sanctions, or vacate the finding in whole or in part and refer the case back to the hearing officer 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.

## *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 their actions and acknowledges that they in fact violated specific College policies.
6. The student's demeanor and attitude during the initial contact with College Staff members is appropriate.
7. Approval is given by the Associate Dean of Students/Director for Campus Safety (ADSDCS) or their 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 they determine 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 that must be completed within a certain time period.
7. A Campus Safety administrator follows-up to ensure actions 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 or board.
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 or judicial board 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.

## VII. 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 their 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 the day or evening 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 the day or evening 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.

## ***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 Development Office - 517/629-0750

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 ([albion.edu/about-albion/administrative-divisions/finance-and-administration/campus-conduct-hotline](http://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](mailto:TellAlbion@GetinTouch.com)
- Online Reporting: [albion.edu/student-life/student-affairs/current-students/report-discriminatory-harassment](http://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 themselves 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](mailto: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 517/629-0336.

- 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: [michigan.gov/cg](http://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 they serve 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 or 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 or 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 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 ([albion.edu/campussafety](http://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 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 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](mailto:parking@albion.edu).

## ***Animals and Pets***

To reduce the unnecessary health, safety, and damage risks, no animals or pets 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 pets permitted are fish held in tanks with a capacity of 10 gallons or less. 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 Support Animal, for example a cat, rabbit, bird, or small dog. 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 until all required documents have been submitted and a final approval has been received 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. Residential Life staff assist and facilitate this ongoing process rather than assume complete or exclusive responsibility for maintaining a positive residential setting.

## ***Student Residence and Board Policies***

As a four-year residential college, 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.
2. Married students.
3. Students with legal dependents.
4. Students age 23 or older.
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. Housing can still be provided even if a student qualifies for one or more of these exceptions.

\*“Principal residence” means the one place where an owner of the property has their true, fixed, and permanent home to which, whenever absent, they intend 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, Mae Harrison Karro Residential Village, and Munger Living Learning Community and Apartments).
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 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 Internship will occur during the fall semester, the student must participate in the Office of Residential Life's Room Selection Process in order to secure a room assignment for the fall semester.
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.

### ***Room Selection and Assignments***

Returning students are required to go through the Room Selection Process during the spring semester 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 Area Coordinator (AC) or the Office of Residential Life. Students assigned to double rooms can expect to have another roommate assigned if their initial roommate moves out.

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.

### ***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.

## ***Summer Housing***

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 notify the Office of Residential Life and complete 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, the Munger House, and the Munger Apartments/Living Learning Communities. On-campus apartments are furnished apartments for housing two, 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 studious 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.

**Gender Inclusive Housing**—Albion College Residential Life acknowledges that gender is an intersection of various identities, and, therefore, is committed to providing Gender Inclusive Housing. Options vary each year based on demand and availability. For more information, contact the Residential Life Office at 517/629-0224 or [reslife@albion.edu](mailto:reslife@albion.edu).

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

## ***Roommates***

Students 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 expected 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 including roommate and community meeting and mediations. 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 their Residence Hall Director (RD) and follow through with all room change paperwork and procedures properly. Students may not move or switch keys (fraternity houses) on their own initiative without prior approval by their residence director and the Office of Residential Life including moving room-to-room within the same hall, suite or apartment unit, or between buildings. 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. If you are approved to change rooms you must check out of your old room. Please refer to the section on Room Check Out Procedures for more information.

## ***Room Reassignments and 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 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 and are not guaranteed a single room during 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 their current room assignment.

### ***Room Personalization***

Students may choose to personalize their living space. 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. The use of wallpaper and contact paper are 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.
- Water beds and hot tubs in College residences are prohibited due to the possibility of water damage and added stress on building structures their weight creates.
- Construction of personal bed lofts is not permitted.
- 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***

Students should utilize the online work system to enter requests related to their residential area. The work order system can be accessed online at: [userman.albion.edu/workorders](http://userman.albion.edu/workorders). 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 517/629-0230 (M-F 7:00 a.m.-5:00 p.m.) and report the location and nature of the maintenance emergency. After hours, students should contact a Residential Life staff member or call Campus Safety at 517/629-1234. A Facilities Operations supervisor is on call after hours to respond to maintenance emergencies.

Requested maintenance and repairs to be performed in student rooms will occur between 9:00 a.m. and 5:00 p.m., Monday through Friday. If repairs or inspections of student rooms or apartments are required for work not related to a request from student, Residential Life staff will communicate this information ahead of time with the impacted students. In emergency situations if may not be possible to provide advance notification, but if students were not in the room at the time of the emergency maintenance concern, they will be notified afterward that staff have entered their room or apartment.

## ***Environmental Health in 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 must notify Residential Life staff immediately, 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 their room and belongings. Timeliness of reporting and cooperation with instructions will directly impact the success of the treatment

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](mailto:helpdesk@albion.edu).

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

**Telephone Repairs**—Telephones needing repair should be reported through the work order system at [albion.edu/it](http://albion.edu/it). Information needed for a repair request includes student name, campus location of the telephone (building and room number), the telephone number of the phone needing repair, and the nature of the work order request.

**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.

## ***Furniture Removal Policy***

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 to the student 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 rooms and assigned spaces (apartments), including common spaces (lounges, kitchenettes) and 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 by Residential Life staff 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.

## ***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 residential facilities.

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. Students permitted to reside on campus during break periods may be required to temporarily relocate to another room on campus.

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 break periods.

**Residence Closing Procedures**—Before closing the residential facilities for break periods, Residential Life, Facilities, and/or Campus Safety staff 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.

**Academic Year 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 VII 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 their personal belongings (e.g., clothes, athletic equipment, bikes, carpet, couches, chairs, tables, televisions, refrigerators, microwaves, etc.) home upon their departure. Should belongings be left in student rooms or common areas, an individual student or group of students may be billed for removal costs. Students in need of storage are encouraged to contact local storage facilities.

Limited storage may be available to students who live more than 5 hours away from campus. Residential Life staff will contact students who may qualify for this program.

**Fraternity Summer 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 and items. 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)/owned by the fraternity, not individual members’ 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. Fraternity members may not leave personal belongings in their rooms or store personal belongings in the house under any circumstances.

## ***Room Check-out Procedures***

### **Room Changes During the Academic Year:**

On occasion during the academic year, students may move to a different room with the approval of the Office of Residential Life. In order to facilitate a smooth move process and to avoid possible charges for Improper Check-Out, students need to:

1. Complete and sign all move paperwork with their Residence Director.
2. Obtain temporary card access for new room from the Office of Residential Life. At completion of move, return the temp card to Residential Life and then update your Albion1 Card at the Helpdesk for access to new room.
3. Schedule an appointment for a Residential Life staff member (RA or AC) to check the room and complete the check-out Room Condition Inventory after all personal belongings are removed.
4. Remove personal trash and unwanted personal belongings as well as clean the room.
5. Work with RA or AC to be checked into the new room and complete new Room Condition Inventory for new residential space.

### **Leaving the College During the Academic Year:**

When students leave the College during the academic year, they should work with their Area Coordinator (AC) to facilitate a smooth check-out process. To avoid possible charges for Improper Check-Out, students need to:

1. Schedule an appointment at least 24 hours in advance for a Residential Life staff member (RA or AC) to check the room and complete the check-out Room Condition Inventory after all personal belongings are removed.
2. Remove personal trash and unwanted personal belongings and clean the room or space.
3. Return ID card to Residential Life staff member and, if a fraternity member, return room key.

### **Winter Break Closing (for students returning for the spring semester):**

Following Thanksgiving break, students must attend a closing floor meeting where December closing procedures will be reviewed by their RA. Students residing in facilities without an RA, will receive this information via email from their Residence Director or the Residential Life office.

At the conclusion of fall final examinations, 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 will complete a visual check-out with their Resident Assistant (RA).

Residential Life, Facilities, and/or Campus Safety staff will complete a check of all student rooms to be certain they are no longer occupied and to check for safety hazards. These procedures are followed to protect students' personal property and College property. All observed violations of College policy will be documented and a report forwarded to the Residence Director and/or the Director of Campus Safety

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.

### **Winter Break Closing (for students NOT returning for the spring semester):**

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 may be a \$25.00 fine charged to reassemble furniture. Students may 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 may be assessed if such areas are left excessively dirty.
5. Check-out with a Residential Life staff member to have the room inspected; a check-out Room Condition Inventory will be completed. Fraternity members will also return their room keys.
6. Graduating seniors and students withdrawing from the College will also turn in their I.D. cards.
7. 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. Charges may be applied to individual residents, or residents of the floor or building where they are found.

Professional Residential Life staff will conduct final room and building inspections and damage assessments after residential units are closed for the fall semester.

### **End of Spring Semester Closing:**

In April, students should attend a closing floor meeting where closing procedures will be reviewed by their RA. Those students residing in facilities without an RA, will receive this information via email from their Residence Director.

At the conclusion of spring final examinations, 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, select student employees, and students involved in Commencement (must be approved in advance). These students may be permitted to remain in their rooms until final closing at 8 p.m. after Commencement. 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 may be a \$25.00 fine charged to reassemble furniture. Students may 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 may be assessed if such areas are left excessively dirty.
5. Check-out with a Residential Life staff member to have the room inspected; a check-out Room Condition Inventory will be completed. Fraternity members will also return their room keys.
6. Graduating seniors and students withdrawing from the College will also turn in their I.D. cards.
7. 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.

Professional Residential Life staff will conduct final room and building inspections and damage assessments after residential units are closed for the fall semester.

### ***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 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 two 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. Visitors and guests, whether students or non-students must obtain entry from their host. Students who prop doors open, allow unknown people into the building, or loan out their Albion 1 Card are jeopardizing the safety and security of the entire community. Security phones are located at the main entrances of College-owned facilities.

**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.

**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 1Card is used to access exterior and individual room doors. See the section on “Albion 1Card” 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. Area Coordinators, 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 and e-mails in common areas noting the date and time of such walk-through tours. Students are encouraged to be present, if possible. Residents have 24 hours to correct deficiencies. Prohibited items will be confiscated and should be brought to the Area Coordinator office and tagged and stored until they can be removed from campus. Prohibited 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 or prohibited 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);
  - Electric skillets, rice steamers, woks (except in apartments);
  - 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.

To be eligible, a student must have a severe, chronic medical condition (e.g., asthma, allergy) that necessitates use of air-conditioning, which is documented by a physician.

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 their 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 Facilities Operations staff. Failure to follow this policy may result in fines and disciplinary action.

## ***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: [albion.edu/student-life/campus-safety/clery-report/](http://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. Smoke detectors in student rooms, apartments, and residential areas may not be disabled or covered for any reason. All occupants of a room, suite or apartment where a smoke detector has been found to be covered or intentionally disabled are subject to an immediate \$250 fine, and may also be referred to the College judicial process.

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***

A professional Residential Life staff member is designated to respond to any emergency within the residence system each evening of the week and throughout the weekend. In addition, designated R.A.s are on call each evening of the week in each residence hall to respond to problems or concerns. The Department of Campus Safety responds to emergency requests on a 24-hour basis at 517/629-0911.

## ***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.

While fulfilling their administrative responsibility to enforce College regulations, members of the Student Development 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 their 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 their 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 residential buildings, 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 RA on-call for assistance. In residential areas without RA'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 or 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 is responsible for the actions of their 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 suite-mates 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 VII, 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***

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 Development and Dean of Students or their 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 students or groups involved in serious or repeated violation may also be fined.

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 Development 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 important to note that, while the State of Michigan has legalized the possession and use of small amounts of marijuana for persons over the age of 21, this does not authorize the distribution, possession, or use of marijuana on College property for any reason. 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, students or groups involved in serious or repeated violations of these policies may also be fined.

### **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.

### ***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.

## ***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 Development 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 (517/629-0236) maintains lists of in-patient and out-patient referral resources available in the community and make appropriate referrals.

### ***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

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

### ***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 Development  
517/629-0226, or

Provost  
517/629-0222, or

Director of Human Resources  
517/629-0205

Albion College  
611 E. Porter St.  
Albion, MI 4922

## ***Albion College Title IX Policy***

Policy and procedures for addressing complaints of sex-based discrimination, including Sexual Harassment and gender-based violence.

## ***Introduction***

Members of the Albion College community have the right to be free from all forms of discrimination on the basis of sex, including Sexual Harassment, which impede the realization of the College's mission as an undergraduate, liberal arts institution committed to academic excellence. As such, Albion College does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination and Sexual Harassment. Sexual harassment is a violation of College policy, state and federal civil rights laws, and may violate state and federal criminal laws. When the College has Actual Knowledge of an allegation of sex discrimination or Sexual Harassment, and a Respondent is found to have violated this policy, the College will issue appropriate sanctions to prevent future misconduct.

As a recipient of federal funding, the College is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity.

## ***Scope***

This policy applies to all employees, students, volunteers, vendors, and visitors of Albion College.

## ***Jurisdiction***

This policy applies to alleged Sexual Harassment that takes place in the College's educational programs or activities, against a person in the United States including locations, events, or circumstances over which the College exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, or in any building owned or controlled by a student organization that is officially recognized by the College.

In situations not covered above, but where the Sexual Harassment undermines the security of the College community or the integrity of the educational process or poses a serious threat to self or others, other applicable College procedures for general misconduct may be applied.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the College Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the Complainant and the Respondent.

## ***Privacy***

Information received in connection with the reporting, investigation, and resolution of allegations under this policy will be treated as private and will only involve individuals the College determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate College functions, or when the College is required to provide information under the law.

## ***Policy Maintenance***

This policy is managed by the Title IX Coordinator and the President of Albion College, and is reviewed annually.

## ***Definitions***

The following definitions of terms and prohibited behaviors apply to this policy:

### ***Actual Knowledge***

Under existing regulations, the College's duty to act under Title IX is triggered when it has Actual Knowledge of an alleged violation. Albion College has Actual Knowledge when the College's Title IX Coordinator receives a report or notice of alleged Sexual Harassment.

### ***Adviser***

An individual who assists a Complainant or Respondent in the Title IX hearing process. An Adviser may, but need not be, an attorney.

### ***Complainant***

An individual who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the College, and regardless of whether that person is a member of the College Community.

### ***Decision Maker***

The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process. The Decision Maker determines whether College policy has been violated.

### ***Formal Complaint***

A complaint filed by the Complainant or the College's Title IX Coordinator that triggers the College's full investigation and hearing process under Title IX.

### ***Investigator***

An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

### ***Respondent***

An individual who is reported to have engaged in conduct prohibited by this policy.

### ***Retaliation***

Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.

### ***Student***

An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the College to take instruction. Student status lasts until an individual graduates, is suspended or expelled, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the College. The College reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

### ***Title IX Coordinator***

The designated College official with primary responsibility for coordinating the College's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the College responds appropriately, effectively, and equitably to all Title IX issues. The only individuals who can file a Formal Complaint alleging Sexual Harassment under this policy are the Title IX Coordinator and the alleged Complainant. Any reference to the Title IX Coordinator in this policy may also include a designee of the Title IX Coordinator to fulfill their role.

### ***Sexual Harassment***

The following constitute acts of Sexual Harassment under this policy:

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

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

Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as defined in this policy.

## ***Sexual Assault***

Sexual Assault is any sexual activity initiated by an individual that occurs without consent of the individual to whom the sexual activity is directed and/or by force or coercion, including non-consensual sexual contact and non-consensual sexual intercourse.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon another person that is without consent and/or by force or coercion. Non-consensual sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or the clothing covering those parts; or touching others with any of these body parts, clothed or unclothed; or any other intentional bodily contact in a sexual manner.

Non-consensual sexual intercourse is penetration, however slight, with any object or body part, of the vagina or anus, or fellatio or cunnilingus that is without consent and/or by force or coercion.

## ***Consent***

Consent is willingly and verbally agreeing to specific sexual contact or conduct. No one who has been forced or coerced into sexual activity can consent. No one who is impaired by alcohol, other drugs, prescribed medication, mental disability, sleep, or involuntary physical restraint can consent.

Force is the use or threatened use of physical force or violence against a person.

Coercion is unreasonable pressure for sexual activity, including continued pressure for sexual activity once an individual communicates disapproval for that activity, non-physical threats, or implied threats. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.

Impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the “who, what, when, where, why, or how” of the sexual interaction). Engaging in sexual activity with an individual who one knows or reasonably should know to be impaired is a violation of this policy. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.

## ***Dating Violence***

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***

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.

## ***Stalking***

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.

## ***Reporting***

Employees, students, volunteers, vendors, and visitors of Albion College, or any other individual should report an allegation of sex discrimination or Sexual Harassment to the Keena Williams, the College's Title IX Coordinator in any of the following ways:

**Keena Williams**, Chief Belonging Officer and Title IX Coordinator  
Mail: 611 E Porter St., Albion, MI 49224  
Phone: 517-629-0174  
Email: [titleix@albion.edu](mailto:titleix@albion.edu)  
Webform: [albion.edu/titleix](http://albion.edu/titleix)  
In Person: 216 Ferguson Building

Individuals may also make a report to law enforcement, but it is not required in order to report to the College. Individuals may request assistance from the Title IX Coordinator in reporting to law enforcement.

### **Agency Contact Information**

Albion Department of Public Safety, 112 W Cass St, Albion, MI 49224, 517-629-3933  
Michigan State Police Post Number 54, 714 Old US 27 N., Marshall, MI 49068, 269-558-0500

## ***Confidential Resources***

The College encourages individuals who have experienced sex discrimination or Sexual Harassment to utilize confidential resources on campus and in the community.

### **Albion College Counseling Services**

Provides free psychological counseling services to all Albion College students.  
Counseling Services, 616 Michigan Ave, Albion, MI 49224, 517-629-0236  
After hours: 517-629-1234  
Community Served: Students

### **Employee Assistance Program**

Provides 4 free visits with a counselor each year to full-time employees.  
Human Resources, Ferguson Hall Room 225, 517-629-0225  
Community Served: Employees

### **Anna Howard Shaw Women's Center**

Provides confidential support for survivors of interpersonal violence.  
Kaydee Hall, Robinson Hall Room 300, [khall@albion.edu](mailto:khall@albion.edu), 517-629-0577  
Community Served: Students and Employees

**Sexual Assault Services, Bronson Battle Creek**

Connects survivors of sexual assault with trained volunteers to advise on their options for medical and emotional care, legal remedies, and free medical-forensic examinations conducted by Sexual Assault Nurse Examiners (SANE). SANE nurses provide compassionate care ensuring that survivors are not re-traumatized while seeking medical attention.

888-383-2192 (24/7)

Community Served: Anyone

**SAFE Place Shelter**

Provides shelter, court advocacy, social services referrals, and comprehensive counseling programs for victims of stalking, dating violence, and domestic violence.

888-664-9832 (24/7)

Community Served: Anyone

**Michigan Sexual Assault Hotline**

Provides immediate crisis counseling, and referrals to individuals in the State of Michigan.

855-VOICES4 (24/7)

855-864-2374 (24/7)

Community Served: Anyone

**National Domestic Violence Hotline**

Provides crisis counseling and informational resources regarding dating and domestic violence through phone or online chat.

800-799-7233 (24/7)

Chat: [thehotline.org](https://www.thehotline.org) (24/7)

Community Served: Anyone

## ***Mandatory Reporting***

All College employees, except those exempted by legal privilege of confidentiality or expressly identified below, have an obligation to report allegations of Sexual Harassment, including Sexual Assault, Dating Violence, Domestic Violence, and Stalking to the College's Title IX Coordinator. Any employee who receives a disclosure of Sexual Harassment or becomes aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy, must report all known information. Employees who have an obligation to report under this policy should still treat this information as private, and only share with individuals as necessary under this policy.

Employees exempt from Mandatory Reporting include:

- Professional counselors working in Counseling Services;
- The Project Coordinator working within the Anna Howard Shaw Women's Center;
- The College Chaplain; and
- Employees serving as Local Sexual Assault Advocates (LSAAs).

Employees who are exempt from Mandatory Reporting under this policy may still have reporting obligations as required by law or other College policies. Corrective action may be taken against any employee who has a duty to report and who fails to respond in a manner consistent with this policy.

## ***Retaliation***

Retaliation is prohibited both by College policy and by the law. The College will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of sex discrimination or Sexual Harassment. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and suspension or expulsion of a Student, independent of the merits of the underlying allegation. Allegations of Retaliation should be reported to the Title IX Coordinator.

## ***Resolution Options***

The Title IX Coordinator reviews all reports of Sexual Harassment or discrimination under this policy. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the College's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution. Upon completion of an initial assessment, the Title IX Coordinator will determine the available options for resolution and will communicate the options to the parties.

### ***Informal Resolution***

Informal resolution may be utilized in some circumstances if the College deems appropriate and both parties agree to it. Informal resolution is not permitted when the allegations involve an employee and a student.

### ***Investigative Resolution***

Reports of Sexual Harassment will be resolved through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable College policy. In instances when informal resolution is inappropriate, when the Complainant requests, or when the College requires formal investigation, the College will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

## ***Remedies***

When the College makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, suspension, expulsion, and other appropriate educational sanctions.

When the Respondent is an employee, potential disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the college may also be subject to termination or other corrective actions.

Any corrective actions or sanctions will not take effect until any appeals have been completed.

## ***Supportive Measures***

Supportive Measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the College's education and employment programs and activities. The Title IX Coordinator will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:

- No contact directives;
- Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
- Academic support including extensions of time and other course-related adjustments;
- Modification of work or class schedules;
- Change in work or housing locations;
- Change in reporting relationship;
- Consideration of leave requests; and
- Assistance with academic petitions.

The Title IX Coordinator will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other College employees with a need to know. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

## ***Other Remedial Measures***

When the College is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the College may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation. Remedial measures may include, but are not limited to:

- Providing training on Sexual Harassment;
- Increasing security in a designated space;
- Changing policy or procedure; and
- Conducting climate surveys or other climate checks.

During the period of any investigation if the Respondent is an Employee, they may be placed on Administrative Leave. If the Respondent is a Student, they may be removed from educational activities through a temporary suspension. The Title IX Coordinator will conduct an individualized safety and risk analysis to determine whether the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. Respondents have the right to challenge the determination of the safety and risk analysis in writing.

## ***Amnesty for Survivors and Witnesses***

Complainants and witnesses under the influence of alcohol or other drugs during the time of the incident will not normally be referred to the College's student conduct process for alcohol or other drug violations.

## ***False Allegations***

It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment. It is important to note that the absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

## ***Process Abuse***

No member of the College Community may:

- Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
- Make, in bad faith, materially false statements in or related to a process covered by this policy;
- Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
- Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

## ***Recordkeeping***

The College will maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

## ***Procedures***

### ***Initial Assessment***

Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint. If the report came from an individual other than the Complainant, the Title IX Coordinator will attempt to contact the Complainant to provide this information. If the Complainant chooses to file a Formal

Complaint, the Title IX Coordinator will appoint an Investigator to conduct an investigation.

The Title IX Coordinator may also file a Formal Complaint based on the availability of information and evidence suggesting that a policy violation may have occurred; the College's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.

### ***Investigation***

If the Complainant or the Title IX Coordinator elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten (10) days including:

- The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
- That there is a presumption of innocence in their favor;
- That all parties are entitled to an Adviser of their choice;
- That all parties can inspect and review evidence; and,
- That false statements made in bad faith are prohibited by this policy and could result in disciplinary action.

Following the filing of a Formal Complaint, the Title IX Coordinator will appoint an Investigator to investigate the allegations. During the investigation, the Investigator may interview the Complainant, Respondent, and any relevant witnesses. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case.

Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process. Multiple Formal Complaints may be consolidated when the allegations arise out of the same facts or circumstances.

During the investigation process, Complainants and Respondents have an equitable right to:

- Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
- A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
- Present relevant information to the Investigator, including evidence and witnesses;
- Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
- Have an Adviser of their choosing, who may be an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
- Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- Discuss the allegations under investigation or to gather and present relevant evidence. Parties are advised that discussing investigations publicly may hinder the ability of the Investigator to conduct an impartial investigation.
- Credibility determinations that are not based on a person's status as a Complainant, Respondent, or witness.

Following the completion of the investigation, the Investigator will draft an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their Advisers an electronic or hard copy of the report. The report must include all evidence

directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties will then have ten (10) days to provide a written response, which the Investigator will consider before finalizing the investigative report. The Investigative report will be delivered to the Title IX Coordinator, the Complainant, and the Respondent within three (3) days of its completion.

### *Hearing Process*

After the conclusion of the investigation, The Title IX Coordinator will appoint a Decision Maker to conduct a live hearing and resolve a Formal Complaint. The purpose of the hearing is to give parties the opportunity to present their side of the issue, participate in cross-examination, and for the Decision Maker to determine whether the Respondent is responsible or not responsible for violating this policy. Hearings are not legal proceedings and do not follow courtroom procedure or formal rules of evidence. Hearings are not open to the public. The College will create an audio recording of the hearing. The character of the Complainant, Respondent, and Witnesses to the case is not relevant in any hearing. Previous sexual history of the parties, other than with each other, is not relevant.

At the Relationship Violence and Sexual Assault Hearing, parties will have the opportunity to:

1. Submit an opening statement.
2. Respond to questions by the Decision Maker.
3. Have their Adviser cross-examine the other party and relevant witnesses.
  - a. Before a party or witness answers a cross-examination question, the Decision Maker will review submitted questions for relevance and admissibility and may then ask the questions submitted by the other party.
  - b. If the Decision Maker determines that a question is not relevant, they will provide an explanation to the party's Adviser as to the decision to exclude the question.
4. Submit a closing statement.

If, at any point during the hearing, the Decision Maker determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker may suspend the hearing and reconvene it in a timely manner that accommodates further investigation. Hearings may be conducted virtually through the use of technology at the College's discretion. However, if either the Complainant or Respondent asks to be in separate rooms, the College must grant this request and provide appropriate technology to allow for simultaneous participation.

During the hearing process, parties have an equitable right to:

- Attend or not attend the hearing. In choosing not to attend, the party forfeits the right to question evidence at the hearing. The hearing officer cannot draw an inference about the decision regarding responsibility based solely on a party's or witness's refusal to attend the hearing.
- Have an Adviser of their choosing, who may be an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings. If a party does not have an Adviser present at the live hearing, the College will provide, without fee or charge to that party, an Adviser of the College's choice to conduct cross-examination on behalf of the party.
- Cross-examination of parties and witnesses to be conducted by their Adviser.
- Testify or not testify on their own behalf. If a party does not submit to cross-examination at the live hearing, the Decision Maker must not rely on any statement of that party in reaching a determination regarding responsibility. The Decision Maker cannot draw an inference about the decision regarding responsibility based solely on the refusal of a party or witness to answer cross-examination or other questions.
- A presumption of not responsible until found otherwise.
- Assurance that a Decision Maker's determination of responsibility is based only on the evidence presented at the hearing and in the Final Investigative Report.
- Assurance that credibility determinations will not be based on a person's status as a Complainant,

Respondent, or witness.

- A hearing conducted without unreasonable delay following the Respondent being notified of charges.
- Simultaneous notification in writing of the outcome of the hearing and procedures for appealing the decision.
- Notification in writing if another party appeals the decision.
- Simultaneous notification in writing if any part of the decision is changed under appeal as well as when the decision becomes final.

After the hearing, the Decision Maker will determine if the Respondent is responsible or not responsible for the alleged violations, including in situations in which the Respondent admits responsibility. The Decision Maker's determinations of responsibility or non-responsibility are based on a preponderance of the evidence standard (i.e., that which the Decision Maker believes is more likely than not to have occurred based on the information presented). If the Respondent is found responsible, the Decision Maker will consult with the Title IX Coordinator and to determine remedies based on the nature and severity of the conduct and any prior conduct by the Respondent covered under this policy.

The Decision Maker will simultaneously notify parties of their decision in writing within ten (10) days after the conclusion of the hearing.

### ***Dismissal of a Complaint***

In the event that prior to, or in the course of, an investigation, the College determines that the allegations fail to meet the definition of Sexual Harassment or do not fall within the jurisdiction of this policy, the investigation and Formal Complaint will be dismissed. Formal Complaints that are dismissed may still be resolved through an informal resolution process. The College reserves the right in its sole discretion to dismiss the Formal Complaint and stop the investigation if:

- The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
- The Respondent is no longer enrolled in or employed by the College; or
- Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).

If the College dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

### ***Appeals Process***

If either party disagrees with the Decision Maker(s)'s findings or remedies, they may file a written appeal with the Title IX Coordinator within ten (10) days of receiving the Decision Maker(s)'s written decision. Appeals may be filed due to:

- A procedural irregularity that affected the outcome;
- New evidence discovered that was not reasonably available at the time of the determination or dismissal and that is of a character directly affecting the decision;
- A conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
- The penalty is inadequate or excessive.

In the event that an appeal is submitted, the Title IX Coordinator will appoint an Appeal Decision Maker to examine the appeal and all evidence in order to determine if the appeal has merit. The Appeal Decision Maker will make an unbiased, objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result. The Appeal Decision Maker will provide the written decision simultaneously to both parties.

## VIII. 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 [greyhound.com](http://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 [amtrak.com](http://amtrak.com).

### Stores and Services

#### Banks and Savings and Loan Associations

TNC, 1301 N. Eaton St. ....	629-9178
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
Dollar General Stores, 1450 N. Eaton St. ....	629-5199

#### Laundries

Five Points Laundromat, 116 Clark St.

#### Groceries

Family Fare, 1406 N. Eaton St. ....	629-6313
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#### 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***

Courtyard Albion, 200 South Superior Street.....	629-8520
Palmer House Inn Bed and Breakfast, 108 W. Erie St. ....	629-0001

## ***Restaurants***

Albion Malleable Brewing Company, 420 S. Superior St.....	343-2202
Arby's Restaurant, 27790 C Drive North .....	629-5890
Biggby 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
Eat Shop, Kellogg Center, Albion College .....	629-0385
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
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

## ***Healthcare***

Henry Ford Allegiance Family Medicine, 27931 C Drive North, Albion.....	205-2579
Oaklawn Family Medicine and Express Care, 302 N. Monroe St., Albion .....	654-1020
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: [albion.edu/chaplain](http://albion.edu/chaplain).

Looking for an Index? Now that the Student Handbook is available online only, the best way to find what you're looking for is to check the Table of Contents on page 3 or search the electronic document by clicking Ctrl+F and typing in keywords in the search bar.



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